

modern • gov

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

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

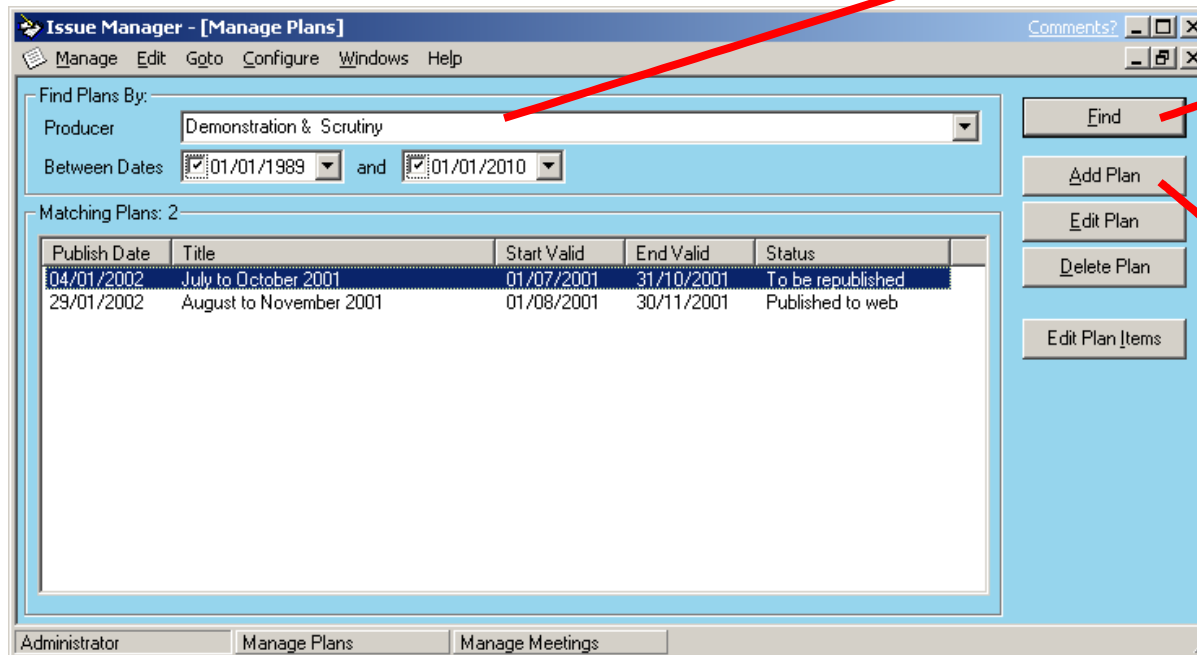
Step 1 – Add a Plan

1. Menu: Manage / Plans or F9

2. Select Producer

3. Press *Find*

4. Press *Add Plan*



Step 2 – Save the Plan

1. Specify valid date range

2. Add Title

3. Press OK

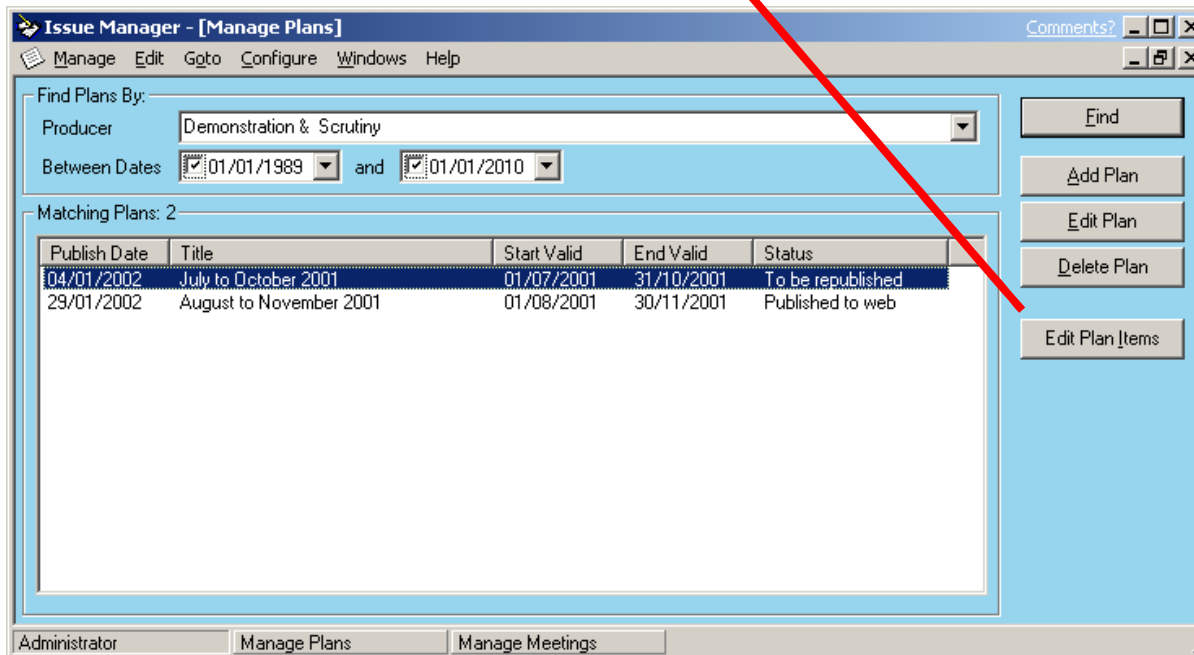
The screenshot shows the 'Issue Manager - [Edit Plan: P0024]' window. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The form contains the following fields and buttons:

