

Public Document Pack

zztestcommitteezz

Thursday, 1st February, 2018, 4.34 pm



Members:

Agenda

1. 01878S1Harmony

| (Pages 1 - 108)

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Agenda Item 1

DEVELOPMENT & ENVIRONMENT SERVICES
PLANNING APPLICATION REPORT
Bute & Cowal Area Committee
18th April 2002

Local Member - Councillor McQueen
Date of Validity - 19th November 2001
Committee Date - 7th May 2002

Reference Number: 01/01878/DET
Applicants Name: DGM (Scotland) Ltd
Application Type: Detailed : Supplementary Report No1
Application Description: Erection of 24 Flats and Provision of Car Parking, Demolition of Offices and Modification & Relocation of Existing Car Parking
Location: Former Harmony Hotel Site, Alexandra Parade, Dunoon

(A) INTRODUCTION

Further to the departments original report dated 24th December 2001 duly considered by Members on the 16th January 2002, it was resolved to grant planing permission subject to the conclusion of a section 75 agreement and planning conditions. The thrust of the Section 75 Agreement was to ensure that the public car park be provided prior to the commencement of work together with measures to ensure the provision of signage, ticket machines and lighting etc.

Subsequently, Corporate & Legal Services have recently advised that following a title search it has emerged that there is an additional right of title in respect of private parking and access for the owners of the former Royal Bank premises on Argyll Street. These were indicated on the approved plans as being public car parking spaces number 53 and 54.

In response the agent has submitted an amended plan which shows a modified car parking layout with the two affected car parking spaces i.e. number 53 and 54 being relocated elsewhere within the site, an area where it was originally proposed for motorbikes.

Consultations

Area Roads Manager : Views awaited.

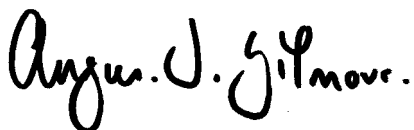
CONCLUSIONS

Although the loss of space allocated for motor bikes is unfortunate this has to be balanced against the fact that there is no specific parking for motor bikes at present. It is therefore considered given that the revised layout that this will not result in the loss of any public car parking spaces and that that the amendment is acceptable in principle, providing always to the Area Roads Manager concurring with such views.

The agent has also advised that his client is currently negotiating with the affected party i.e. the owners of the former Royal Bank premises with a view to acquiring the right to utilise them. Should this prove successful then it is intended that they would revert to the originally submitted scheme.

(B) RECOMMENDATION

Subject to the views of the Area Roads Manager it is recommended that Members note the contents of this report and agree to such amended plans in respect of car parking provision.



Angus J Gilmour

Head of Development & Building Control

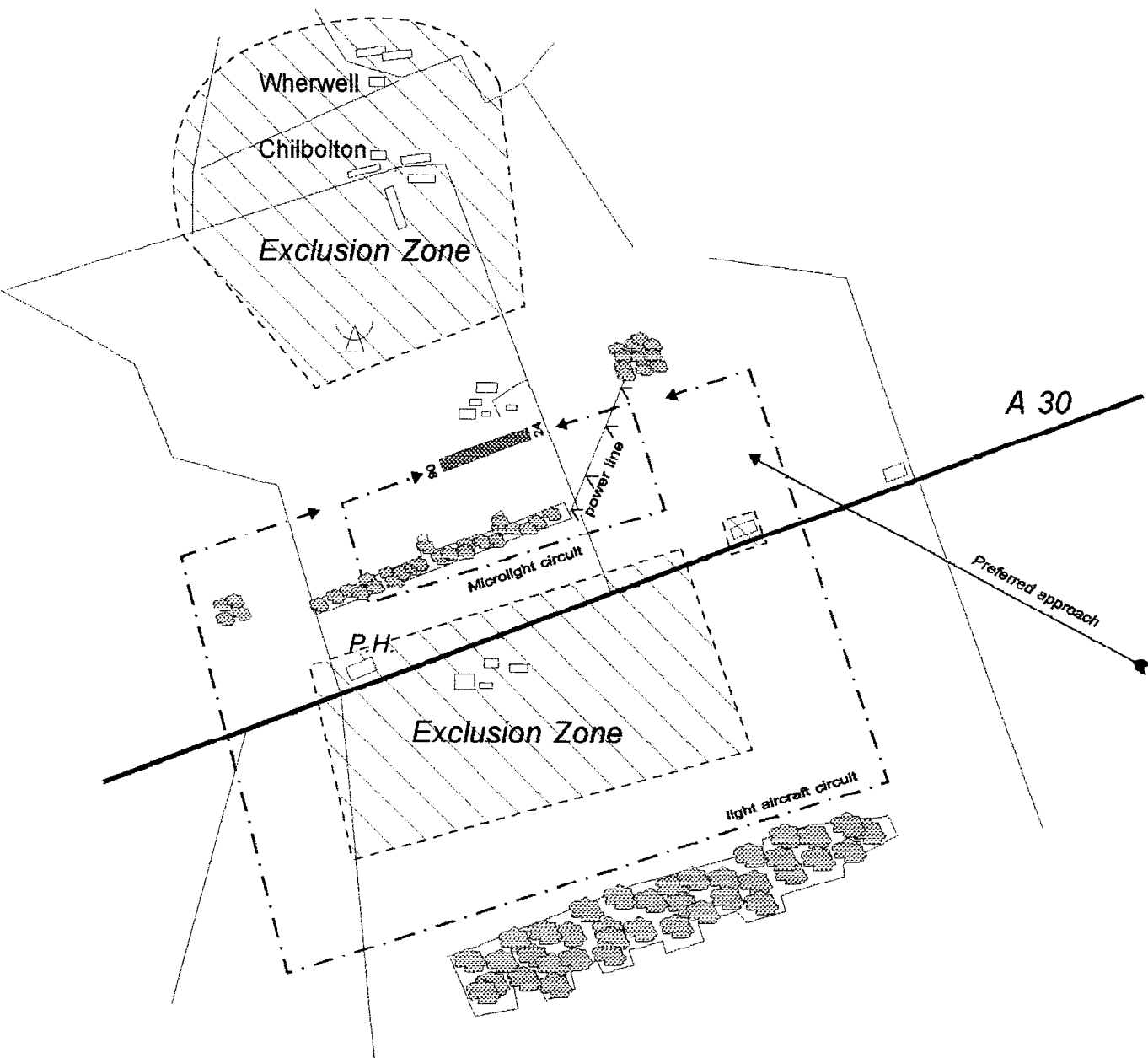
"In reaching my assessment on this application, I have had regard to the documents identified in brackets above which are available for public inspection in terms of the Local Government (Access to Information) Act 1985".

Author: Dafydd Jones : Area Planning Officer

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Stonefield Park (Chilbolton)

5 nm SSE of ANDOVER
450 yd grass strip 24/06 Ht 292 ft



CIRCUIT REGULATIONS

Special circuit is in force owing to noise sensitive areas. All circuits to the South.
Light aircraft should make a large circuit, clear of the farm immediately south of the strip and the A30.
Microlights may make a tight circuit strictly North of the A30.
Aircraft should under no circumstances stray over any buildings other than the industrial units,
Do not, under any circumstances, overfly the farm south side of the A30.
Stay well clear of Chilbolton village and the radar dish.

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Programme 2002-03

Bute & Cowal Area

	Heading	Works programme		Additional funding		SE Additional funding	Cycling	Walking	Safer Streets
		Revenue	Capital 25% of £540,000	Revenue Part 100K	Capital part 100K	Part of 600K = £135K	5000	9000	10000
3.01	Surfacing	0	136000		65000	12000			
	Surfacing Rothesay					20000			
4.01	Surface Dressing	171000		48000		41600			
	S.D. Hafton					9000			
5.01	Patching	179649		19000		50000			
10.02	F/way patching	25000			7000	2400			
14.01	Drainage - culverts	126500							
14.02	Drainage - ditches	115000							
15.01	Verge maint	42228							
16.01	Scrub	32595							
18.01	Gully emptying	35910							
		727,882	136,000	67,000	72,000	135,000	5,000	9,000	10,000

Surfacing proposals

A815	Inverchapel-Coylet	80000	36000		Remainder impr incl fatality locus	160000 needed
A815	Nth. of Whistlefield-Dornoch Bay				Joins impr sections	
A886	Nth from 01/02 resurf.-phone box Cc	14000			Reshaping to shed water	
A886	Garvie north-River Ruel Br	23000			Reshaping to shed water	
A8003	North Lodge northwards-Mausoleum	19000				
B839	B828 junc-summit above Pole Farm			12000		
UC59	St Brides Road		23000		SIP area	
UC22	Gortans Rd		6000			
A844	Victoria St/Battery Pl, Rothesay			20000	Top sliced for Bute	
		<u>136000</u>	<u>65000</u>	<u>32000</u>		

Programme 2002-03

Bute & Cowal Area

Heading	Works programme		Additional funding		SE Additional funding	Cycling	Walking	Safer Streets
	Revenue	Capital 25% of £540,000	Revenue Part 100K	Capital part 100K	Part of 600K = £135K	5000	9000	10000

Surface Dressing

Additional surface dressing

Bute		part of £33K	8000	24400	
A844	Ascog at Millbank			1100	
A844	Alternative Leopold Rd-Wellpark Rd			4000	
B881	Rothesay PS-south(Lochend Fm road)			7500	
B881	Miekle Grenach Fm-north			6200	
A844	junc. A886-start of ditch above old tramway walk			1600	
A886	Ardmaleish Brae			12000	32400

West Cowal		part of £43K	10000	8400	
B8000	Otterhill C11 junc.-Kilfinan Br.			8900	
B8000	Kilfinan Br.-Tigh an rathaid			4700	
B8000	Lephinmore-change of surfacing at TP2			1600	
B8000	Largiemore (petrol pumps)-01/02 resurf. at Hydro Shed			3200	18400

East Cowal		part of £124K	30000	8800	
A815	Creggans Hotel-Pole Village			19800	
A815	Toward Straight			8500	
A815	Garrell-Driep (forest entrance to the south)			8100	
UC25	Alternative Edward St (John St-William St)			2400	38800

A815 at Hafton			9000
		48000	50600

Patching

to include

A815	St Catherines shore side half c/way width		5000
A844	Ascog at Millbank		1500
A886	Duiletter culvert		3750
A8003	A886 junc.		2500
C5	Columshill Street		6000
UC35	Tighnabruaich PS Road		5000
Bute		9000	10000
Cowal		10000	16250
		19000	50000

Footway Patching

Footway construction at Toward

Footway patching Bute

Footway patching Cowal

	7000	outstanding commitment to dev.
		2400 general
		general
	7000	2400

Programme 2002-03

Bute & Cowal Area

Heading	Works programme		Additional funding		SE Additional funding	Cycling	Walking	Safer Streets
	Revenue	Capital 25% of £540,000	Revenue Part 100K	Capital part 100K	Part of 600K = £135K	5000	9000	10000

Cycling

Cycle signage with Forest Enterprise
Cycle racks various locations B & C

2000 delayed by FE from 2001-02
3000 Rural continuation of provision

Total to summary =

5000

Walking

Footway Ardbeg - Kilmun
Footway Wyndham Rd, Innellan
20mph zone - The Bush

5000 Local imp only as part of bigger scheme
2000 Local imp only as part of bigger scheme
2000 TM scheme

Total to summary =

9000

Safer Streets (schools)

Pedestrian access Rothesay Primary
Lochgailhead PS

9500 total £25K this year and next
500 lining/fencing

Total to summary =

10000

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Issue Manager Course

How to use Issue Manager to manage plans, agendas and minutes

Contents

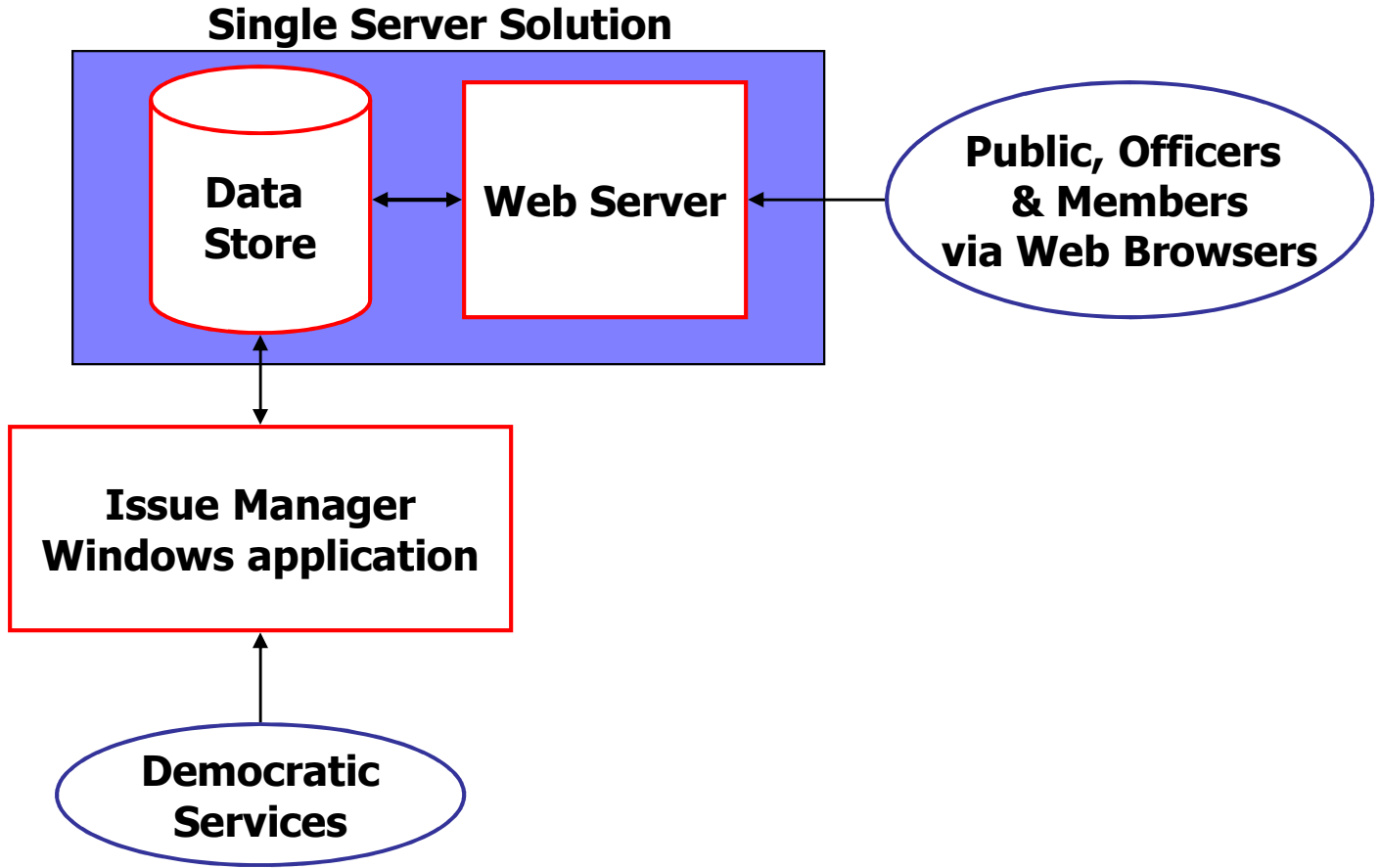
- Overview of modern.gov
- Forward Planning Tutorial
- Agenda and Minutes Tutorial
- Issue Manager in Detail

What does modern.gov do?

- Manages database of political information
- Manages the forward plan document
- Builds agenda and minutes documents
- Publishes documents to the web
- Manages call-in process

System Components

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Forward Planning Tutorial

- Understanding Issues
- Create a new plan
- Add an Issue
- Merge plan document
- Publish

What is an Issue ?

