



Record of a decision taken by the Resources Portfolio Holder

The introduction of the Modern.gov Committee Minutes System

On 14 December 2017 the Service Director Performance and Innovation submitted a report seeking the Resources Portfolio Holder's approval to invest in the Modern.gov Committee Minutes system to improve the agenda publication process and enable paperless working.

Following questions asked by a Councillor about the report, the Portfolio Holder has taken account of the following additional information provided by the Service Director Performance and Innovation:

The report specifically relates to the procurement of a new committee system which will improve the agenda publication process. The system will enable reports to be drafted, amended, collated and uploaded in a much more efficient way and will reduce the amount of admin time currently spent on the process. It is estimated that these efficiency savings equate to around £7,120 per annum.

Once implemented the new system will enable the council to move forward with paperless working for Councillors. The hardware for Councillors to support paperless working will be purchased and rolled out once the new system is established and is expected to coincide with the May 2019 elections. The phased approach offers the following benefits:-

- Allowing the Democratic Services staff the time they need to implement the software and new processes;
- Removing the strain currently felt by the service and freeing up admin time;
- Allowing the hardware purchase and roll out to fit around existing IT workloads;
- Fitting in with the term of office for Councillors.

The time saving element of the system will be realised through the procurement and implementation of the system as will some reduction in printing and postage but the full cost savings for the system (specifically for paper, printing and postage) will not be realised until the second year of the project (during the financial year 2019/20).

Decision taken

The Resources Portfolio Holder gave approval 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.

Date of Publication: 21 December 2017

What were the reasons for the recommendations and what other options were considered and rejected?

Full details of the reasons for the recommendation and any alternative options that were considered and rejected are included in the original report.

When will this decision be implemented?

All decisions will be put into effect five working days from the date of publication, unless a decision is “called-in” by any four members of Wyre Council within that period. The “call-in” procedure is set out in [Part 4 of the Council’s Constitution](#) (Paragraph 17 of the Overview and Scrutiny Procedure Rules).

If a decision is “called-in”, the Overview and Scrutiny Committee may decide that the original decision should be upheld or ask the Portfolio Holder to reconsider the decision.

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