- Valid from:** 01/07/2001 (dropdown)
- to:** 31/10/2001 (dropdown)
- ID:** 24 (text box)
- OK** button
- Delete** button
- Producer:** Demonstration & Scrutiny (text box)
- Contact:** Mrs W Windmill, 0181 547 5020 / Fax 0181 547 5032 (text box)
- email:** mtreveil@dircon.co.uk (text box)
- Access:** Public Access (dropdown)
- Title:** July to October 2001 (text box)
- Description:** (empty text area)
- Edit Text** button

The status bar at the bottom shows: Administrator | Plan: P0024 | Manage Plans | Manage Meetings

Step 3 – Edit Plan Items

1. Select plan and press *Edit Plan Items*



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 search button.
- Issue List:** A table displaying a list of issues with the following data:

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	IIP (Joint Investment Plan) for Welfare for Adults

On the right side of the interface, there is a vertical stack of buttons: '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'.

Step 5 – Edit Issue

1. Enter Title, Wards

Issue Manager - [Issue]

Manage Edit Goto Configure Windows Help

Issue Type ...

Ward ...

Access Public Access Importance Key Issue

Publish Style Publish Automatically

Title

Decision Makers Description Documents Consultation Background Agenda Items Decisions

Decision Maker	Due Date

OK
Abandon
Set Completed
Issue History
Add
Edit
Delete

Administrator Issue: I000000 Plan Items: P0064 Manage Plans

2. Press Add for decision maker

Step 6 – Add Decision Maker

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

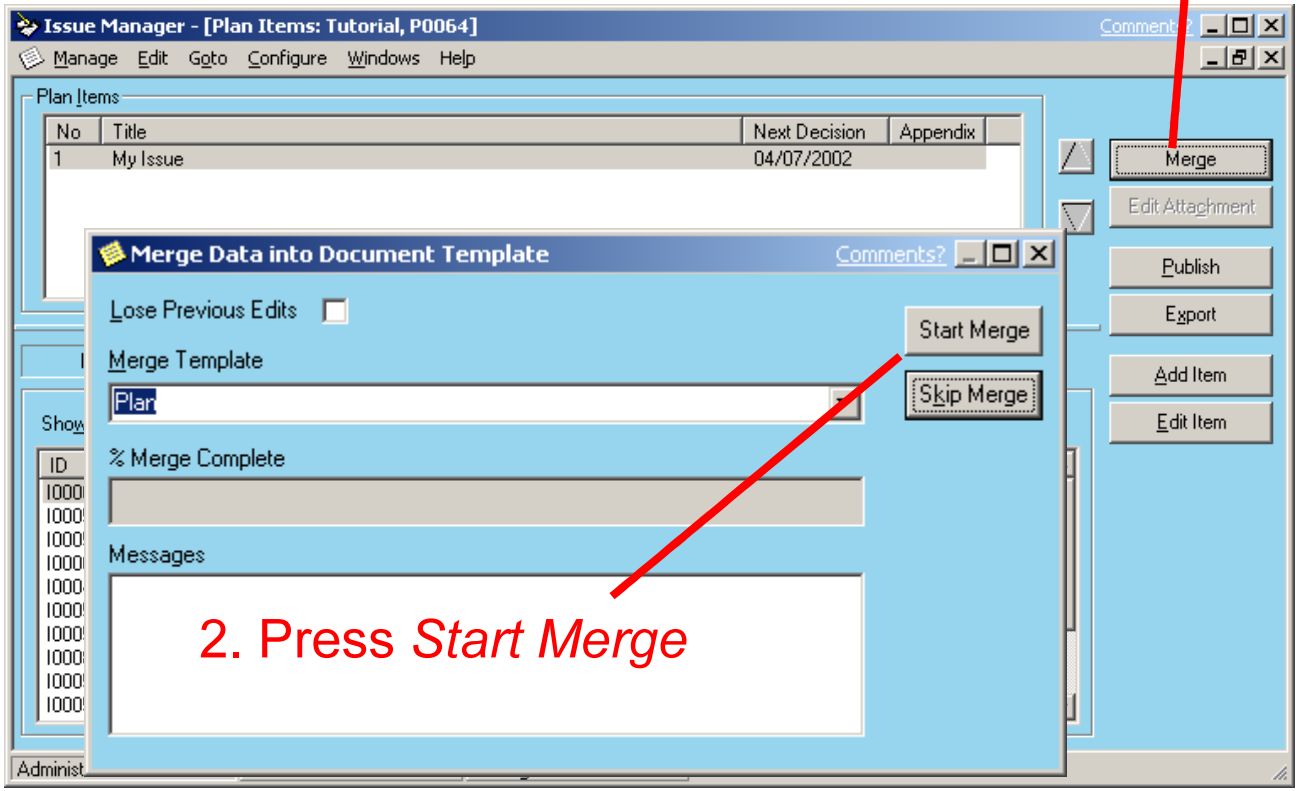
The screenshot shows a 'Decision Maker' dialog box with the following fields and controls:

- 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

1. Press Merge



Step 8 – Plan Document

1. Close Document

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [Demonstration & Scrutiny, Tutorial Plan Document]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main menu includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', 'Window', and 'Help'. The toolbar contains various icons for file operations and editing. The document content is centered and reads:

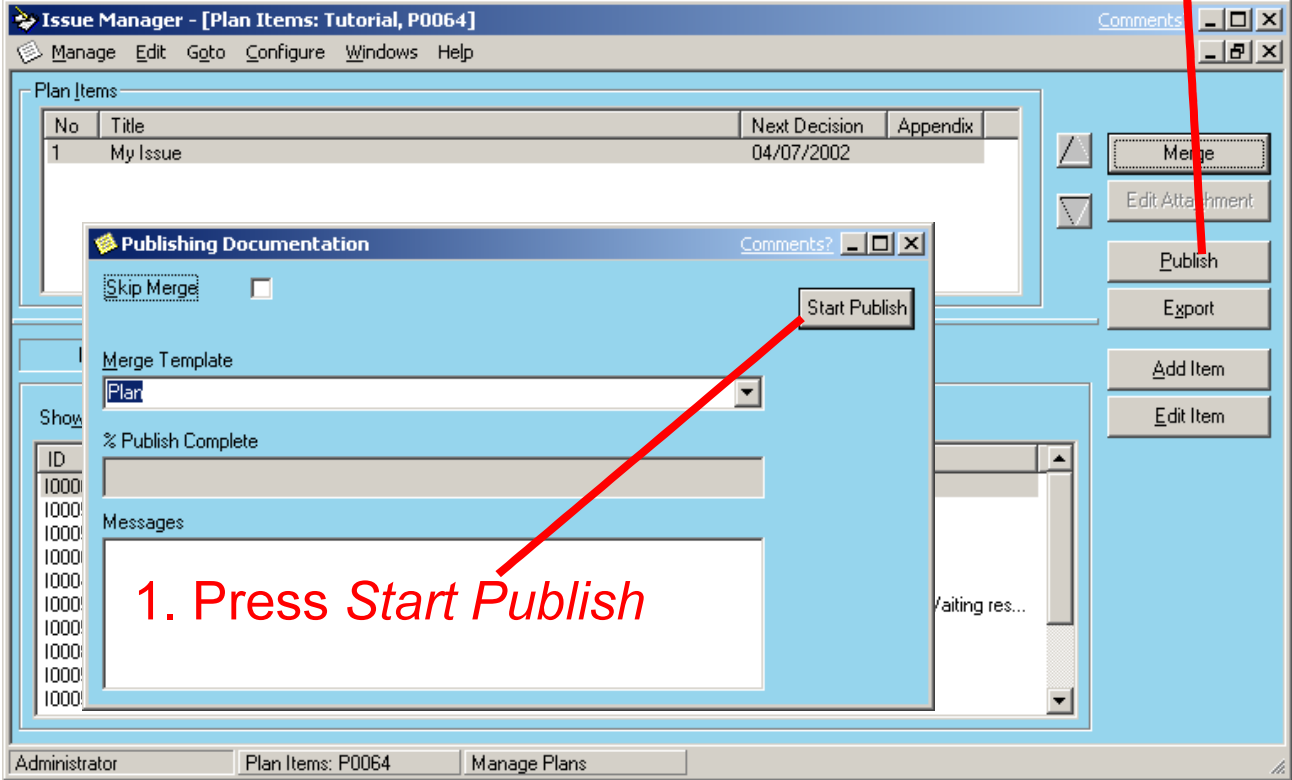
F·O·R·W·A·R·D·P·L·A·N
FOR THE PERIOD: TUESDAY, 4 JUNE 2002 TO SUNDAY, 6 OCTOBER 2002.

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 status bar at the bottom shows 'Administrator', 'Plan Document', 'Plan Items: P0064', and 'Manage Plans'. A red arrow points to the 'Close' button in the top right corner of the window.

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

Find Meetings By:

Committee:

Between Dates: and

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

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

2. Press Find

3. Press Add...

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

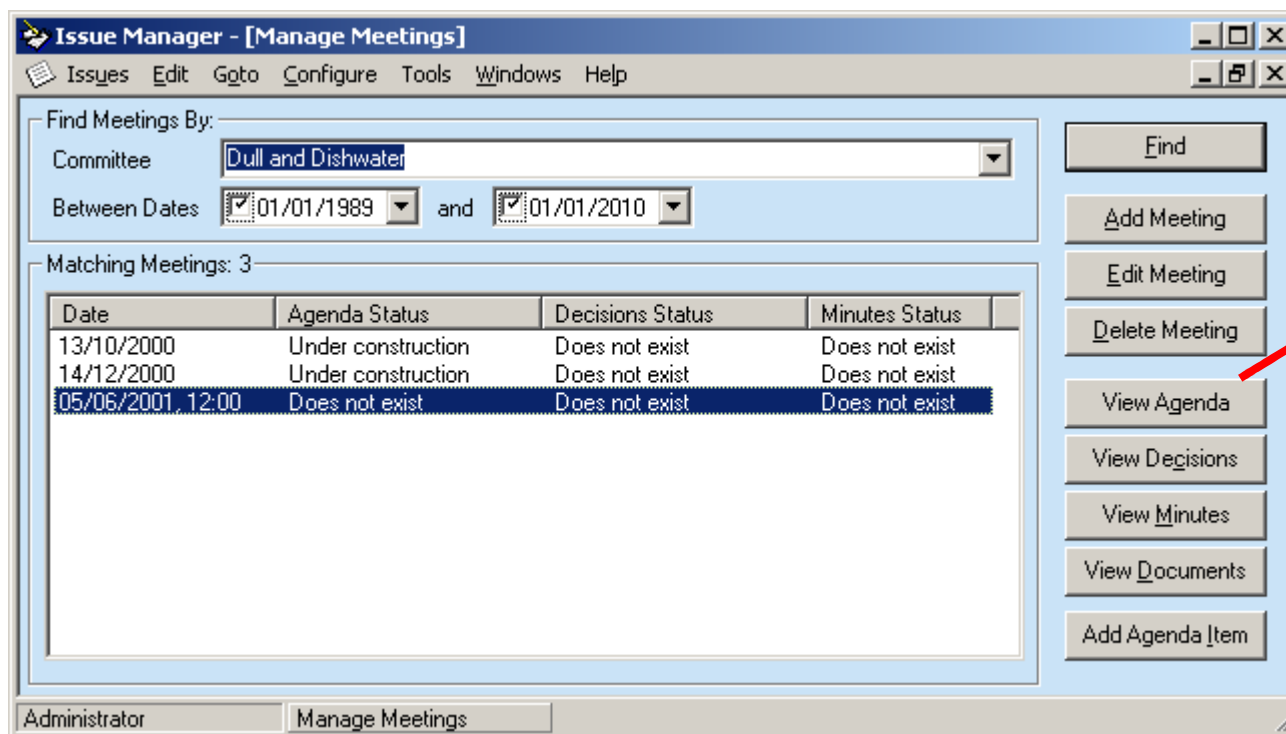
Attendees

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

Footer: Administrator Meeting: 05/06/2001 Manage Meetings

Step 3 – Edit Agenda



1. Press
View Agenda

Step 4 – Add Agenda Item

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [View Agenda: 24/05/2022, 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 table are two buttons: 'Outstanding Items' and 'Agenda Item Details'. A 'Show Items' dropdown menu is set to 'This committee only'. At the bottom, there is a table with columns 'Preferred Date', 'Create Date', 'Title', and 'Committee'. On the right side of the interface, there is a vertical stack of buttons: 'Merge', 'Edit Attachment', 'Publish', 'Export', 'Add Item', 'Edit Item', and 'Create Pack'. A red arrow points to the 'Add Item' button, with the text '1. Press Add..' next to it. Another red arrow points to the 'Add Item' button from the text '2. Use up button to select outstanding items'.

No	Title	Access	Appendix
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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

2. Use up button to select outstanding items

1. Press Add..

Step 5 – Edit Agenda Item

Refer to Committee: Demonstration

Author: [Empty]

Ward: [Empty]

Issue: [Empty]

Title: [Empty]

Meeting Date: 20/11/2001

Footnote Marker: [Empty]

Access: Inherited

Issue Type: [Empty]

Show in Minutes?

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

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

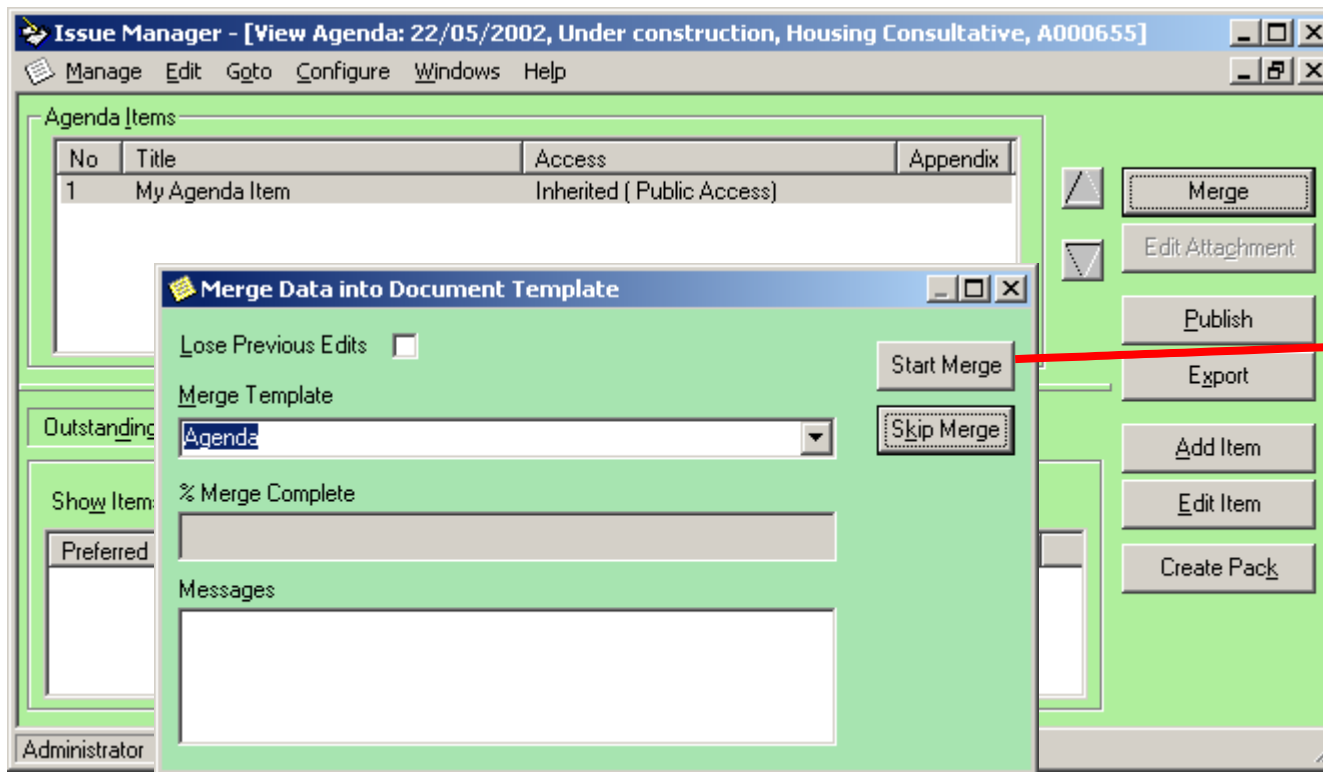
Status Bar: Administrator | Agenda Item: A1000000 | Agenda: 20/11/2001 | Manage Meetings