- ... a topic of debate
- ... the means of tracking discussions across the council
- ... the items in a Forward Plan

What Makes Up an Issue?

- Title and description
- Reports
- Decision makers
- Agenda items
- Decisions
- Call-In history

Lifecycle of an Issue

- **Outstanding** Issues
 - Still being discussed
- **Completed** Issues
 - Decisions have been made

Issue 'Importance Types'

- **Key Issue**
 - appears in Plans
- **PFP**
 - Policy Framework Proposals
- **Normal**
 - usually Executive (delegated) Decisions
- **Low**
 - created automatically when you work directly with agendas

What is a Plan?

- A list of Key Issues and PFPs
- Window on all outstanding Key Issues
- An Issue can appear in many plans
- Produced by a Committee or group
- Valid for limited date period
- New plans usually carry forward outstanding Issues

Step 1 – Add a Plan

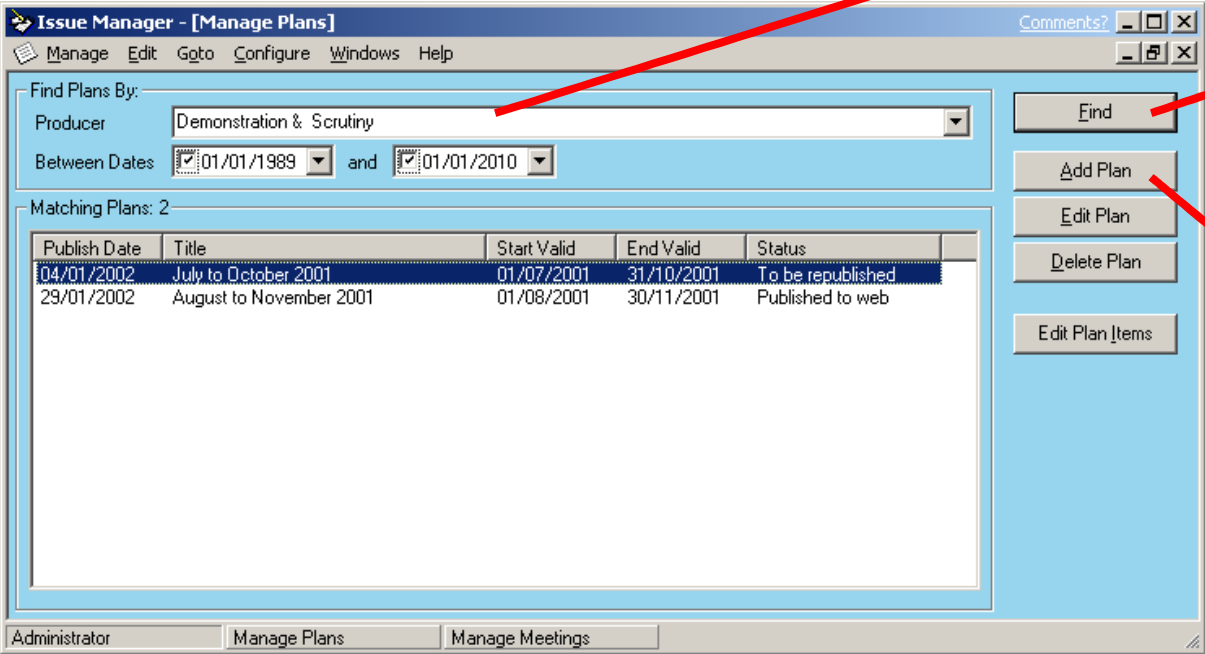
1. Menu: Manage / Plans or F9

2. Select Producer

3. Press Find

4. Press Add Plan

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Step 2 – Save the Plan

Page 20

1. Specify valid date range

2. Add Title

3. Press OK

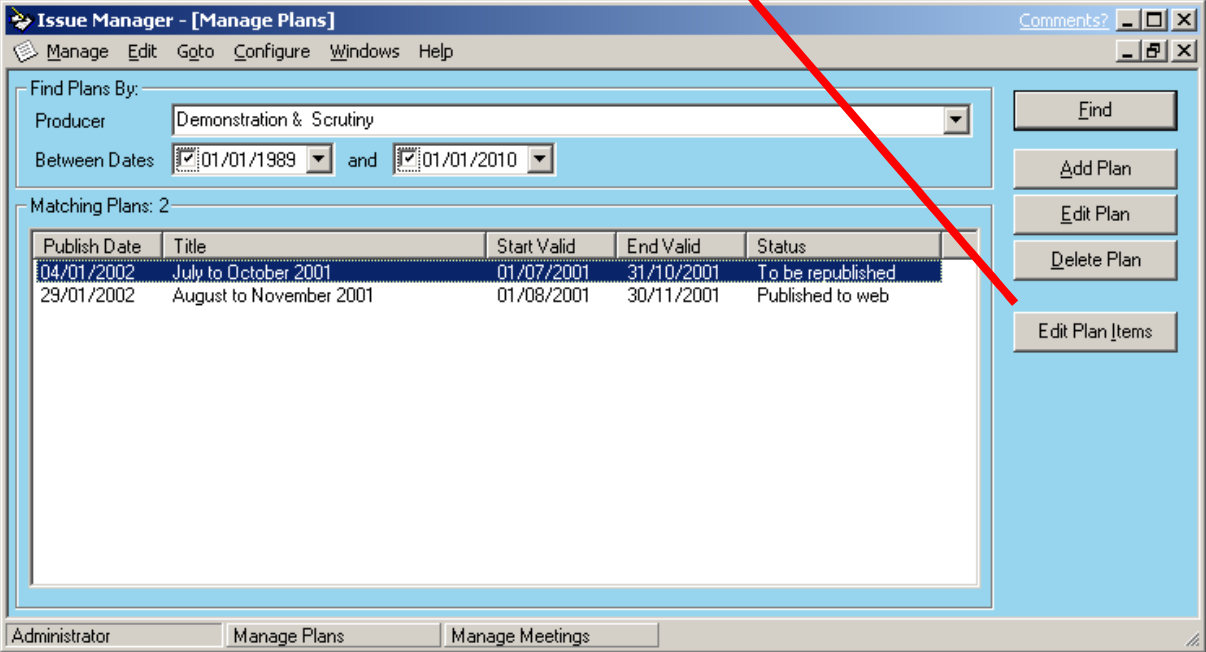
The screenshot shows the 'Issue Manager' application window with the following details:

- Window Title: Issue Manager - [Edit Plan: P0024]
- Menu Bar: Manage, Edit, Goto, Configure, Windows, Help
- Form Fields:
 - Valid from: 01/07/2001
 - to: 31/10/2001
 - ID: 24
 - Producer: Demonstration & Scrutiny
 - Contact: Mrs W Windmill, 0181 547 5020 / Fax 0181 547 5032
email: mtreveil@dircon.co.uk
 - Access: Public Access
 - Title: July to October 2001
 - Description: (Empty text area)
- Buttons: OK, Delete, Edit Text
- Status Bar: Administrator, Plan: P0024, Manage Plans, Manage Meetings

Step 3 – Edit Plan Items

1. Select plan and press *Edit Plan Items*

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Step 4 - Add Issue

1. Press *Add item..*

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [Plan Items: Tutorial, P0064]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area is divided into several sections:

- Plan Items:** A table with columns 'No', 'Title', 'Next Decision', and 'Appendix'. It is currently empty.
- Issues:** A section with a 'Show Issues' dropdown menu set to 'All Outstanding Key Issues and PFPs' and a list of issues.
- Issue Details:** A section for viewing details of a selected issue.
- Actions:** A vertical stack of buttons on the right side: Merge, Edit Attachment, Publish, Export, Add Item, and Edit Item.

A red arrow points to the 'Add Item' button. The status bar at the bottom shows 'Administrator', 'Plan Items: P0064', and 'Manage Plans'.

ID	Status	Create Date	Title
1000030	Outstanding	14/06/2000	1A Linstead Way Planning Application 1234
1000578	Outstanding	03/11/2001	Adding Group Support for User Lists
1000514	Outstanding	11/08/2001	Better Care Higher Standards Care Charter 2001 (Adults)
1000027	Outstanding	14/06/2000	Capital Expenditure 1999-2000
1000437	Outstanding	21/04/2001	Committee techplan1.1
1000511	Outstanding	11/08/2001	Cromwell Road by Fairfax Road, Teddington - Speed Table and Waitin...
1000515	Outstanding	11/08/2001	JIP (Joint Investment Plan) for Welfare for Adults

Step 5 – Edit Issue

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1. Enter Title, Wards

2. Press Add for decision maker

Step 6 – Add Decision Maker

1. Select *Decision Maker*,
2. Set *Due Date*,
3. Select *Lead Officer*

The screenshot shows a 'Decision Maker' dialog box with the following fields and controls:

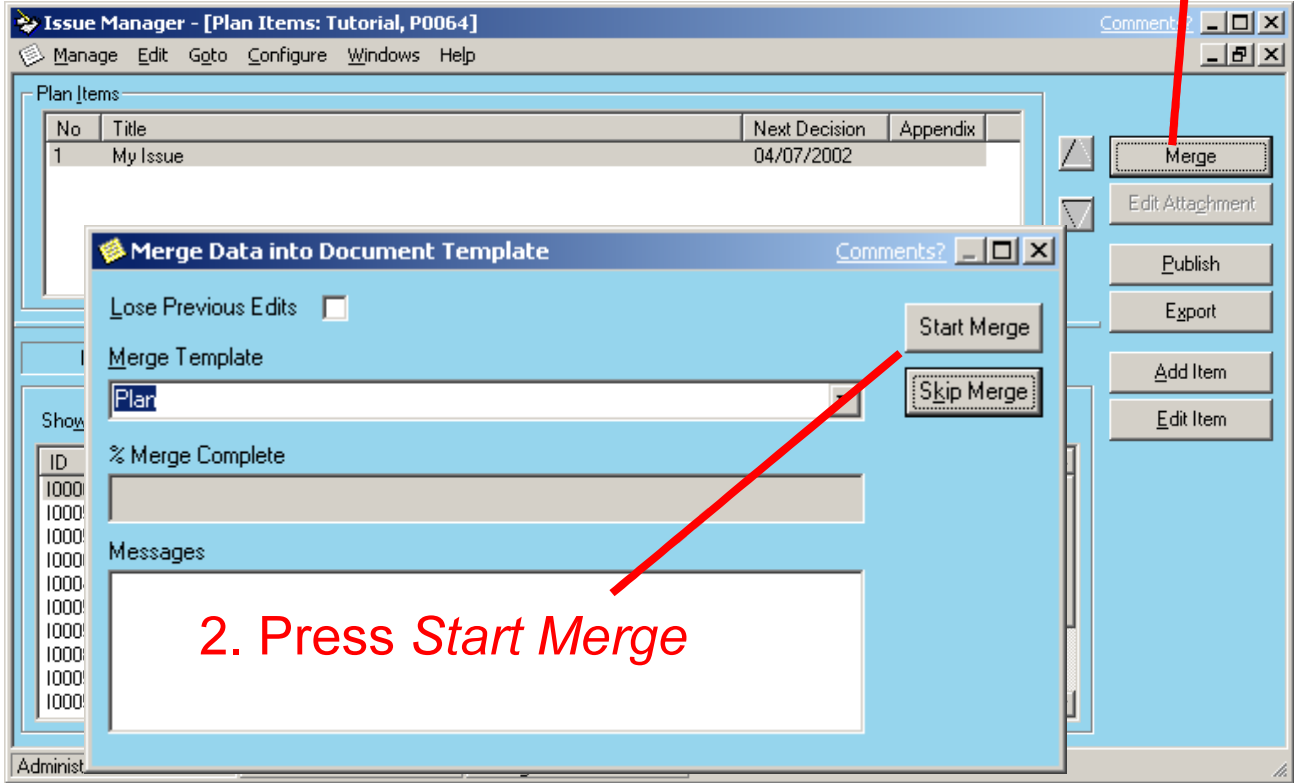
- Decision Maker:** A dropdown menu with a red arrow pointing to it.
- Comment:** A text input field.
- Due Date:** A dropdown menu set to 'Before' and a date dropdown set to '04/07/2002', with a red arrow pointing to the date dropdown.
- Date Comment:** A text input field.
- Lead Officer:** A dropdown menu with a red arrow pointing to it.
- Contact Details:** A text input field.
- Item Number:** A spinner box set to '1'.
- Add Agenda Item:** A checked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons on the right side.
- Close:** A 'Comments?' button with a close icon (X) in the top right corner.

4. Press *OK*

Step 7 – Create Plan Document

Page 25

1. Press Merge



Step 8 – Plan Document

1. Close Document

Page 26

The screenshot shows the 'Issue Manager' application window titled '[Demonstration & Scrutiny, Tutorial Plan Document]'. The document content is as follows:

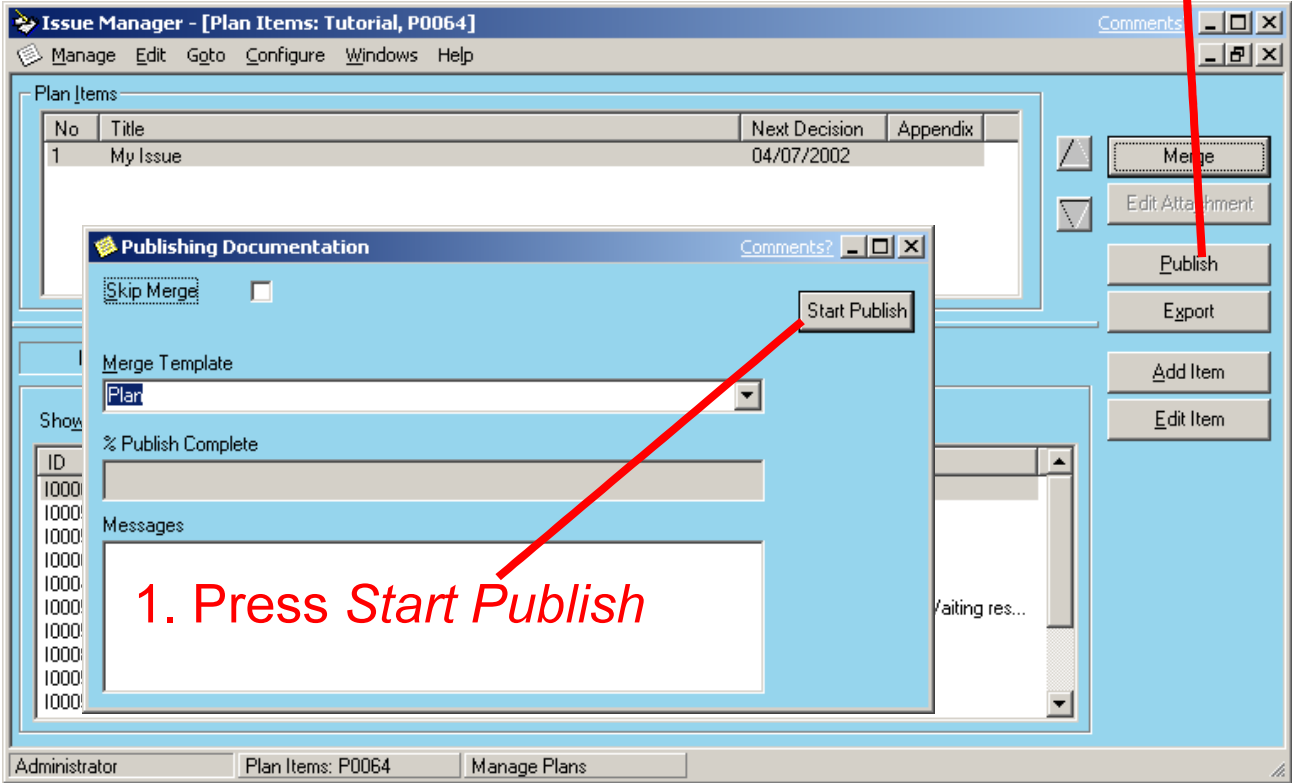
F·O·R·W·A·R·D·P·L·A·N
FOR THE PERIOD: TUESDAY, 4 JUNE 2002 TO SUNDAY, 6 OCTOBER 2002.

