



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Cllr Alan Vincent, Resources Portfolio Holder	14 December 2017

### The introduction of the Modern.gov Committee Minutes System

#### 1. Purpose of report

- 1.1 To seek approval to invest in the Modern.gov Committee Minutes system to improve the agenda publication process and enable paperless working.

#### 2. Outcomes

- 2.1 Implement #DigitalWyre, our digital strategy to facilitate digital transformation of services.

#### 3. Recommendation

- 3.1 That approval is given to invest £68,540 (over a five year period) to purchase the Modern.gov software and associated support, hosting and mobile device app for the modern.gov committee minutes system.

#### 4. Background

- 4.1 In September 2017, a business case was produced and approved by the Council's Digital Transformation Board, for the procurement of a purpose built committee minutes system. It was calculated that use of the system, alongside the introduction of paperless working for councillors, could produce annual cashable savings in the region of £8,850, by significantly reducing the amount of paper, printing and postage. Further annual efficiency savings in the region of £7,120 in staff time would also be generated. These savings could provide the funding for the investment in the software system.

**4.2** Using the Modern.gov software will in the first instance save a significant amount of time during the agenda compilation process and will also allow the Council to roll out paperless working. The secure purpose built app will ensure that documents within the system are accessible.

**5. Key issues and proposals**

**5.1** A number of different Committee Minutes systems are available and a procurement exercise has been undertaken to find the system which will best fit the Council’s current and future needs. Through an evaluation of the submissions received it was determined that the Modern.gov system best fits the Council’s requirements.

**5.2** In order to achieve paperless working at the various committee meetings, iPads (or similar devices) will also need to be purchased and a further report is to follow. It is proposed that the iPads are fully rolled out in May 2019, after the elections and are replaced on a rolling programme.

**6. Delegated functions**

**6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council’s constitution):

“To consider arrangements for a strategic approach for the Council’s procurement of goods and services”.

<b>Financial and legal implications</b>	
Finance	The cost of the Modern.gov committee minutes system over five years is £68,540. Corresponding savings on paper, printing and postage are expected to be £8,850 per annum. The annual savings target shortfall (£4,858) will be met from a future staffing review.
Legal	The procurement process which has been followed to obtain and evaluate quotations for the provision of the system required complies with the Council’s Financial Regulations and Procedure Rules. A formal contract will be entered into with the preferred supplier.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	✓
health and safety	x

<b>risks/implications</b>	<b>✓ / x</b>
asset management	x
climate change	x
data protection	✓

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

### **List of appendices**

None

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