1. Enter Title

2. Press Edit Text

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

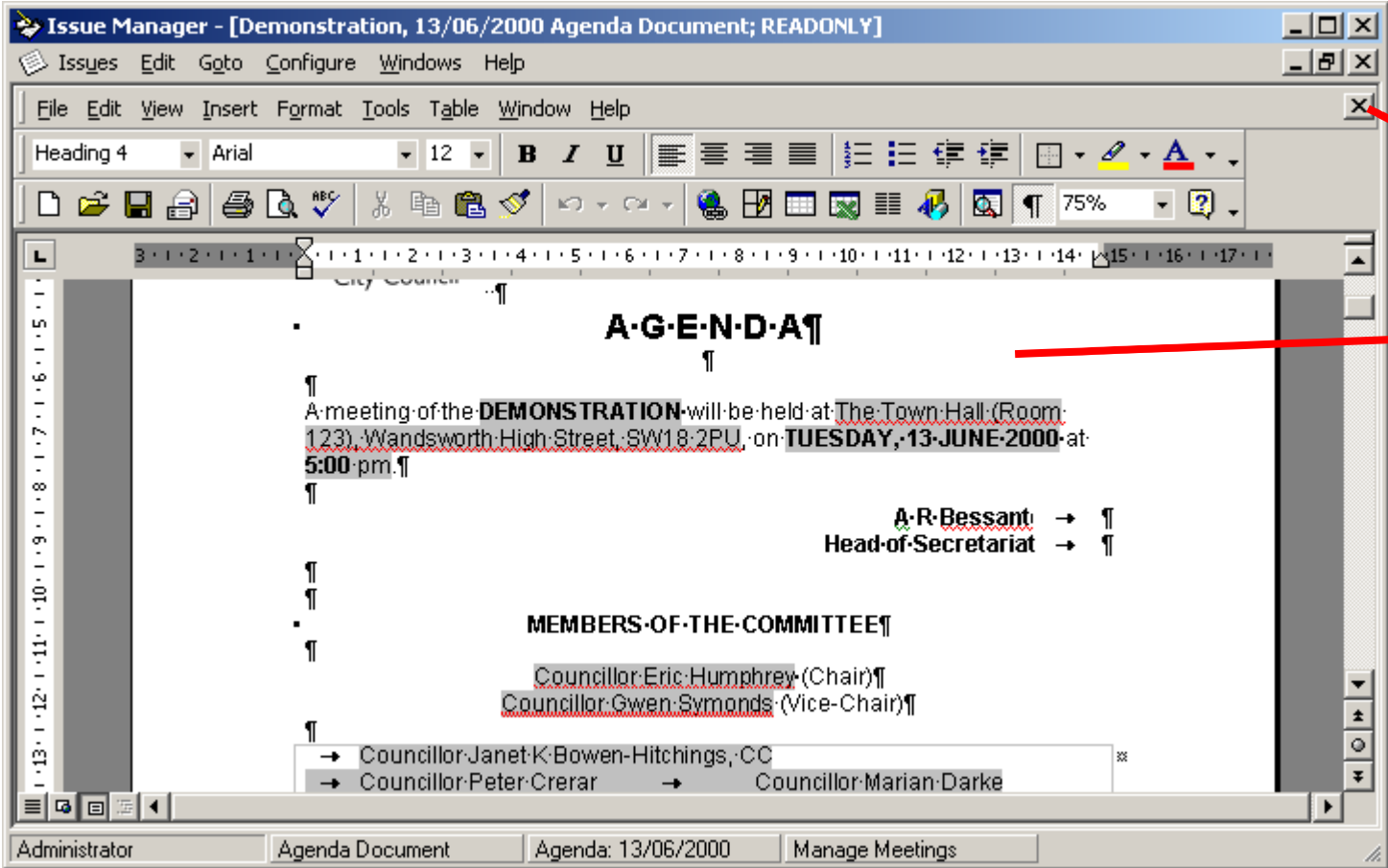
Step 6 - Merging the Agenda



1. Press Merge

2. Press Start Merge

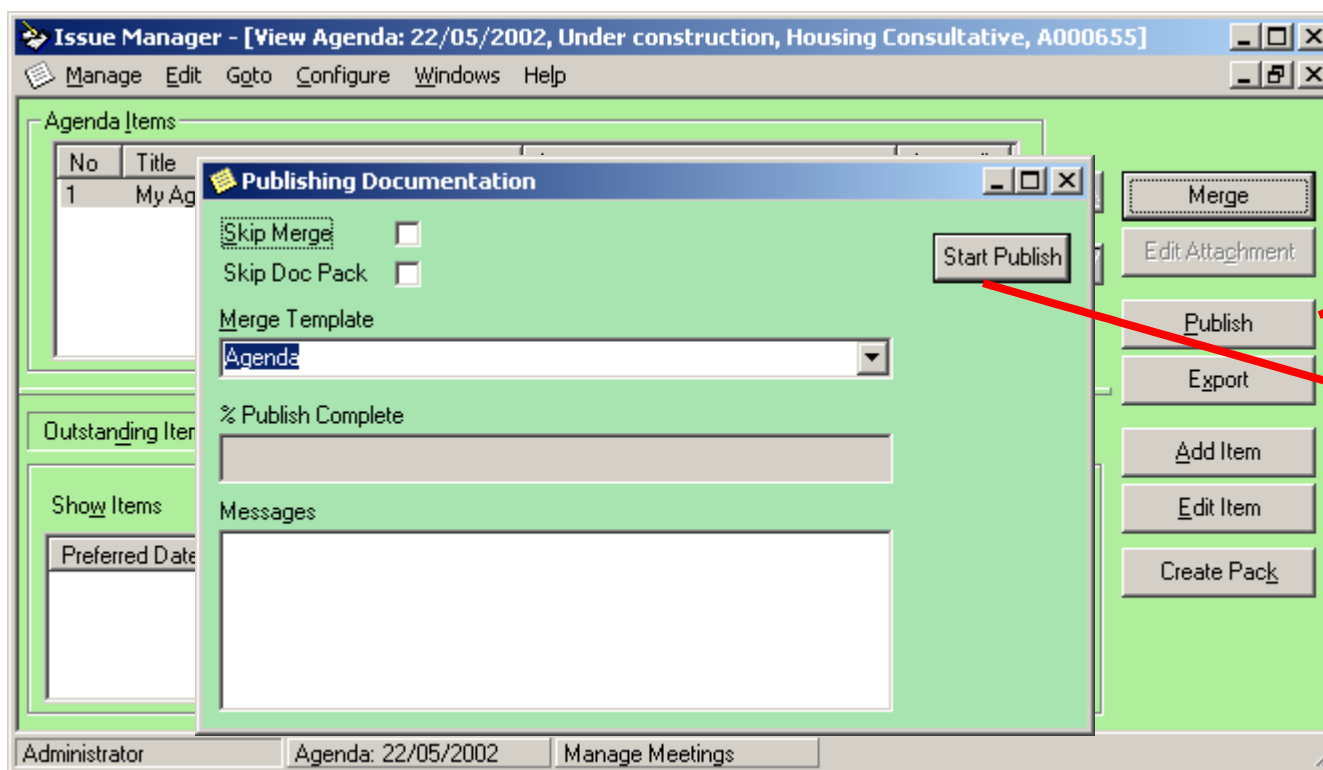
Slide 7 – Agenda Document



2. Close Document

1. Add text to the front sheet.

Step 8 – Publish the Agenda



1. Press
Publish

2. Press
Start Publish

3. When complete press *Close*

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Step 9 – Browse Internet

Microsoft Internet Explorer

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

Argyll and Bute Council

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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*

Issue Manager - [View Minutes: 22/05/2002, Under construction, Housing Consultative] Comments? [] [] [X]

Manage Edit Goto Configure Windows Help

Minutes Items

No	Title	Access	Appendix
1	My Agenda Item	Inherited (Public Access)	

Minutes for Item

Decision ? Call In ? Deadline 01/01/1900 Follow on Items 0 Add Follow-on

Administrator Minutes: 22/05/2002 Agenda: 22/05/2002 Manage Meetings

Buttons: Merge, View Attachment, Publish, Export, Add Item, Edit Item, Create Pack, Edit Text