Key-Decision	Decision-maker [For details, see notes on final page]	Date-decision-to-be-taken	Those-to-be-consulted-&-how [For details of Overview & Scrutiny (O&S) Committees, see notes on final page]	Relevant-reports [i.e. any document relating to the decision which are available at the time of publication of the Forward Plan]	Lead-Officer-(to-whom-representations-should-be-made) [For details, see notes on final page]
My Issue	Cabinet	4 July 2002		None	
1A Linstead Way Planning Application: 1234	Demonstration & Scrutiny	18 April 2000	My Consultation-text	Committee-techplan1.1 Attached:	Councillor Agatha Trevell

The bottom status bar shows: Administrator | Plan Document | Plan Items: P0064 | Manage Plans

Step 9 – Publish Plan

1. Press *Publish*



1. Press *Start Publish*

Step 10 – Browse Web

1. Browse Plans



Agenda and Minutes Tutorial

- Create a meeting
- Edit agenda
- Add agenda item
- Merge the agenda document
- Publish agenda
- Create minutes
- Publish minutes

Step 1 - Add a Meeting

1. Select Committee

2. Press Find

3. Press Add...

Issue Manager - [Manage Meetings]

Issues Edit Goto Configure Tools Windows Help

Find Meetings By:

Committee: Dull and Dishwater

Between Dates: 01/01/1989 and 01/01/2010

Matching Meetings: 2

Date	Agenda Status	Decisions Status	Minutes Status
13/10/2000	Under construction	Does not exist	Does not exist
14/12/2000	Under construction	Does not exist	Does not exist

Buttons: Find, Add Meeting, Edit Meeting, Delete Meeting, View Agenda, View Decisions, View Minutes, View Documents, Add Agenda Item

Administrator | Agenda: 28/04/2001 | Manage Meetings

Step 2 – Save the Meeting

1. Input date / time

2. Press OK

Issue Manager - [Add Meeting]

Issues Edit Goto Configure Tools Windows Help

Date: 05/06/2001 00:00 ID:

Location: The Town Hall (Room 123), Wandsworth High Street, SW18 2PU

Contact: Mrs W Windmill, 0181 547 5020 / Fax 0181 547 5032
email: mtreveil@dircon.co.uk

Access: Public Access

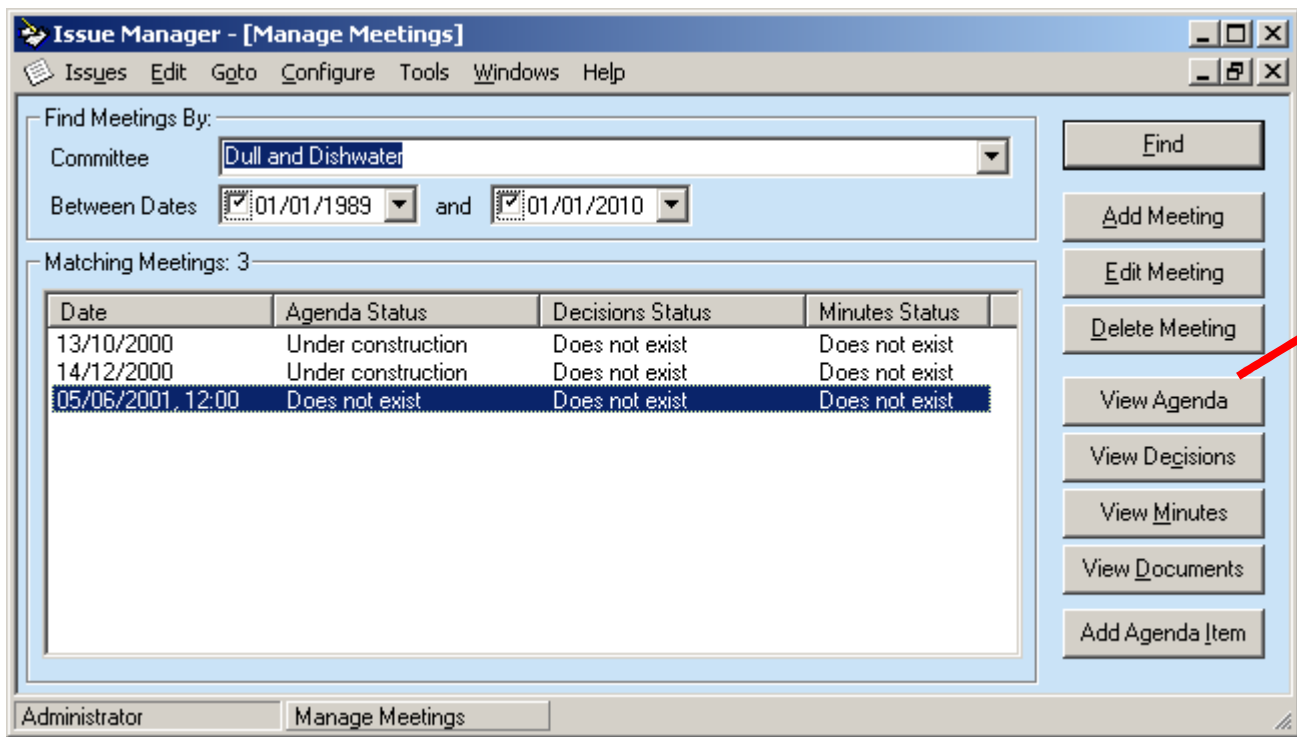
Attendees

Name	Role	Attendance	Paper Copy ?
Administrator	Guest	Expected	Yes
Councillor Janet K. Bowen-Hitchings, CC	Councillor	Expected	No
Councillor Peter Crerar	Councillor	Expected	No
Councillor Marian Darke	Councillor	Expected	No
Councillor Rolson Davies	Councillor	Expected	No
Councillor David Edwards	Councillor	Expected	No
Councillor Rory Faulkner	Councillor	Expected	No
Councillor David Fraser	Councillor	Expected	No
Councillor Julie Haines	Councillor	Expected	No
Councillor Chrissie Hitchcock	Councillor	Expected	No
Councillor Eric Humphreys	Monitor	Conu.docmts only	No

Buttons: OK, Abandon, Add Attendee, Edit Attendee, Delete Attendee

Status Bar: Administrator Meeting: 05/06/2001 Manage Meetings

Step 3 – Edit Agenda



1. Press View Agenda

Step 4 – Add Agenda Item

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The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [View Agenda: 24/05/2002, Under construction, Demonstration & Scrutiny, A000658]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area is titled 'Agenda Items' and contains a table with columns 'No', 'Title', 'Access', and 'Appendix'. Below this is a section for 'Outstanding Items' with a 'Show Items' dropdown set to 'This committee only'. A table lists three items with their preferred and create dates, titles, and committees. On the right, a sidebar contains buttons for 'Merge', 'Edit Attachment', 'Publish', 'Export', 'Add Item', 'Edit Item', and 'Create Pack'. Red annotations include an arrow pointing to the 'Add Item' button with the text '1. Press Add..' and another arrow pointing to the 'Outstanding Items' section with the text '2. Use up button to select outstanding items'.

No	Title	Access	Appendix
----	-------	--------	----------

Outstanding Items Agenda Item Details

Show Items: This committee only

Preferred Date	Create Date	Title	Committee
26/11/2002	12/03/2002	Health and Insurance of Chief Officers	Demonstration & Scrutiny
26/11/2002	22/05/2002	Use of Software	Demonstration & Scrutiny
26/11/2002	22/05/2002	Report on use of computers	Demonstration & Scrutiny

Administrator Agenda: 24/05/2002 Manage Meetings

1. Press Add..

2. Use up button to select outstanding items

Step 5 – Edit Agenda Item

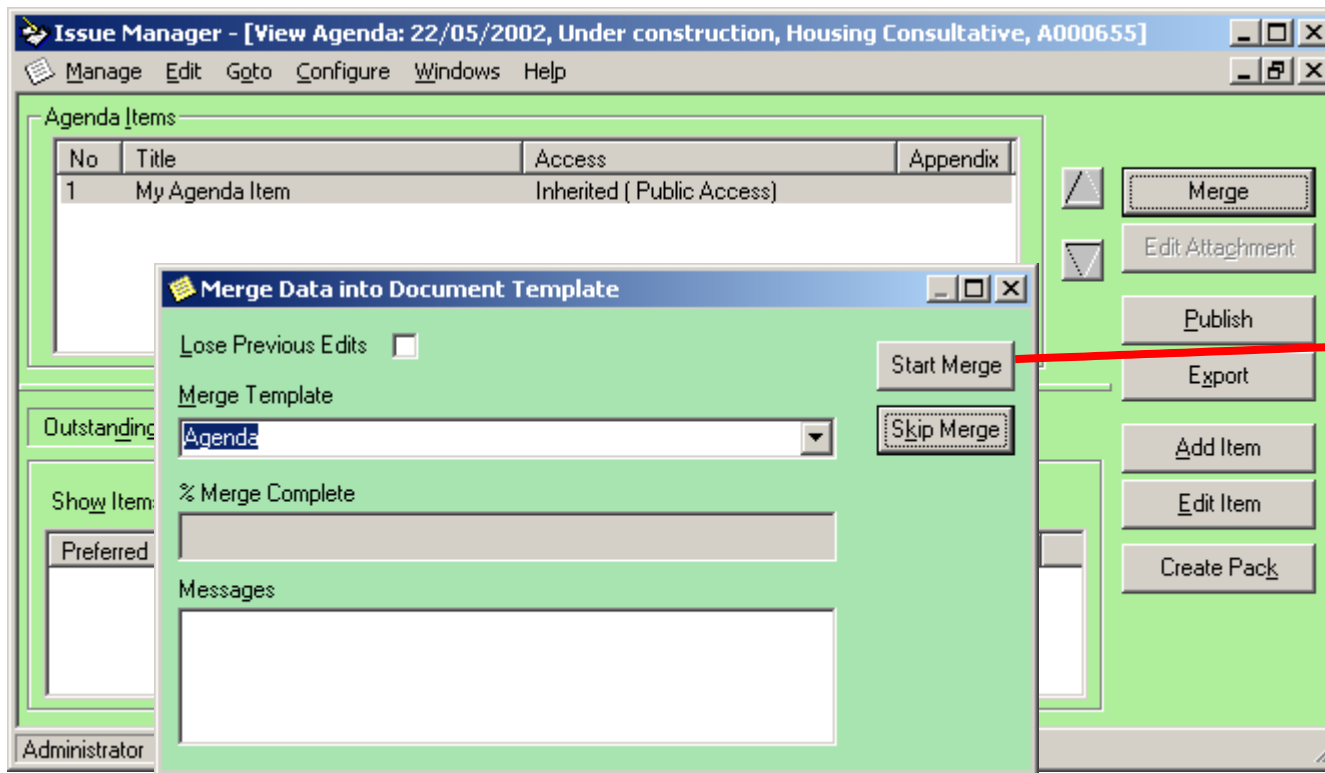
Page 34

1. Enter Title

2. Press Edit Text

- 3. Enter short text message
- 4. Press *End Edit*
- 5. Press *OK*

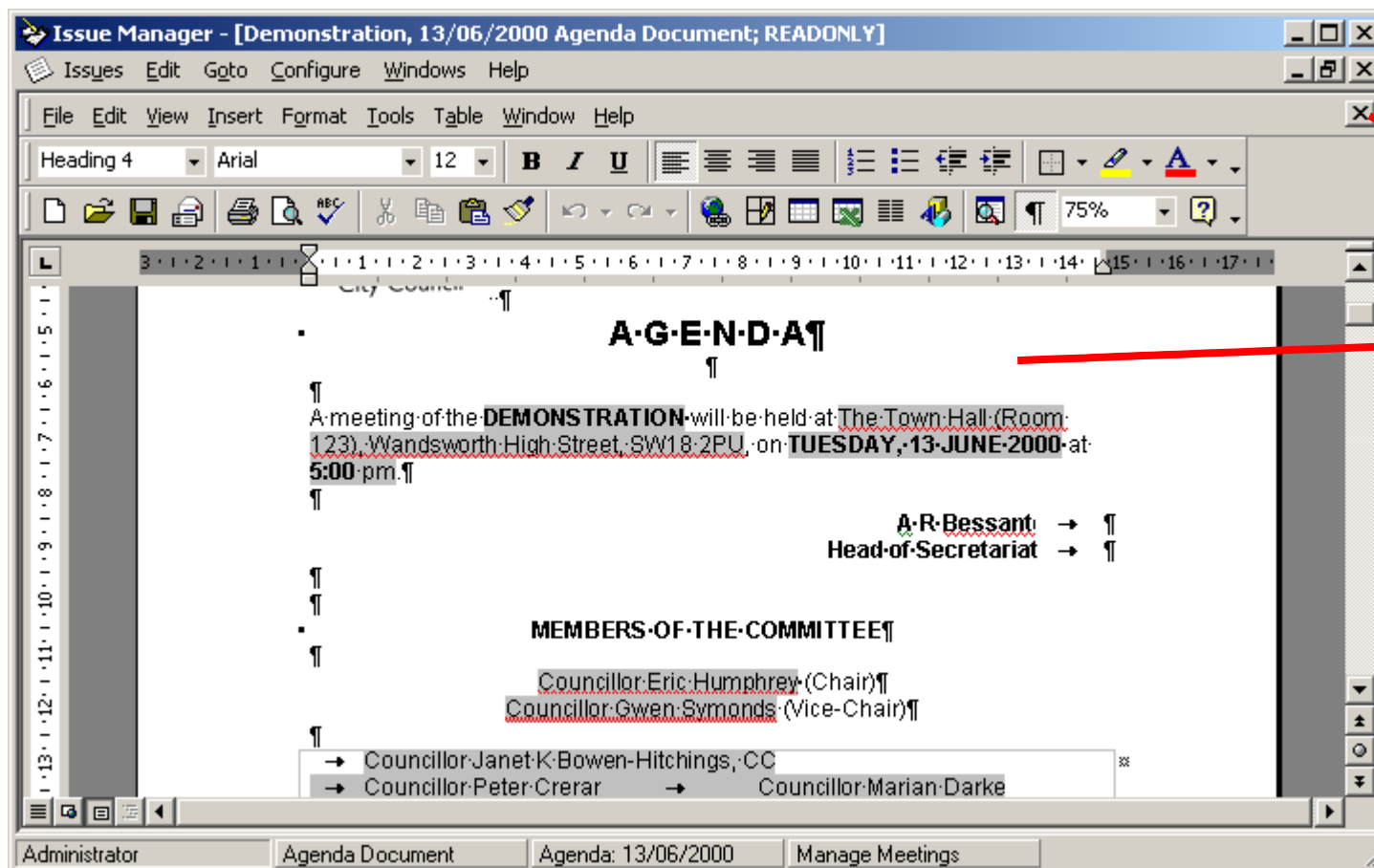
Step 6 - Merging the Agenda



1. Press Merge

2. Press Start Merge

Slide 7 – Agenda Document

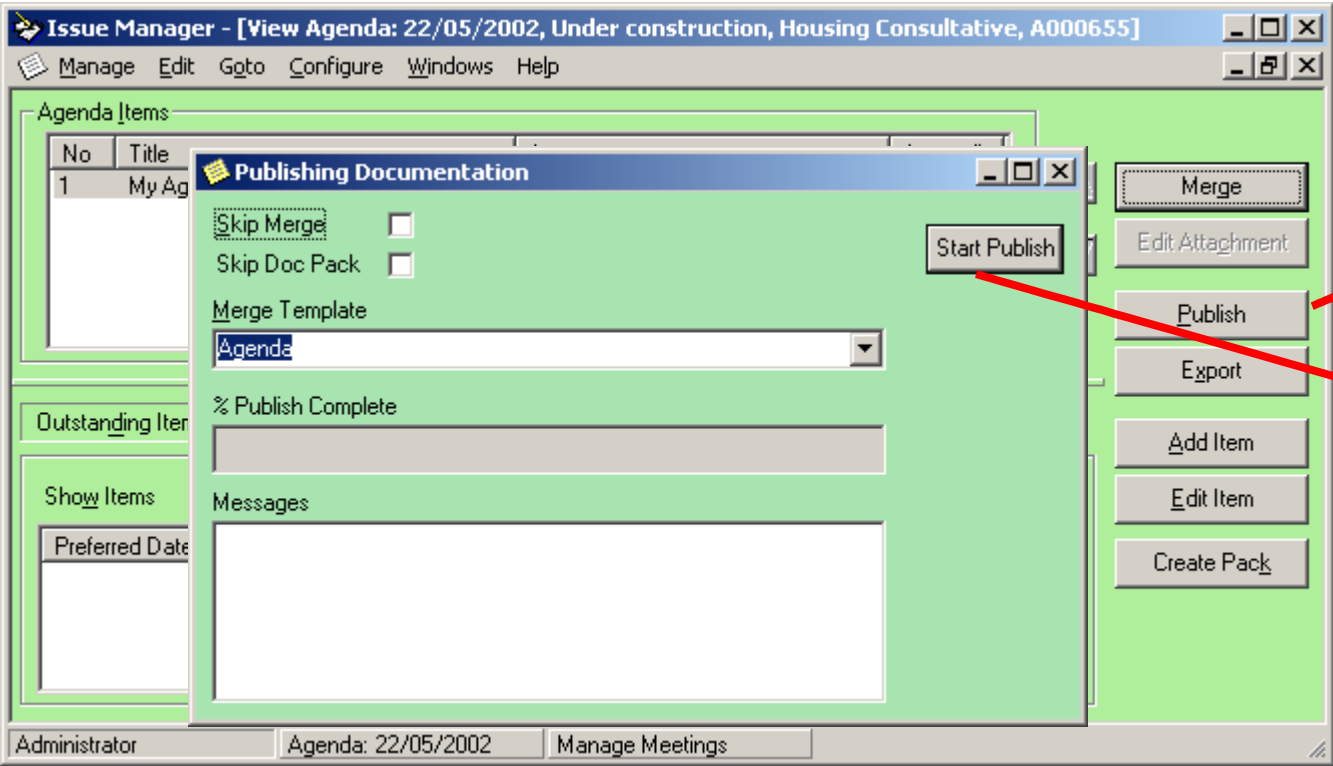


2. Close Document

1. Add text to the front sheet.

Step 8 – Publish the Agenda

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1. Press *Publish*

2. Press *Start Publish*

3. When complete press *Close*

Step 9 – Browse Internet

Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://localhost:8084/ieListDocuments.asp?CommitteeId=37&CF=Demonstration&MeetingId=116&DF=02/08/2001&Ver

Argyll and Bute COUNCIL

Home
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Councillors & Wards go

search

argyll and bute council
councillors and wards

Browse Documents	Browse Plans	Search Documents
Decisions for Call In	New Agenda Item	Logon

Agenda

Thursday, 02 August 2001 5:00 pm, Demonstration [Printed Agenda](#)

- [Minutes](#) [Issue History](#)
To confirm and sign as a correct record the minutes of the previous meeting held on 22nd September 1999.
- [Annual Report on Equal Opportunities](#) [Issue History](#)

Local intranet

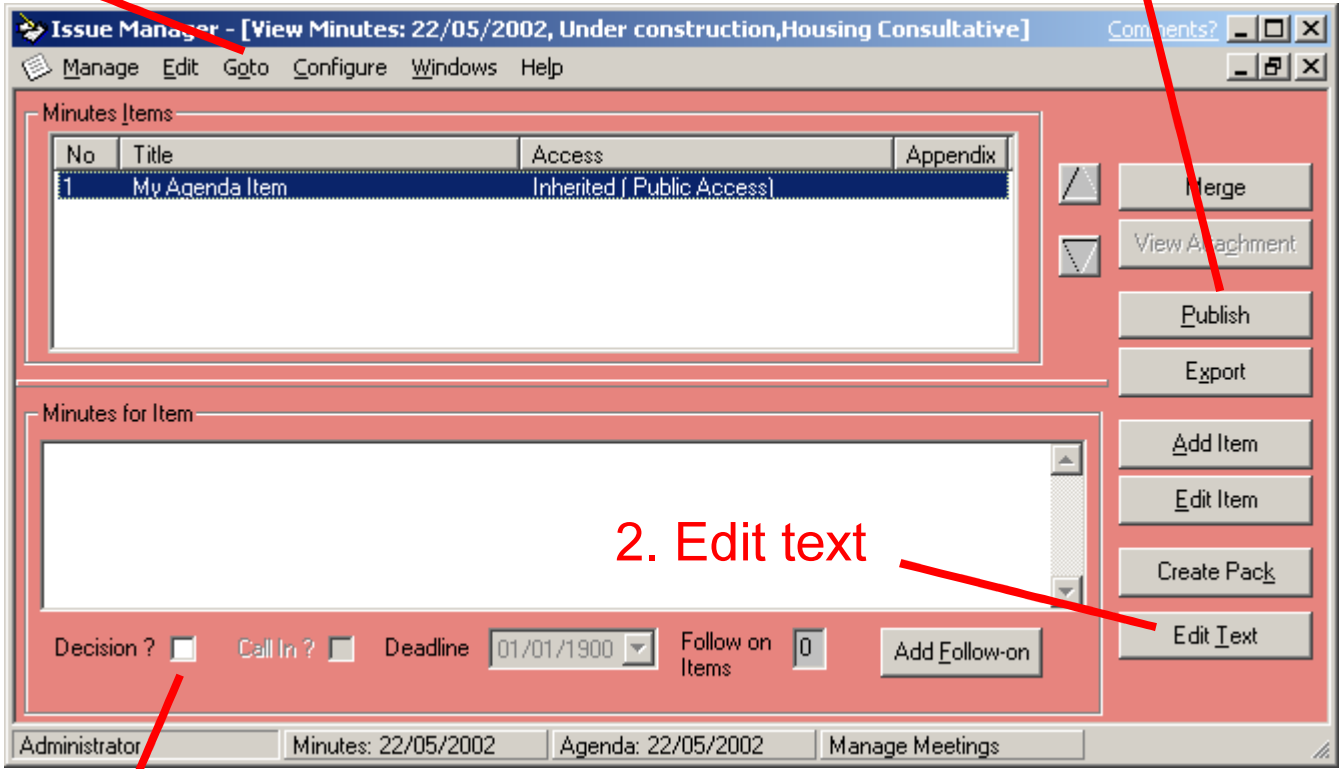
1. Browse
2. Select Committee
3. Select meeting

Step 10 – Create Minutes

1. Menu *Goto / minutes*

4. Press *Publish*

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2. Edit text

3. Tick *Decision* box to flag a decision

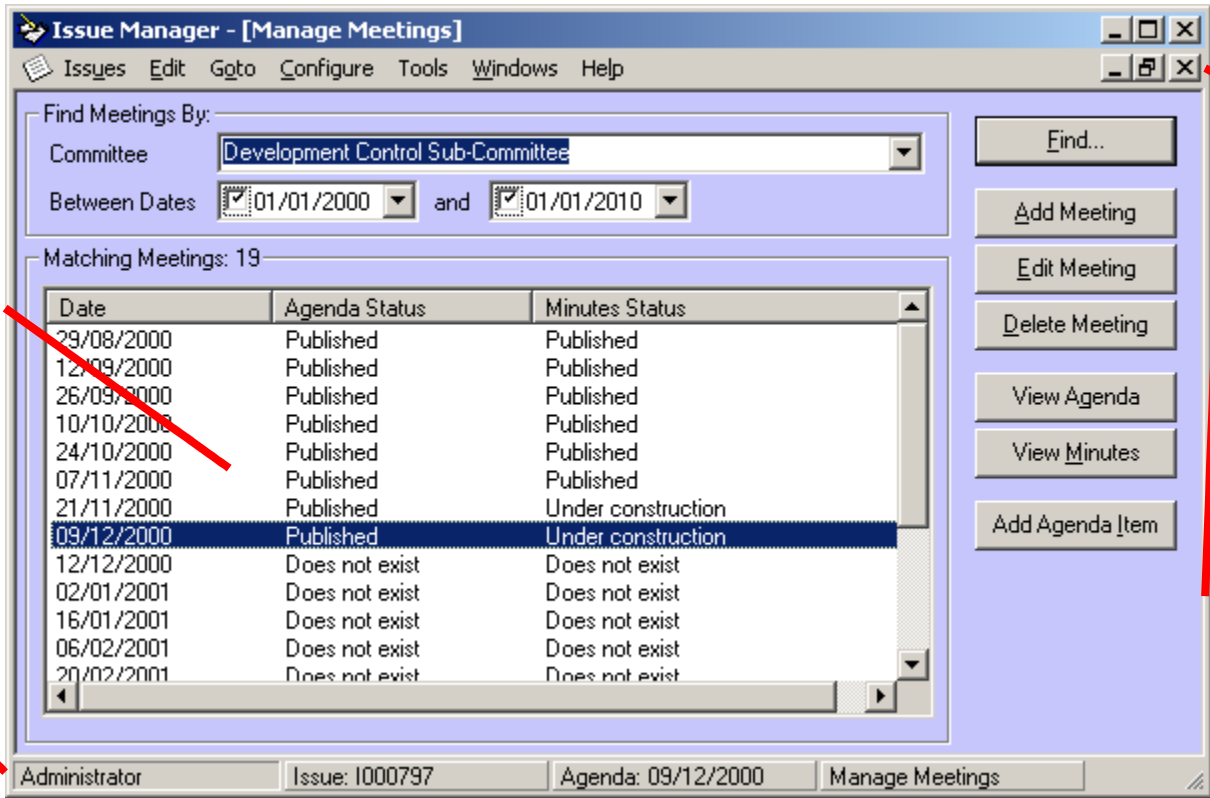
Issue Manager In Detail

- Basic layout of application
- Screens in detail

Application Layout

Right-click here for menu options

Current user



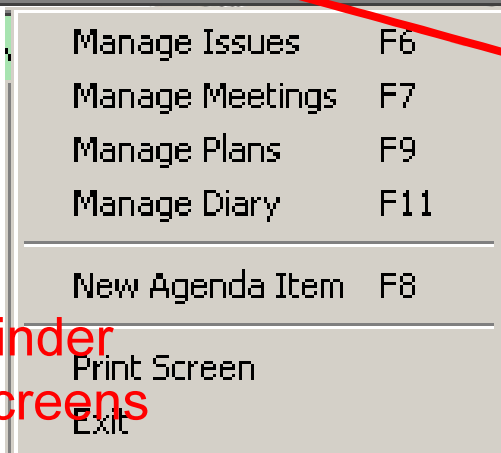
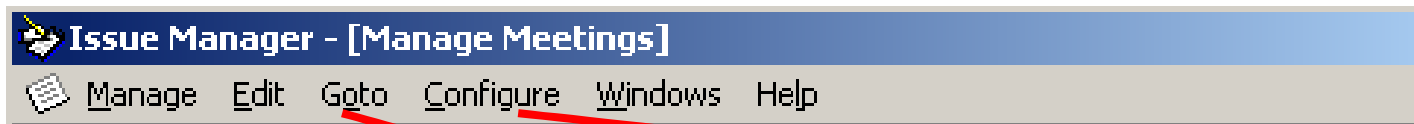
Close individual window

'Novice' Buttons can be turned hidden for more space

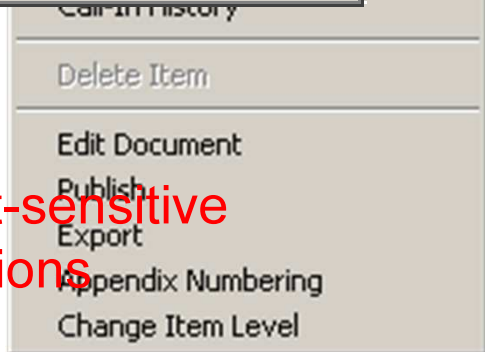
Quick-switch windows

Menu Overview

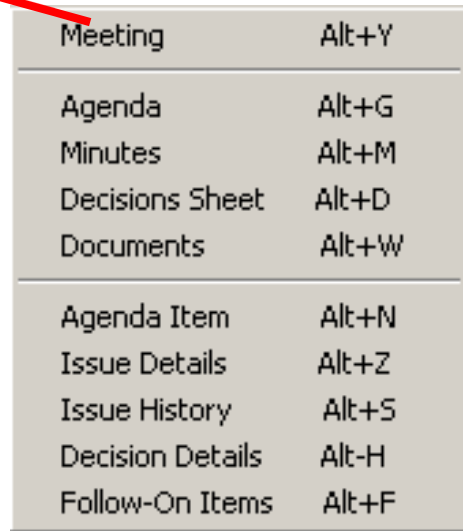
Page 42



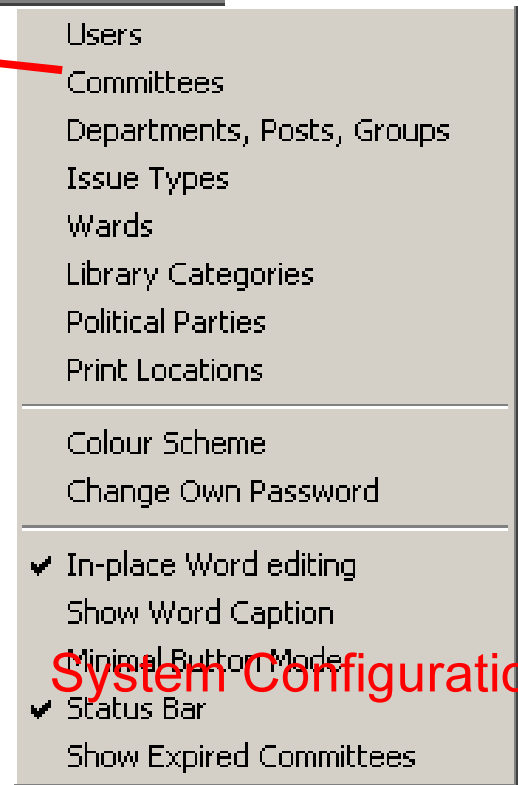
Finder screens



Context-sensitive edit options

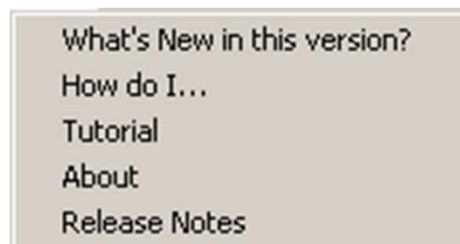
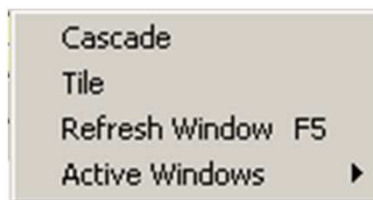
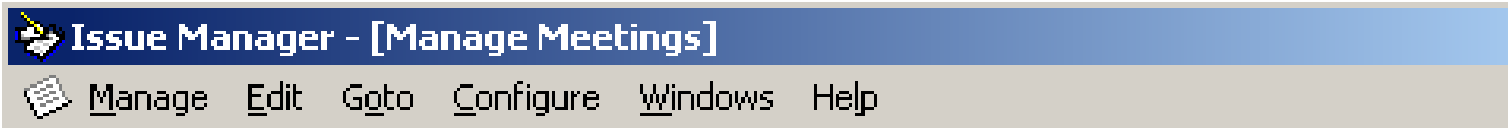


Context-sensitive navigation

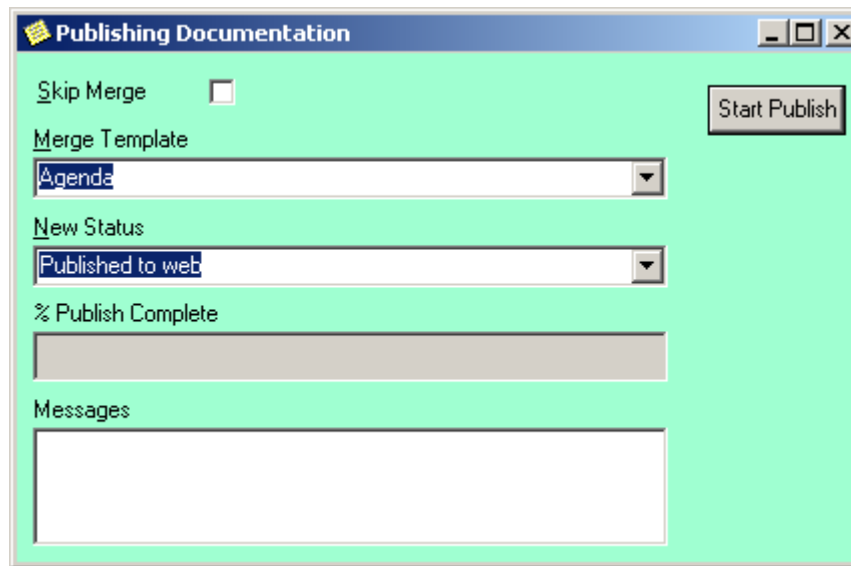


System Configuration

Menu Overview (contd)



Tips – Pop-ups



Drag corner
To resize

- Most pop-up (dialog) boxes are resizable
- Escape or Alt-F4 to cancel and close
- Use Alt + key to 'press' buttons with underscore

Tips – Main Windows

Issue Manager - [Agenda Item]

Issues Edit Goto Configure Windows Help

Refer to Committee Me Dal

Author administrator Postcode Issu Typ

Ward ... Acc

Issue Find Issue..