2. Edit text

3. Tick *Decision* box to flag a decision

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Issue Manager In Detail

- Basic layout of application
- Screens in detail

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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

Date	Agenda Status	Minutes Status
29/08/2000	Published	Published
12/09/2000	Published	Published
26/09/2000	Published	Published
10/10/2000	Published	Published
24/10/2000	Published	Published
07/11/2000	Published	Published
21/11/2000	Published	Under construction
09/12/2000	Published	Under construction
12/12/2000	Does not exist	Does not exist
02/01/2001	Does not exist	Does not exist
16/01/2001	Does not exist	Does not exist
06/02/2001	Does not exist	Does not exist
20/02/2001	Does not exist	Does not exist

Menu Overview

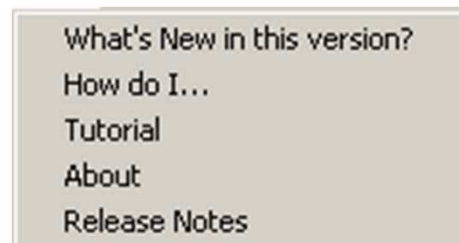
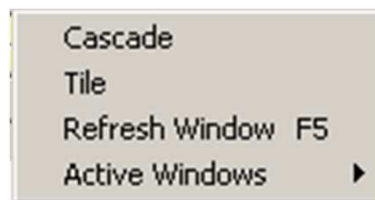
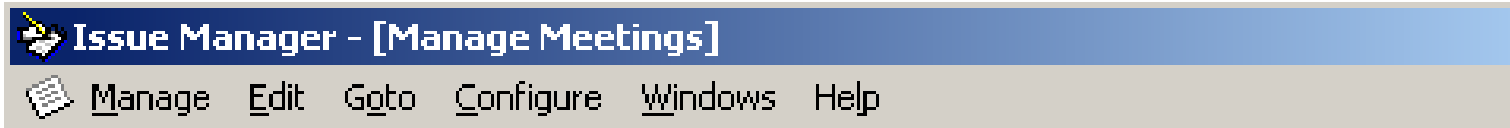
The screenshot shows the 'Issue Manager - [Manage Meetings]' application window. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. Three red arrows point from the 'Goto' menu item to three separate sub-menus:

- Finder screens:** A menu listing 'Manage Issues' (F6), 'Manage Meetings' (F7), 'Manage Plans' (F9), 'Manage Diary' (F11), 'New Agenda Item' (F8), 'Print Screen', and 'Exit'.
- Context-sensitive navigation:** A menu listing 'Meeting' (Alt+Y), 'Agenda' (Alt+G), 'Minutes' (Alt+M), 'Decisions Sheet' (Alt+D), 'Documents' (Alt+W), 'Agenda Item' (Alt+N), 'Issue Details' (Alt+Z), 'Issue History' (Alt+S), 'Decision Details' (Alt+H), and 'Follow-On Items' (Alt+F).
- System Configuration:** A menu listing 'Users', 'Committees', 'Departments, Posts, Groups', 'Issue Types', 'Wards', 'Library Categories', 'Political Parties', 'Print Locations', 'Colour Scheme', 'Change Own Password', 'In-place Word editing' (checked), 'Show Word Caption', 'Minimal Button Mode', 'Status Bar' (checked), and 'Show Expired Committees'.

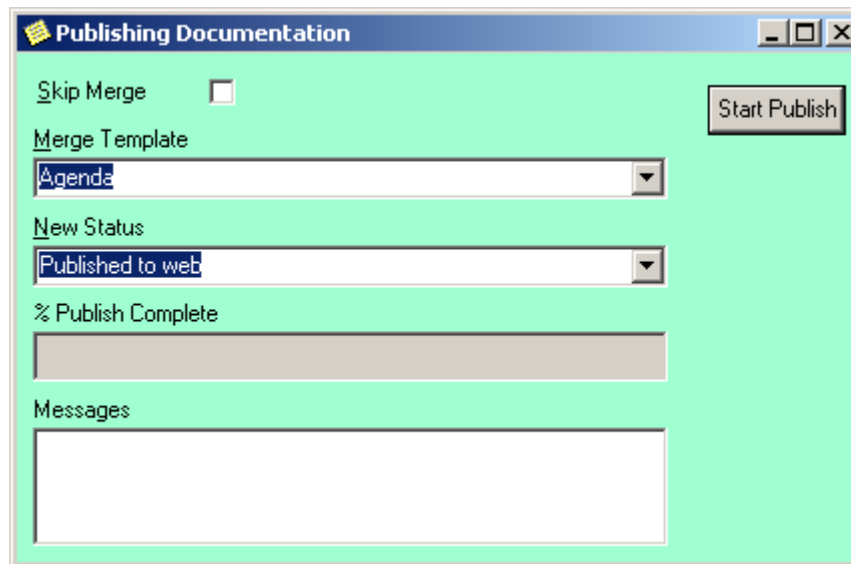
Additional annotations include 'Context-sensitive edit options' pointing to the 'Edit' menu and 'Context-sensitive navigation' pointing to the 'Goto' menu.

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Menu Overview (contd)



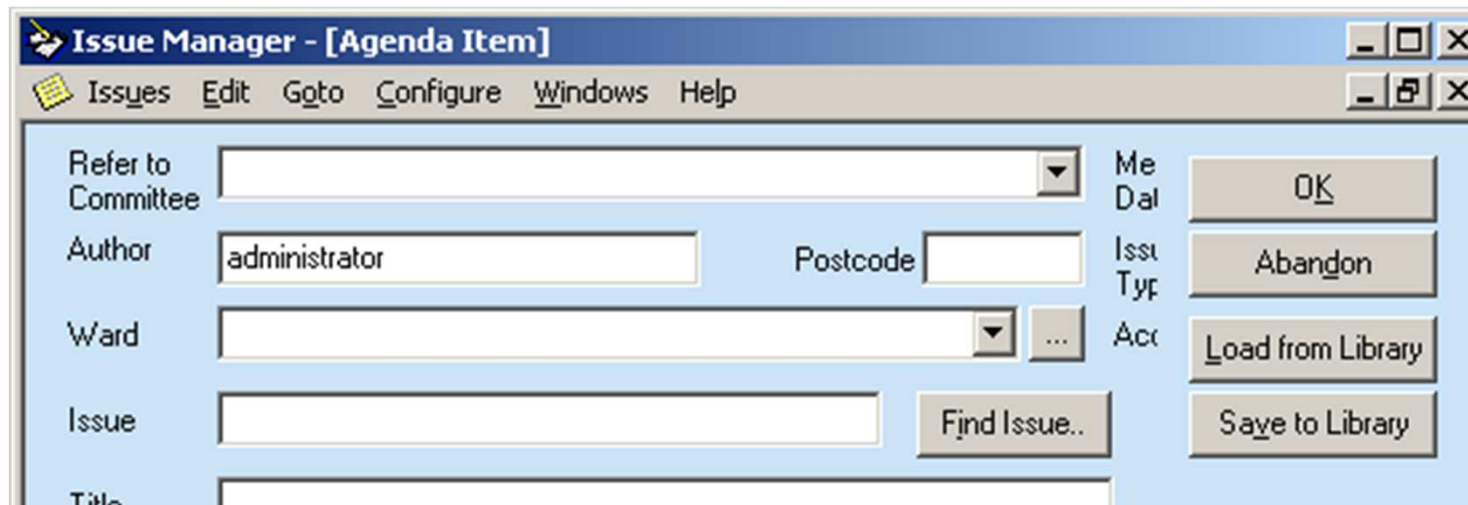
Tips – Pop-ups



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



- 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

The image shows a screenshot of a web application interface. At the top left, there is a header 'modern.gov' in a red-bordered box. To its right is the main title 'Tips – List Views' in a large blue font. Below the title is a horizontal line. The main content area features a table titled 'Matching Meetings: 2'. The table has four columns: 'Date', 'Agenda Status', 'Decisions Status', and 'Minutes Status'. There are two rows of data. A red arrow points from the text 'Click title to sort by column' to the 'Agenda Status' header. Another red arrow points from 'Drag divider to resize column' to the vertical line between 'Decisions Status' and 'Minutes Status'. A third red arrow points from 'Right click in list for pop-up menu' to a right-click context menu that is open over the second row of the table. The context menu contains several options: 'View Agenda', 'View Minutes', 'View Decisions', 'View Documents', 'Add Agenda Item', 'Edit Meeting', 'Reschedule Meeting', 'Delete Meeting', and 'Add Meeting'.