Title

- All Main windows are boxes are resizable
- Fields get hidden when the window is too small
- Main windows save updates by default
- Alt-F4 closes a window

Tips – List Views

Click title to sort by column

Drag divider to resize column

Matching Meetings: 2

Date	Agenda Status	Decisions Status	Minutes Status
13/10/2000	To be republished	Under construction	Does not exist
14/12/2000	Published to web	Under construction	

- View Agenda
- View Minutes
- View Decisions
- View Documents
- Add Agenda Item
- Edit Meeting
- Reschedule Meeting
- Delete Meeting
- Add Meeting

Right click in list for pop-up menu

Essential aside - Colours

- Menu "Configure / Colour Scheme"

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1. Select

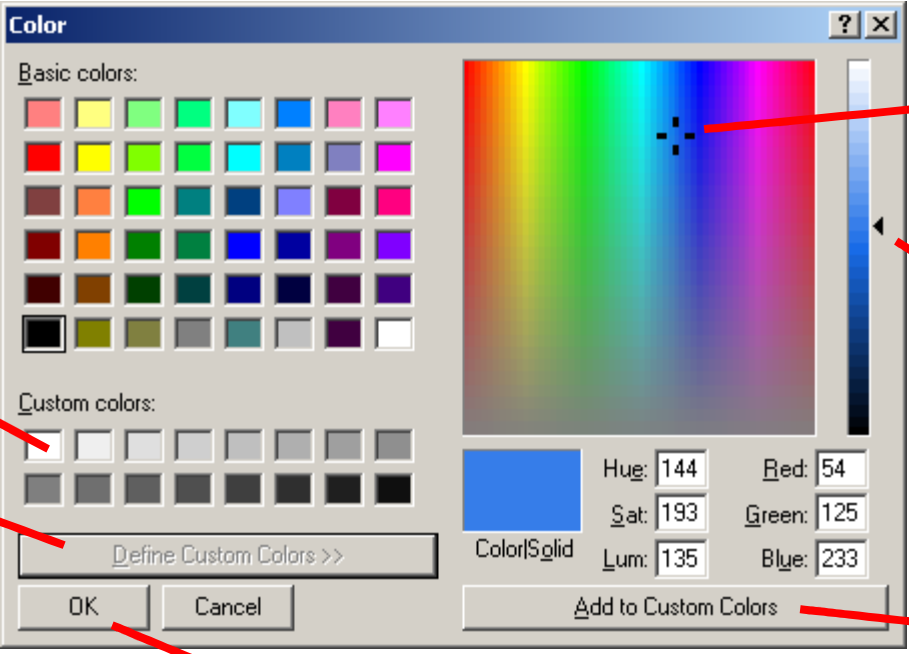
2. Press

3. Drag crosswires

4. Adjust slider

5. Press

6. Press

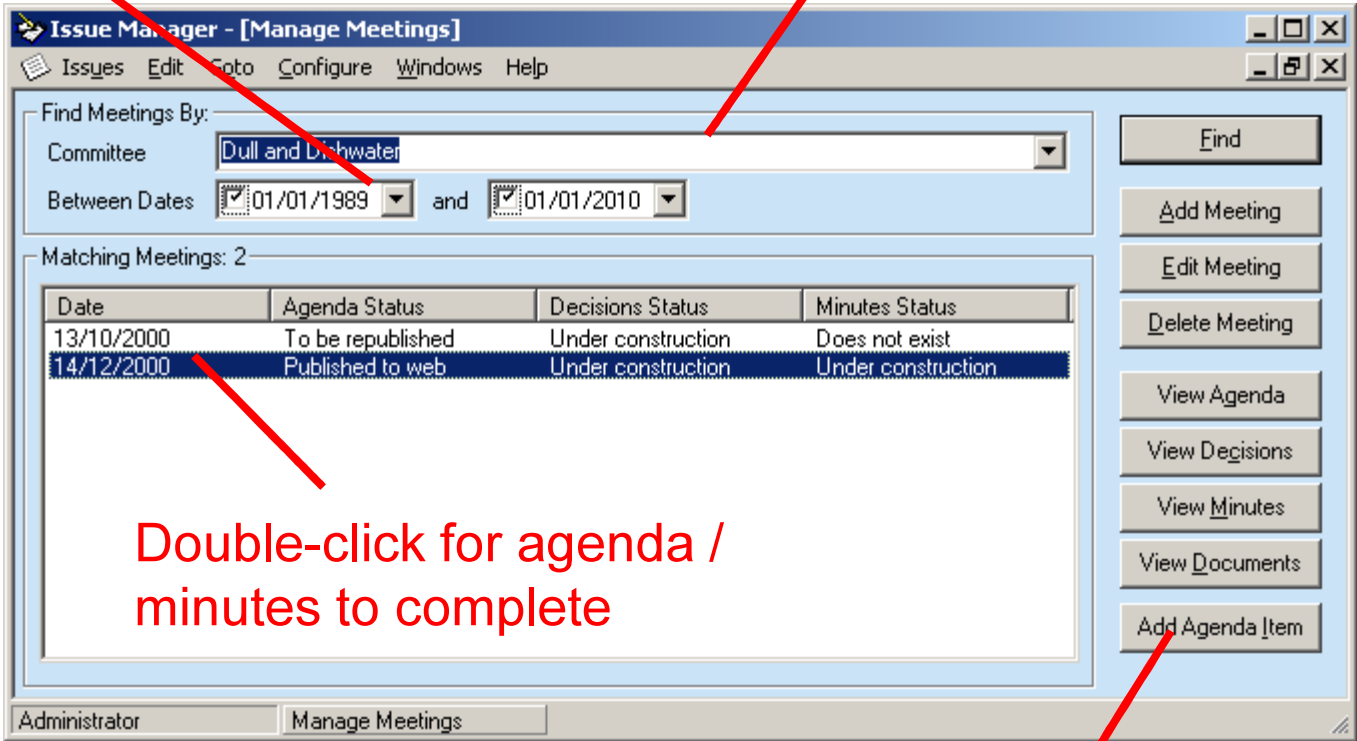


Manage Meetings

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Watch out for date filters!

Select committee and press Find



Double-click for agenda / minutes to complete

“Add” only pencils-in agenda item

Meeting

Date the only field you MUST fill in

Default security for each agenda item

Issue Manager - [Edit Meeting 20/11/2001]

Manage Edit Goto Configure Windows Help

Date: 20/11/2001 12:00 ID: M0515

Location: The Town Hall (Room 123), Wandsworth High Street, SW18 2PU

Contact: Mrs W Windmill, 0181 547 5020 / Fax 0181 547 5032
email: mtreveil@dircon.co.uk

Access: Public Access

Attendees

Name	Role	Attendance	Paper Copy ?	Email ?
Administrator	Guest	Expected	Yes	Yes
Councillor Janet K. Bowen...	Councillor	Expected	No	No
Councillor Peter Crerar	Councillor	Expected	No	No
Councillor Marian Darke	Councillor	Expected	No	No
Councillor Rolson Davies	Councillor	Expected	No	No
Councillor David Edwards	Councillor	Expected	No	No
Councillor Rory Faulkner	Councillor	Expected	No	No
Councillor David Fraser	Councillor	Expected	No	No
Councillor Julie Haines	Councillor	Expected	No	No
Councillor Chrissie Hitchcock	Councillor	Expected	No	No
Councillor Eric Humphrey	Monitor	Copy docmts only	No	No
Councillor Shiraz Mirza	Councillor	Expected	No	No
Councillor Derek Osborne	Councillor	Expected	No	No

Administrator Meeting: 20/11/2001 Minutes: 20/11/2001 Agenda: 20/11/2001 Manage Meetings

Members inherited from committee definition

Add Meeting

- Details default from its committee
- All details modifiable
- All details can be merged into front sheet of agenda/minutes

Meeting Access Security

- Public
 - All documentation is available on the Intranet and Internet
- Intranet
 - Details of the meeting are published to the Intranet only
- Attendees – All documents
 - Only the meeting attendees can access the meeting.
- Attendees – Reports only
 - Only the meeting attendees can access the reports. The agenda item titles, text and minutes are public.
- Private
 - No details of the meeting are published
- Attendees and Ward -
 - As attendee, but give ward members access too

Attendees

- Defaults to members of Committee
- Can add or remove any user or Group
- Can define non-council attendees
- Set roles for attendees so front sheet can be merged with names
- *Monitor* role for those with access but not attending

Attendance

- Initially set to *Expected*
- Change attendance as more is learnt:
 - *Present, as Expected*
 - *Not present*
 - *Apologies*
- Multi-select attendees, right click to set attendance

Exercise – Create Meeting

- Create a new meeting for your Committee
- Specify:
 - Date / time
 - Intranet access
- Add a member of the public to the attendees list
- Mark two attendees as having given apologies

Agenda

Add/remove outstanding items

Drag to change window sizes

View item text

Items not yet in an agenda

Filter the outstanding items

Reorder items

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [View Agenda: 02/08/2001, To be republished, Demonstration & Scrutiny, A000148]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area is divided into two sections: 'Agenda Items' and 'Outstanding Items'. The 'Agenda Items' section contains a table with columns 'No', 'Title', 'Access', and 'Append'. The 'Outstanding Items' section has a 'Show Items' dropdown menu set to 'This committee only' and a table with columns 'Preferred Date', 'Create Date', 'Title', and 'Committee'. On the right side, there is a vertical toolbar with buttons: 'Merge', 'Edit Attachment', 'Publish', 'Export', 'Add Item', 'Edit Item', and 'Create Pack'. Red arrows point from external text labels to various elements in the interface.

No	Title	Access	Append
1	Minutes	Inherited (Public Access)	A
2	Annual Report on Equal Opportunities	Inherited (Public Access)	B
3	1A Linstead way (Cont'd)	Inherited (Public Access)	C
4	Preparations for Year 2000	Inherited (Public Access)	D
5	Staffing Levels	Inherited (Public Access)	

Preferred Date	Create Date	Title	Committee
		Health and Insurance of Chief Officers	Demonstration & S...
26/11/2002	22/05/2002	Use of Software	Demonstration & S...
26/11/2002	22/05/2002	Report on use of computers	Demonstration & S...

Managing Agenda Items

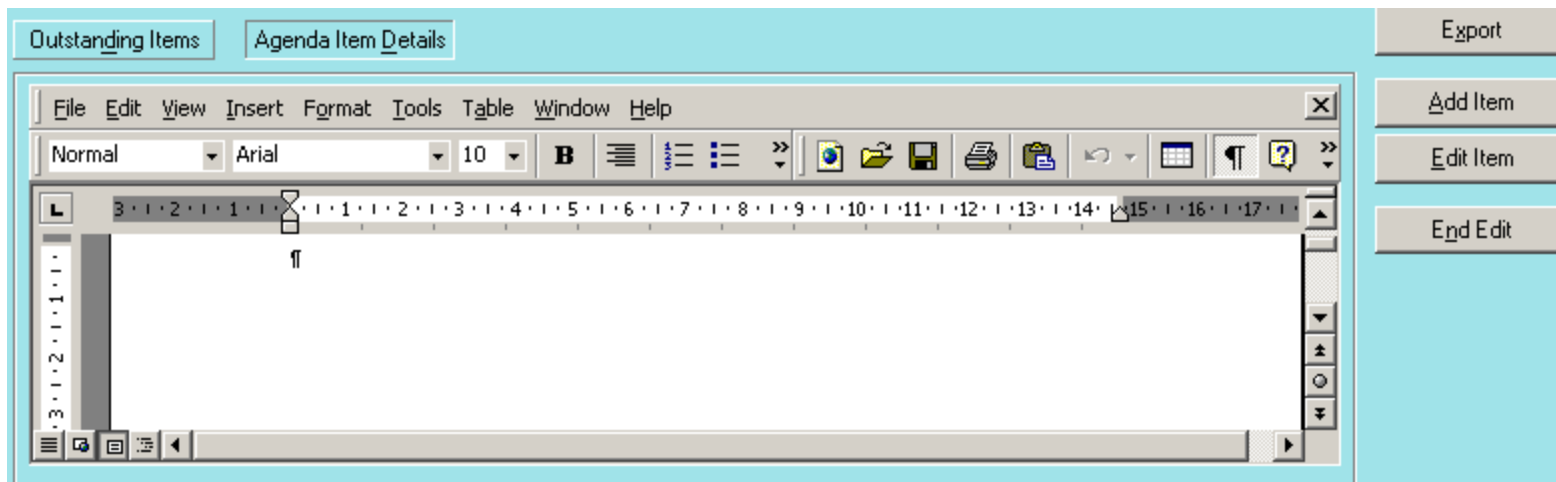
- Add outstanding items from bottom window using arrow buttons
- Press *Add Item* for new Agenda Item
- *Edit Item* or double click to edit
- Delete an item via right click menu
- Press *Agenda Item Details* to edit summary text while still viewing agenda

Export

- Export copies all files of an agenda into a directory of your choice
- Export if you want to e-mail a draft for review

Word Editing

- Double click to edit item text or press Edit Text
- Full copy of Word 2000
- Auto saves
- Press End Edit to finish



Tips - Word Editing

- Don't add new styles
- OK to use:
 - Bold, italics, underline etc
 - Bullet/numbering buttons
- Avoid:
 - Margin settings
 - Aligning with tabs and spaces
 - Copying in new styles from other documents

Why is Formatting Important?

- Your text will appear:
 - Merged into a template to form an agenda document
 - Display as HTML on the web
- Agenda items from different agendas will be shown on the same web page
- Consistency is vital for professional results

Adding Agenda Items

Pencil-in meeting

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The screenshot shows the 'Issue Manager - [Agenda Item]' application window. It features a menu bar with 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area contains several input fields: 'Refer to Committee', 'Author', 'Ward', 'Issue', and 'Title'. There are also dropdown menus for 'Meeting Date', 'Footnote Marker', 'Access', and 'Issue Type'. A 'Show in Minutes?' checkbox is checked. On the right side, there are buttons for 'OK', 'Abandon', 'Load from Library', and 'Save to Library'. Below these are buttons for 'Add Attachment', 'Edit Details', and 'Edit Attachment'. At the bottom, there is a status bar with 'Administrator', 'Agenda Item: AI000000', 'Minutes: 02/08/2001', and 'Manage Meetings'. A table with columns 'Item', 'Title', and 'Access' is visible, but it is mostly empty. Red arrows point from external text labels to the 'Ward' dropdown, the 'Load from Library' button, and the 'Add Attachment' button.

Multiple-Wards
Picker

Load from standard item

Click to add reports

Adding Attachments

Title defaults from file name

Your reference

Find report file in a directory

The screenshot shows a dialog box titled "Add Attachment" with a close button (X) in the top right corner. The dialog contains several input fields and checkboxes:

- Attachment Title:** A text input field with a red arrow pointing to it from the text "Title defaults from file name".
- Document Path:** A text input field with a dropdown arrow on the right, with a red arrow pointing to it from the text "Find report file in a directory".
- Item Number:** A spinner box containing the number "1".
- Reference:** A text input field with a browse button (three dots) on the right, with a red arrow pointing to it from the text "Your reference".
- Is in Draft form?:** A checkbox that is currently unchecked.
- Access:** A dropdown menu showing "Inherited" with a browse button (three dots) on the right.
- Include in minutes document pack?:** A checkbox that is currently unchecked.
- Reason Restricted:** A text input field.

On the right side of the dialog, there are four buttons: "OK", "Cancel", "Browse Files...", and "Delete".

Drop-down option for "previous minutes"

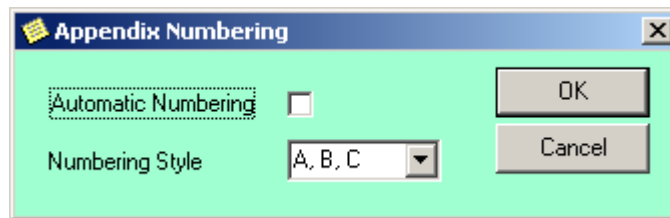
Attaching Reports

- Can attach any number of documents to one agenda item
- Give each a unique title!
- Best formats:
 - Word (any version)
 - Excel
 - PowerPoint
 - Acrobat (PDF) for scanned data/docs
 - HTML

Appendix Numbering

- Appendix numbers can be set-up for each agenda item with one or more attachment
- *Edit / Appendix Number* menu option from agenda, decision sheet and minutes screens
- Attached reports can be automatically updated with the appendix number

Appendix Numbering Options



- Automatic number by default
- Switches to manual numbering when agenda is first published
- Styles: 1,2,3 or A,B,C

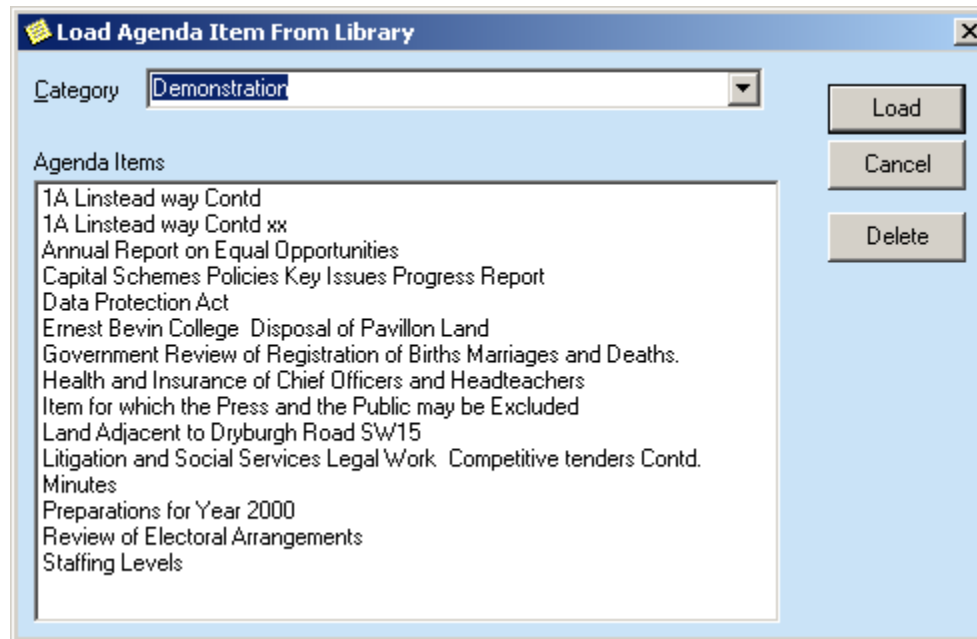
Custom Appendix References

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The screenshot displays a web application interface for managing agenda items. At the top, there are three tabs: 'Agenda Text', 'Decision Text', and 'Minutes Text'. Below these tabs is a large text area. A dialog box titled 'Appendix Reference' is open, showing a text input field containing 'Pages 21 to 53' and 'OK' and 'Cancel' buttons. To the right of the dialog box, there is a form with an 'Appendix' label and an input field, and a 'Reference' label with an input field. Below the form are four buttons: 'Edit Text', 'Add Attachment', 'Edit Details', and 'Edit Attachment'. On the left side of the interface, there is a section labeled 'Attached Documents' with a table header showing 'Item' and 'Title'.

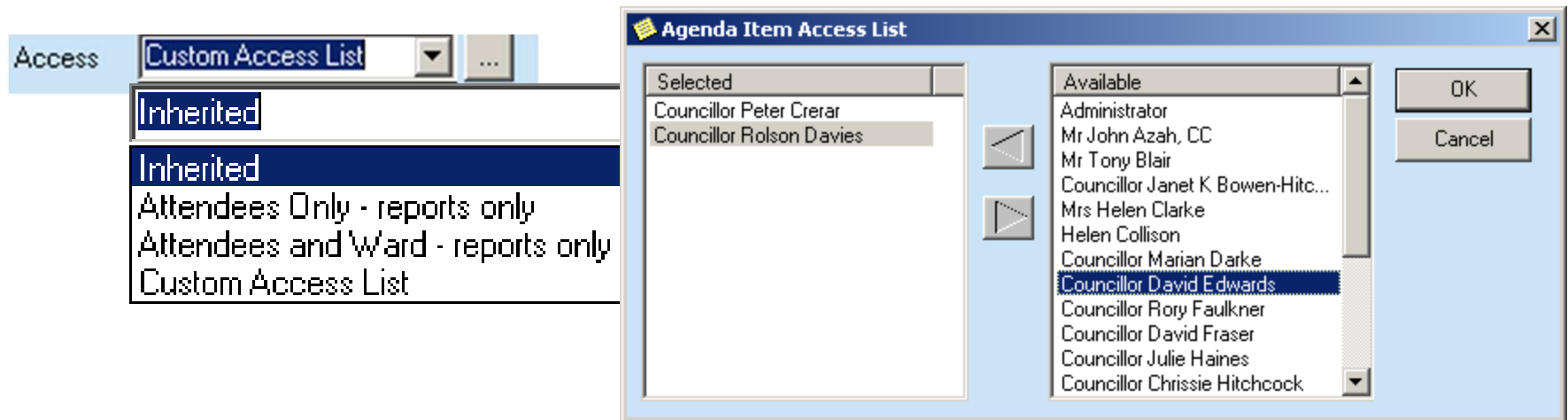
- Option from Agenda Item window when auto-numbering is off.
- Any string up to 200 characters long

Load from Library



- Library holds commonly occurring agenda items
- Saves typing, improves consistency
- Add items into library using *Save to Library*
- Anyone can save or delete items in library

Agenda Item Security



- Security applies to attached reports only
- Setting inherited from meeting by default
- Can override to another setting
- Can choose a custom list of users

Securing Attachments

Add Attachment

Attachment Title
Internal Salary review

Document Path
c:\temp\myfile.doc

Item Number 1

Reference

Is in Draft form?

Include in minutes document pack?

Access Attendees Only - reports only

Reason Restricted 12, 13a

Restricted Pages 2,3,7-10

OK
Cancel
Browse Files...
Delete

Text is inserted into
"By Virtue of ..." header

Option to secure only some pages,
Specify pages like a print range in Word

Comments and Sub-Heading

- Use menu *Edit / Add Comment* to add unnumbered Comments
- Comments comprise:
 - Title and / or
 - Word summary text
- Use Comments for:
 - Stage directions e.g.
"it was agreed to change the order of items"
 - Sub Headers between agenda items
- Can restart numbering at any comment

Exercise – Create Agenda

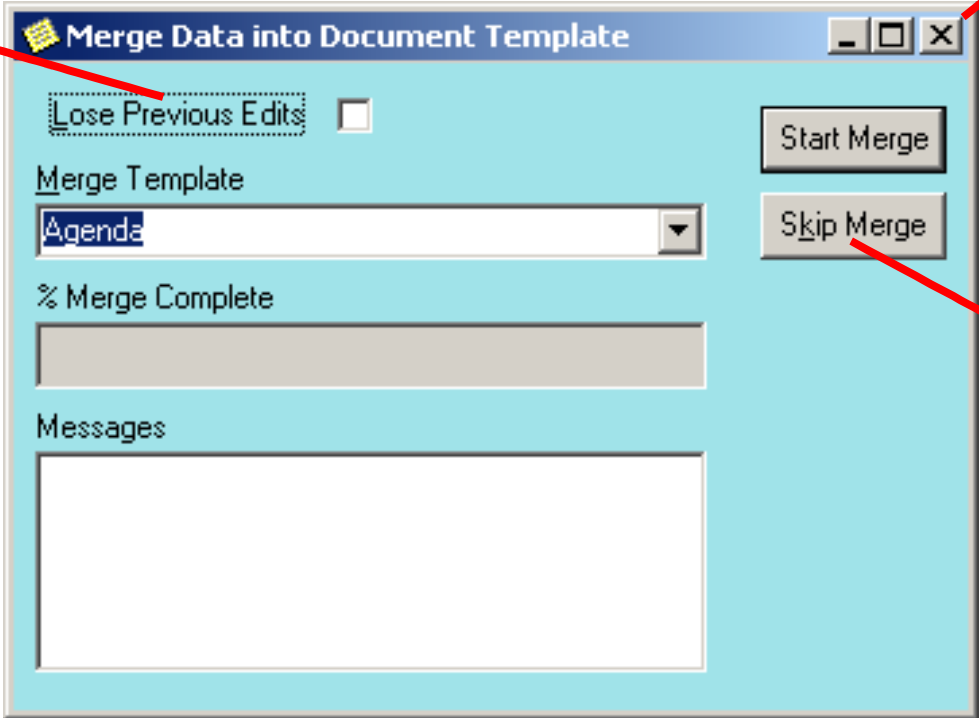
- Create an agenda comprising:
 - Three agenda items
 - A sub heading with restart numbering
 - A comment
 - Add an AOB agenda item that is not visible in the minutes
 - Save one of your agenda items to the library

Merging Agenda Documents

- Agenda documents are created by a *Merge* process
- A copy of Word template (.dot) for the Committee is merged with the agenda item details
- You can make some hand-edits to the resulting document – but only in the correct places!

Starting a Merge

Tick if you want
To take a new
copy of the
Template – so
Losing and hand
Edits to the doc



Quit

Just view
Previously
Merged
document

Sections in a Merged Doc

- Always use *View / Normal* mode to see section breaks
- Section layout:
 - Title page section, not protected
 - Agenda Item 1 section, protected
 - Agenda Item 2 section, protected
 -
 - Trailer section, not protected
 - Hidden layout section, protected
- You can remove protection using menu *Tools / Unprotect Document*

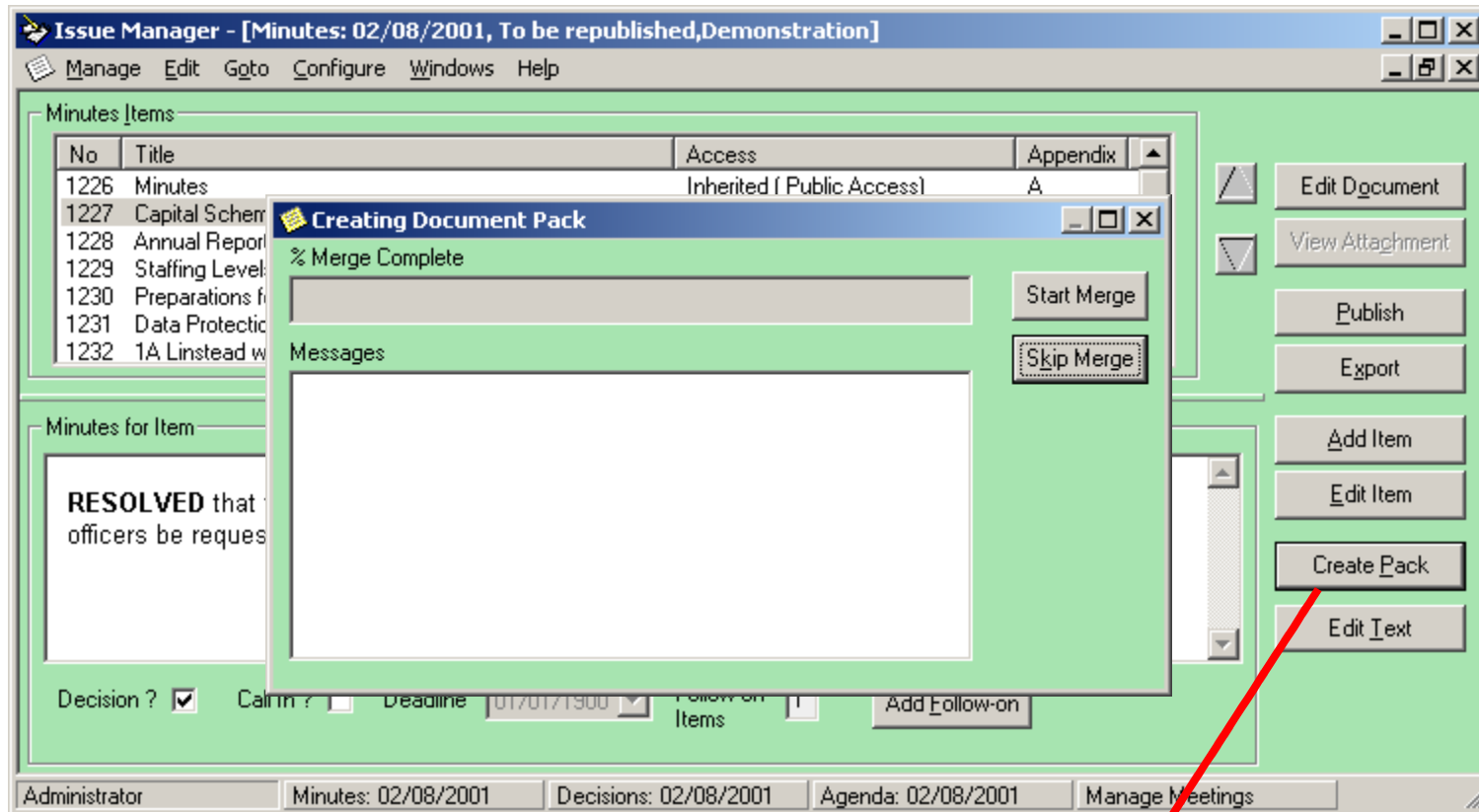
Exercise – Merged Document

- Merge your agenda and view the document
- Switch to View / Normal mode
- Find the section breaks
- Add text between two agenda items
- Add text into the trailer section
- Unprotect the document

Document Packs

- A single PDF file of agenda (or minutes) and all reports
- Twin packs: Public and Private
- All page header information added automatically
- Packs are automatically published to a public folder for printing at regional offices

Creating the Document Packs



1. Press Create Pack

Publishing

- Press *Publish button* !
- Publish will always repeat the document merge first
- Agenda is immediately available on the web
- Press *Un-Publish* to make subsequent edits
- When unpublished, documents are removed from the web

Document Pack Distribution

- On publishing, document packs are send to an email public folder
modern.gov / docpack
- Packs can be printed for attendees from each Print Location
- An email is sent to each location listing the attendees to receive a pack

Email Notification

- Attendees can be notified once an agenda or minutes is published
- Use menu option
Edit / Send Email Notification

Preparing Decision Sheets

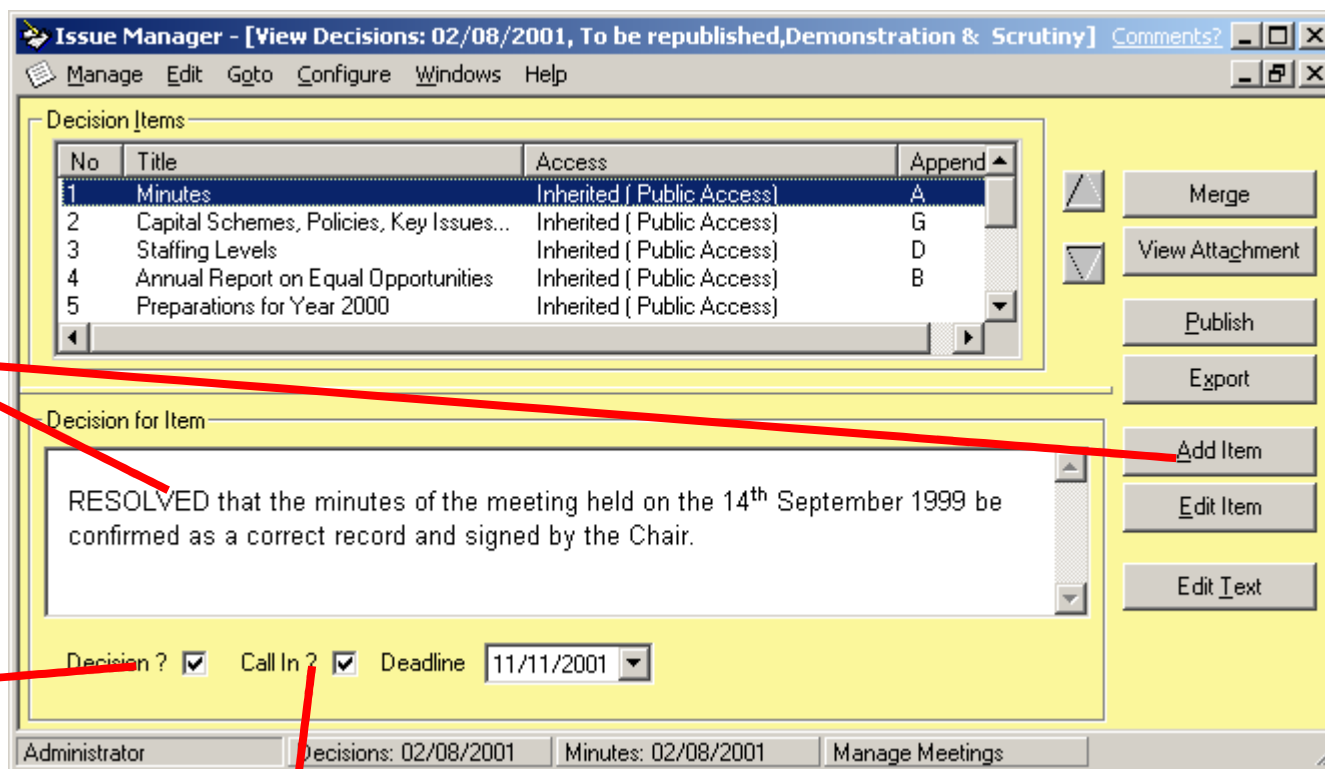
- Decision sheet list all the recorded decisions for a meeting
- Used as informal pre-minutes document
- Merge document shows only items with decision text
- Decision sheets are optional

Decision Sheet Window

Add decision text either in place or via agenda item screen

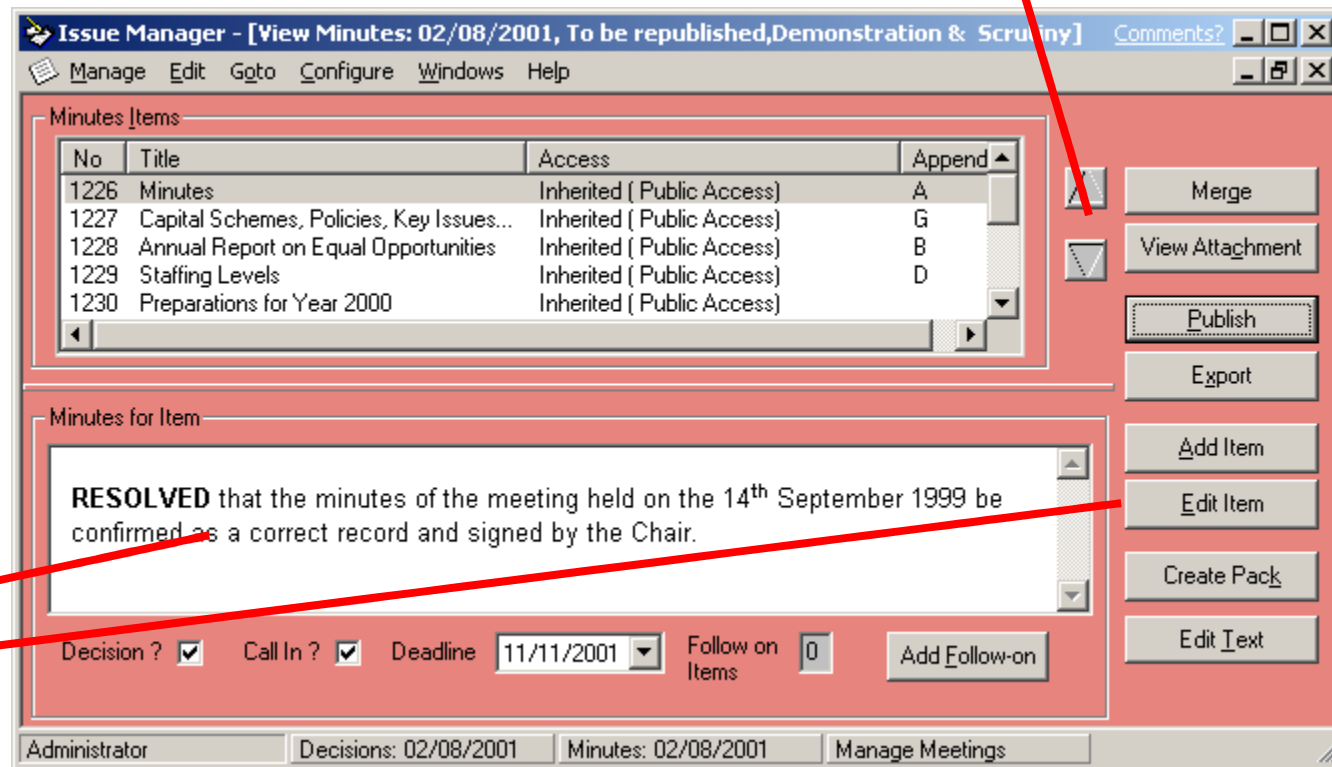
Ticked automatically when text added

Tick if call-in of decision allowed



Adding Minutes Text

Can reorder minute items



Add minutes text either in place or via agenda item screen

Minutes Features

- Can re-order items independent from agenda
- Agenda comments are not visible in minutes
- Minutes comments are not visible in agenda
- Use *Edit / Add Minute Item* to add extra items of business to minutes only
- Use *Show In Minutes* tick box on Agenda Item screen to hide agenda items from minutes e.g. AOB

Decisions

- Any minute item can be flagged as a decision
- Decision text defaults to minute item text
- Tick *Call In?* to be listed on web, and to allow call-ins via the web
- Deadline limits length of call-in period
- Can flag decisions after publishing (no republish needed)

A screenshot of a web form for creating a decision item. The form has a light green background and contains the following fields and controls:

- Decision ?**: A checkbox that is checked.
- Call In ?**: A checkbox that is unchecked.
- Deadline**: A dropdown menu showing the date 08/09/2000.
- Follow on Items**: A text input field containing the number 0.
- Add Follow-on**: A button with a small downward arrow next to it.

Below the form is a navigation bar with the following tabs: Administrator, Minutes: 02/08/2001, Decisions: 02/08/2001, Agenda: 02/08/2001, and Mana.

Publishing Minutes

For minutes item numbers
consecutive across meetings

For page numbers
consecutive across meetings

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The screenshot shows a software window titled "Publishing Documentation". It contains several controls: a "Skip Merge" checkbox (unchecked), a "Skip Doc Pack" checkbox (unchecked), a "First Item Number" text box containing "1226", a "First Page Number" text box containing "10", and a "Start Publish" button. Below these is a "Merge Template" dropdown menu with "ABCMinutes" selected. At the bottom, there is a "% Publish Complete" progress bar and a "Messages" area.

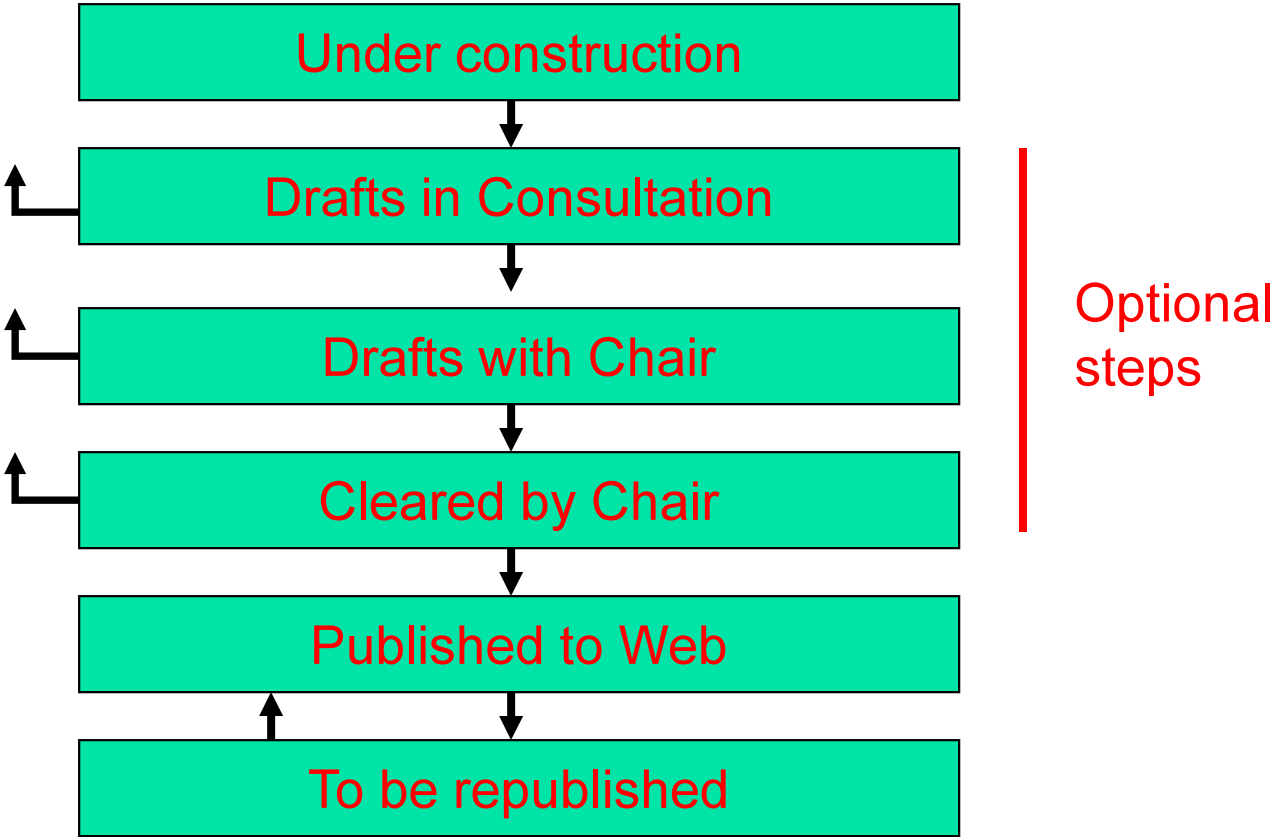
Exercise – Minutes

- Add minutes text for your agenda items
- Add a minute item, and provide agenda item text for it
- Add a comment
- Set up a decision for call-in
- Publish

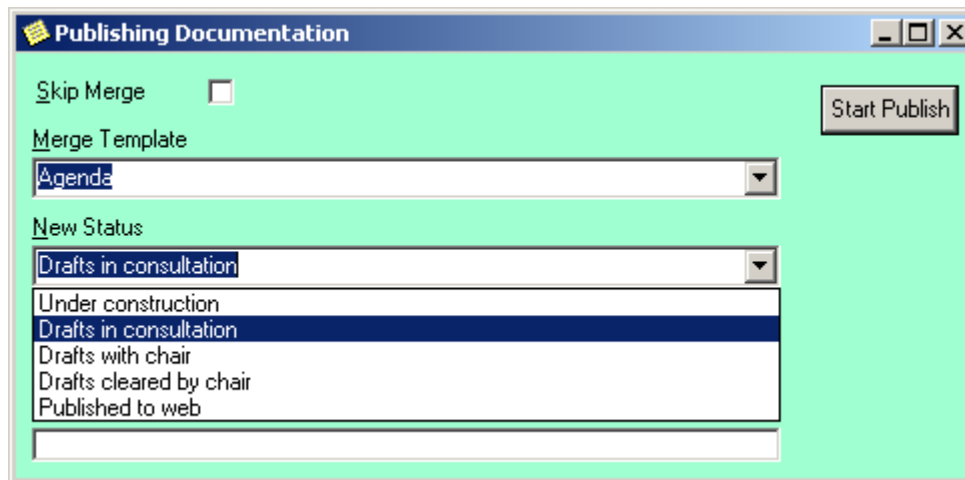
Draft Consultation

- Integrates the existing Richmond public folder consultation process
- Issue Manager can publish to public folders and read back modifications made
- Issue Manager can manage the contents of the public folders
- Users can continue to work with public folders as before

Steps in Publishing

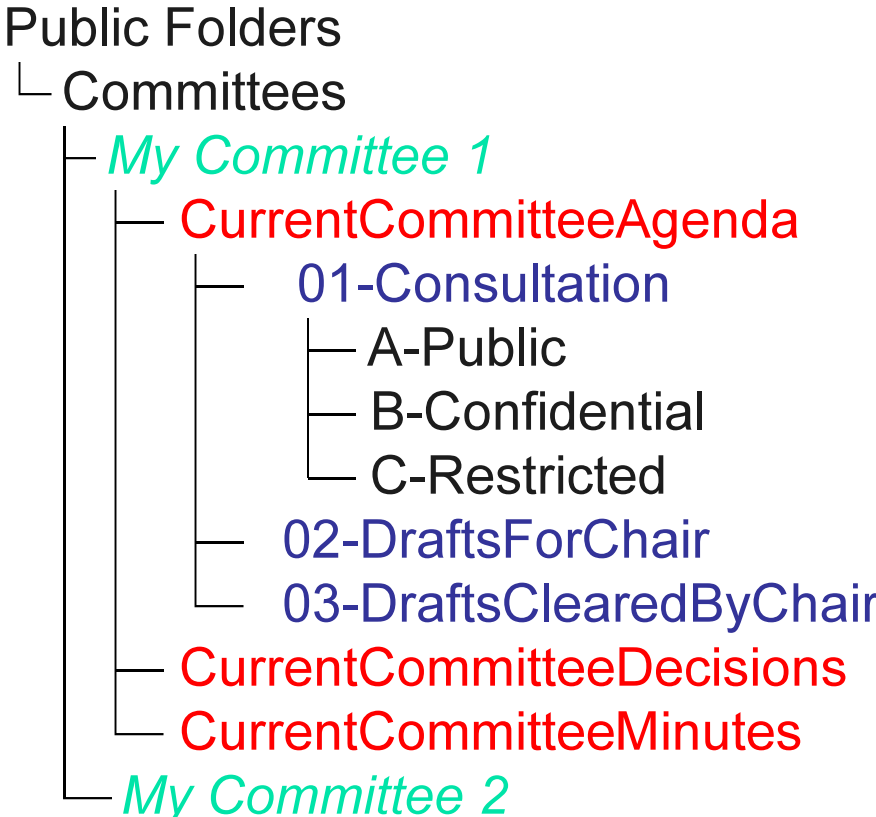


Moving between Steps



- Use the *Publish* button to move between steps
- *New Status* default to next in sequence – can set to any option

Revised Public Folder Layout



Documents Window

■ Menu *Goto / Documents*

Issue Manager - [Agenda: 13/06/2000, Drafts in consultation, Demonstration, A000148]

Issues Edit Goto Configure Windows Help

	Document Title	Status	Draft Modified?	Agenda Item Title
1	Agenda	Drafts in consultation		
2	Sample PowerPoint Attachment	Drafts in consultation		Annual Report on Equal Opportunities
3	Sample Excel Spreadsheet	Drafts in consultation		Annual Report on Equal Opportunities
4	Minutes	Drafts in consultation		Minutes
5	Surveyors Report, 1A Linstead Way	Drafts in consultation		1A Linstead way (Cont'd)
6	Capital Expenditure Status Report	Drafts in consultation		Capital Schemes, Policies, Key Issues...
7	Financial Sub Report	Drafts in consultation		Capital Schemes, Policies, Key Issues...
8	Staffing Levels 1999	Drafts in consultation		Staffing Levels
9	Sub Committee Report	Drafts in consultation		Health and Insurance of Chief Officer...
10	Report on Shortlisting Firms of Liti	Drafts with chair		Litigation and Social Services Legal ...
	Report on Childrens Homes	Drafts in consultation	Error	Not attached to Agenda

Add Document
Edit Details
Delete Document
View Document
Change Status

Administrators | Documents: 13/06/2000 | Agenda: 13/06/2000 | Manage Meetings

'Orphan' document added to folders directly –
press *Edit Details* to attach to agenda item

Change status of one document

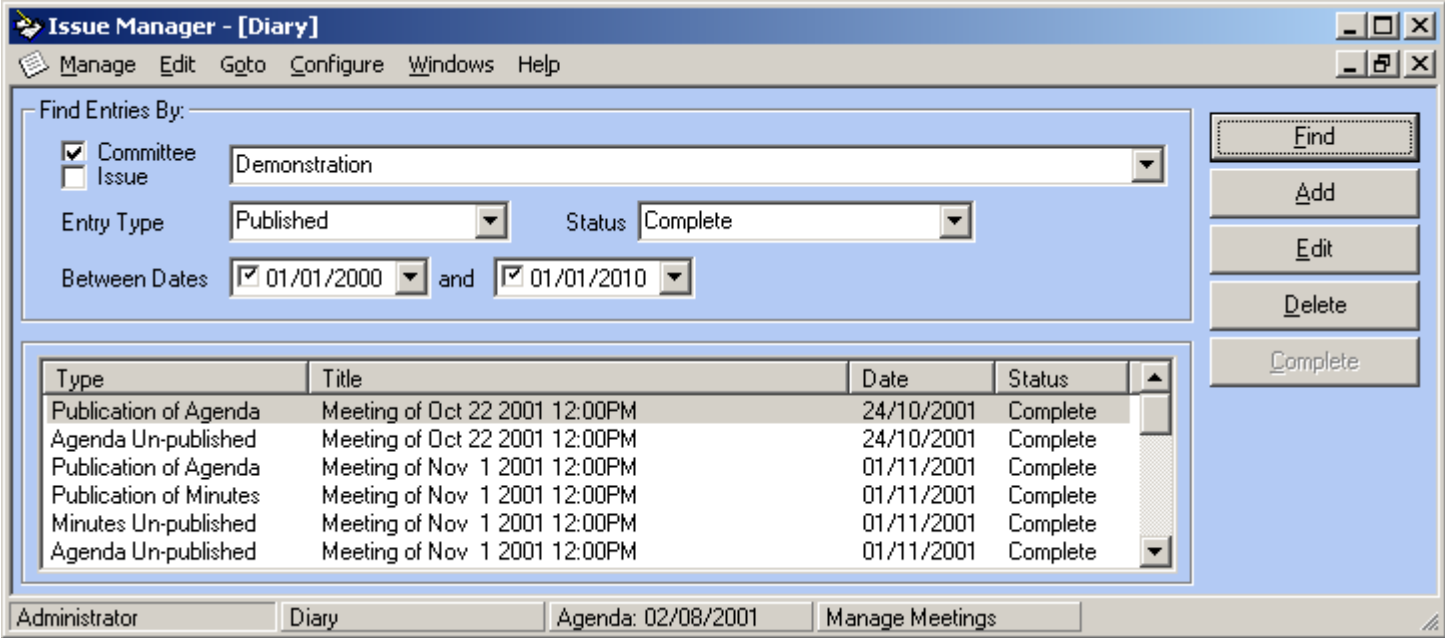
Adding Orphan Documents

Create new agenda item or select from existing items

The screenshot shows a dialog box titled "Add Document". It has several input fields and buttons. The "Agenda Item" field is a dropdown menu with "Create new agenda item" selected. A red arrow points to this dropdown. The "Attachment Title" field contains "Report on Childrens Homes". The "Document Path" field contains "C:\DOCUME~1\ADMINI~1\LEM\LOCALS~1\Temp\m.g~\radF7780.tmp\Report on Chil". The "Item Number" field has a spinner control set to "1". The "Reference" field is empty. On the right side, there are five buttons: "OK", "Cancel", "Browse Files...", "Public Folders...", and "Delete".

Diary

- New events, audit trial
- Free-format Notes



Outstanding Agenda Items

Preferred Date	Create Date	Title	Committee
	21/03/2001	Annual Report on Equal Opportunities	Development Control
	06/04/2001	Review of foot and mouth procedures	Dull and Dishwater
08/10/2001	22/05/2001	Bedford Lay offs	Demonstration
08/08/2001	05/02/2001	Future of lottery booths	Demonstration

- Items not added into an agenda yet
- Created:
 - As Follow-on item
 - Via Outlook agenda item form
 - Via web agenda item form
 - From New Agenda Item menu

Why Use Outstanding Items?

- Only Issue Manager users can add to an agenda !
- Safe way to keep track of work-to-do
- Web or Outlook form simplifies job of committee services

Outlook form

- Officers have access to an Outlook form to submit new agenda items
- Allows up to 5 attached reports
- Items are sent via email
- Will take up to 15 minutes to arrive in the Outstanding Items folder
- A notification message is added to the Diary

Follow-on Agenda Items

- An agenda item topic may be discussed:
 - Several times at different meetings of same committee
 - At several different committees
- One or more 'threads' of discussion can develop
- Create Follow-on agenda items to represent threads

Creating Follow-ons

- Use:
 - Menu *Goto / Follow-on Items*
 - *Add Follow-on* button on Minutes screen
- Can create an number of direct follow-ons to any agenda item
- Follow-ons can have their own follow-ons
- Follow-ons are Outstanding agenda items

Follow-on Screen

Save new follow-on

Page 100

Combined minutes and agenda text

All follow-ons for the item

Issue Manager - [Edit Follow-on Items: Capital Schemes, Policies, Key Issues: Progress Report]

Issues Edit Goto Configure Tools Windows Help

Refer to Committee: [Dropdown]
Meeting Date: [Dropdown]
Author Username: administrator
Status: New
Title: Capital Schemes, Policies, Key Issues: Review

Buttons: Save, Delete, Inherit Details, Load from Library, Save to Library, Edit Text, Add..., Edit..., View Document

Summary

To receive report by the Chief Executive and Director of Administration on the latest situation on the Committee's capital expenditure, the progress of approved capital schemes as at 29th October 1999, the implementation of agreed policies in relation to the Committee's functions, progress made on key issues during the first half of 1999/2000 and results of the top line indicators for the end of the first half of 1999/2000. (Copy report sent herewith – Paper No. 99/786.)

Attached Documents

Item	Title	File
1	Capital Expenditure Status Report	progress report.doc
2	Financial Sub Report	fin sub rpt.doc

Follow On Items

Title
Capital Schemes, Policies, Key Issues: Progress Report Re-evaluation
Capital Schemes, Policies, Key Issues: Review

Administrator | Follow-on Item | Minutes: 13/06/2000 | Manage Issues | Manage Meetings

Copy details from parent

Double click to edit follow-on

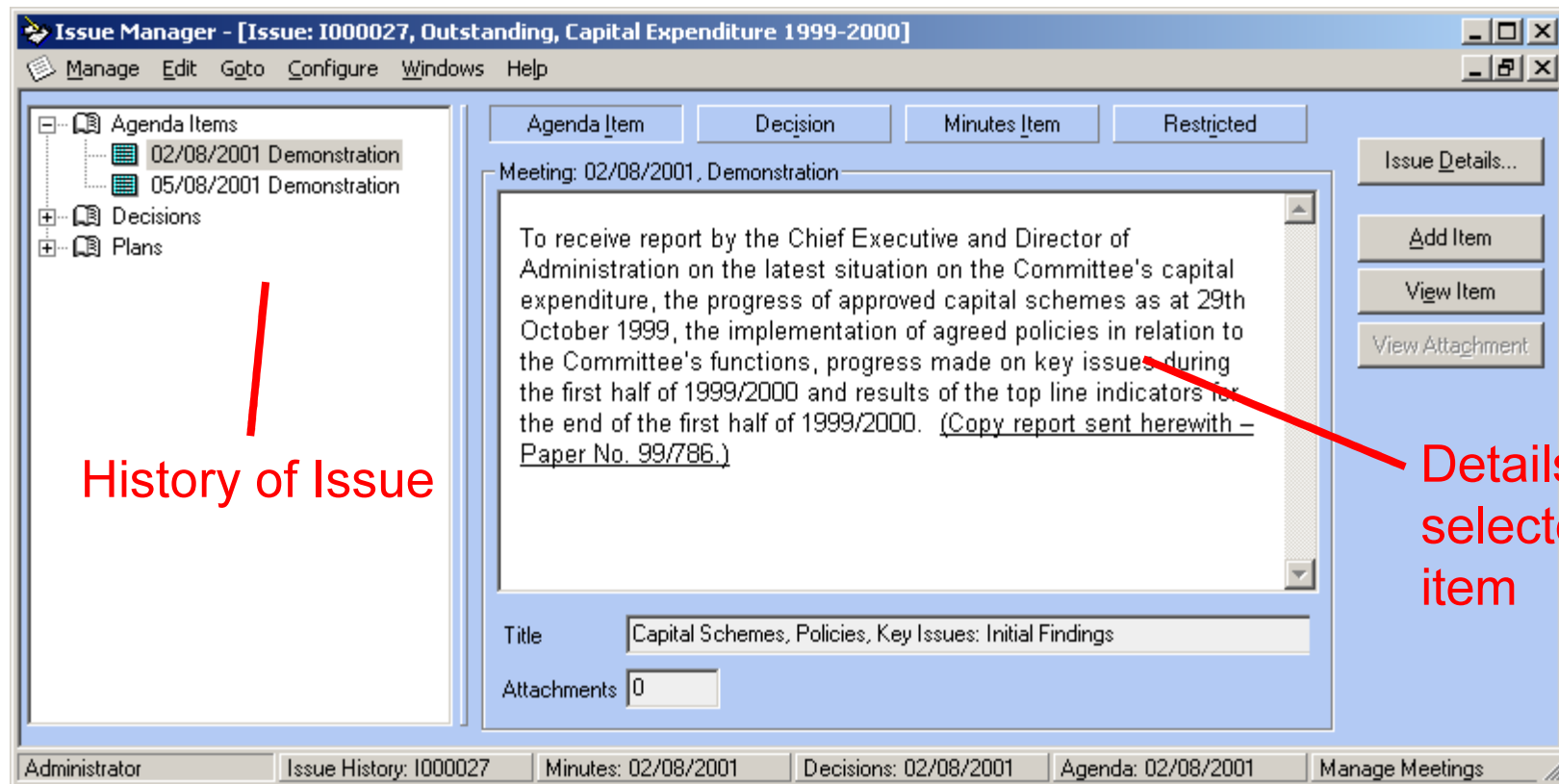
Exercise – Follow-ons

- Add three follows to one of your agenda items
- Find the follow-ons on the Outstanding Items window in the Agenda screen.

Threads and Issues

- The common link between an agenda item and its follow-ons is an [Issue](#)
- All agenda items are assigned to an Issue
- When you create an agenda item and don't assign an Issue, a new one is created for you
- By viewing the status of an Issue you can see the complete history of a debate

Issue Status



History of Issue

Details of selected item

Issue Properties

- Ward, Issue Type and Postcode are properties of an Issue, not an agenda item

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Issue Manager - [Edit Issue: I000027, Outstanding]

Manage Edit Goto Configure Windows Help

Issue Type: Budgetary; Procedures; ...

Ward: Centre Only; Middle; West; ...

Access: Public Access Key Issue

Owner: Executive Member for Social Services

Lead Officer: Helen Collison, Cabinet Support Officer2

Decision Due: 18/04/2000 Next Update: 18/04/2000

Title: Capital Expenditure 1999-2000

Description Documents Consultation Background Agenda Items Decisions

A review of all capital expenditure within departments of the council for the period 1st April 1999 to 31st March 2001.

Administrator Issue: I000027 Issue History: I000027 Minutes: 02/08/2001 Decisions: 02/08/2001 Agenda: 02/08/2001

Issue Fields on Agenda Item

- Menu Goto / Issue Properties to edit

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Issue Manager - [Edit Agenda Item: AI000155, 02/08/2001, Demonstration]

Manage Edit Goto Configure Windows Help

Refer to Committee: Policy and Resources Committee

Author: mark.treveil

Ward: Centre Only; Middle; West

Issue: Capital Expenditure 1999-2000

Title: Capital Schemes, Policies, Key Issues: Initial Findings

Meeting Date: [] Show in Minutes?

Footnote Marker: []

Access: Inherited

Issue Type: Budgetary; Procedures;

Buttons: OK, Delete, Load from Library, Save to Library, Edit Text

Tabs: Agenda Text, Decision Text, Minutes Text, Restricted, Background, Documents

Text: To receive report by the Chief Executive and Director of Administration on the latest situation on the Committee's capital expenditure, the progress of approved capital schemes as at 29th October 1999, the implementation of agreed policies in relation to the Committee's functions, progress made on key issues during the first half of 1999/2000 and results of the top line indicators for the end of the first half of 1999/2000. (Copy report sent herewith – Paper No. 99/786.)

Status Bar: Administrator | Agenda Item: AI000155 | Minutes: 02/08/2001 | Decisions: 02/08/2001 | Agenda: 02/08/2001 | Manage Meetings

Finding Issues

- Menu *Issue / Manage Issues*
- Filter by:
 - Party
 - Status
 - Ward
 - Issue Type
 - Date create range

Exercise - Issues

- View the Issue Status that includes the three follow-ons you created
- Add a follow-on to one of the three follow-ons

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