Essential aside - Colours

- Menu "Configure / Colour Scheme"

1. Select

2. Press

3. Drag crosswires

4. Adjust slider

5. Press

6. Press

The image shows a 'Color' dialog box with the following components and annotations:

- Basic colors:** A grid of 24 color swatches. An arrow labeled '1. Select' points to the first swatch (light red).
- Custom colors:** A row of 10 grey swatches. An arrow labeled '2. Press' points to the 'Define Custom Colors >>' button below this row.
- Color wheel:** A large color wheel with a crosshair. An arrow labeled '3. Drag crosswires' points to the crosshair.
- Slider:** A vertical slider on the right side of the color wheel. An arrow labeled '4. Adjust slider' points to the slider.
- ColorSolid:** A small color preview box showing the selected color (blue). Below it are fields for Hue (144), Sat (193), Lum (135), Red (54), Green (125), and Blue (233). An arrow labeled '5. Press' points to the 'Add to Custom Colors' button.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom. An arrow labeled '6. Press' points to the 'OK' button.

Manage Meetings

Watch out for date filters!

Select committee and press Find

Find Meetings By:

Committee: Dull and Dehwater

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

Find

Add Meeting

Edit Meeting

Delete Meeting

View Agenda

View Decisions

View Minutes

View Documents

Add Agenda Item

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	Under construction

Administrator | Manage Meetings

Double-click for agenda / minutes to complete

“Add” only pencils-in agenda item

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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

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 content area is divided into two sections: 'Agenda Items' and 'Outstanding Items'. The 'Agenda Items' section contains a table with 5 rows. The 'Outstanding Items' section has a 'Show Items' dropdown menu set to 'This committee only' and a table with 3 rows. On the right side, there is a vertical stack of buttons: 'Merge', 'Edit Attachment', 'Publish', 'Export', 'Add Item', 'Edit Item', and 'Create Pack'. At the bottom, there are status bars for 'Administrator', 'Agenda: 02/08/2001', 'Minutes: 02/08/2001', and 'Manage Meetings'.

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
	12/03/2002	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...

Items not yet in an agenda

Filter the outstanding items

Reorder items

Managing Agenda Items

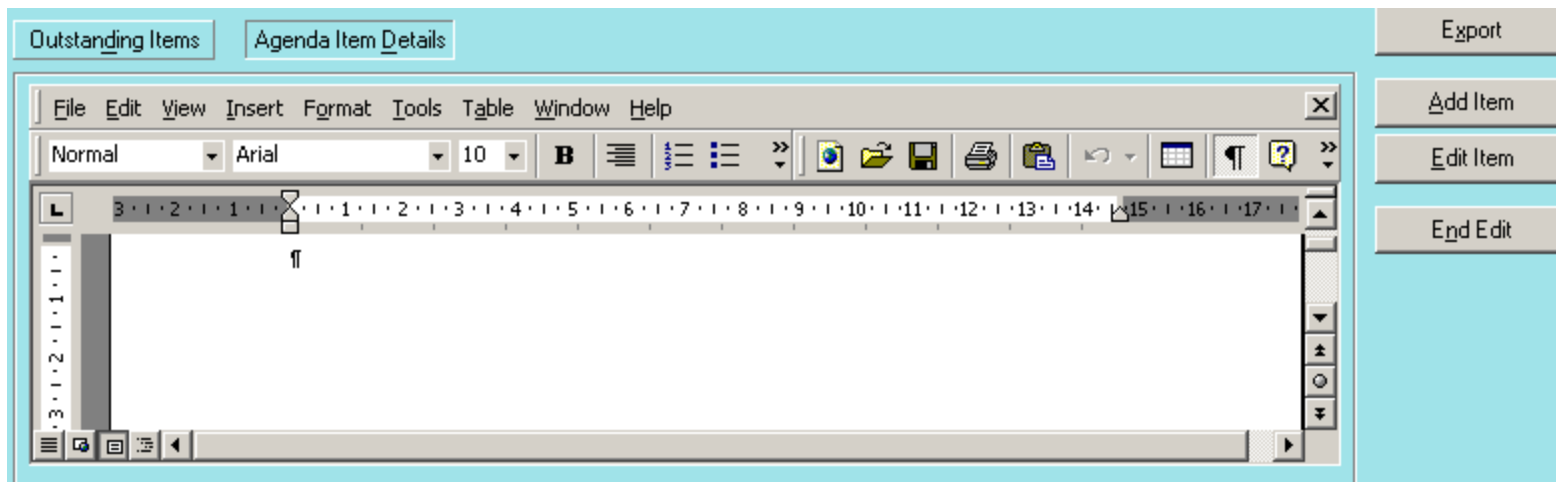
- Add outstanding items from bottom window using arrow buttons
- Press *Add Item* for new Agenda Item
- *Edit Item* or double click to edit
- Delete an item via right click menu
- Press *Agenda Item Details* to edit summary text while still viewing agenda

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

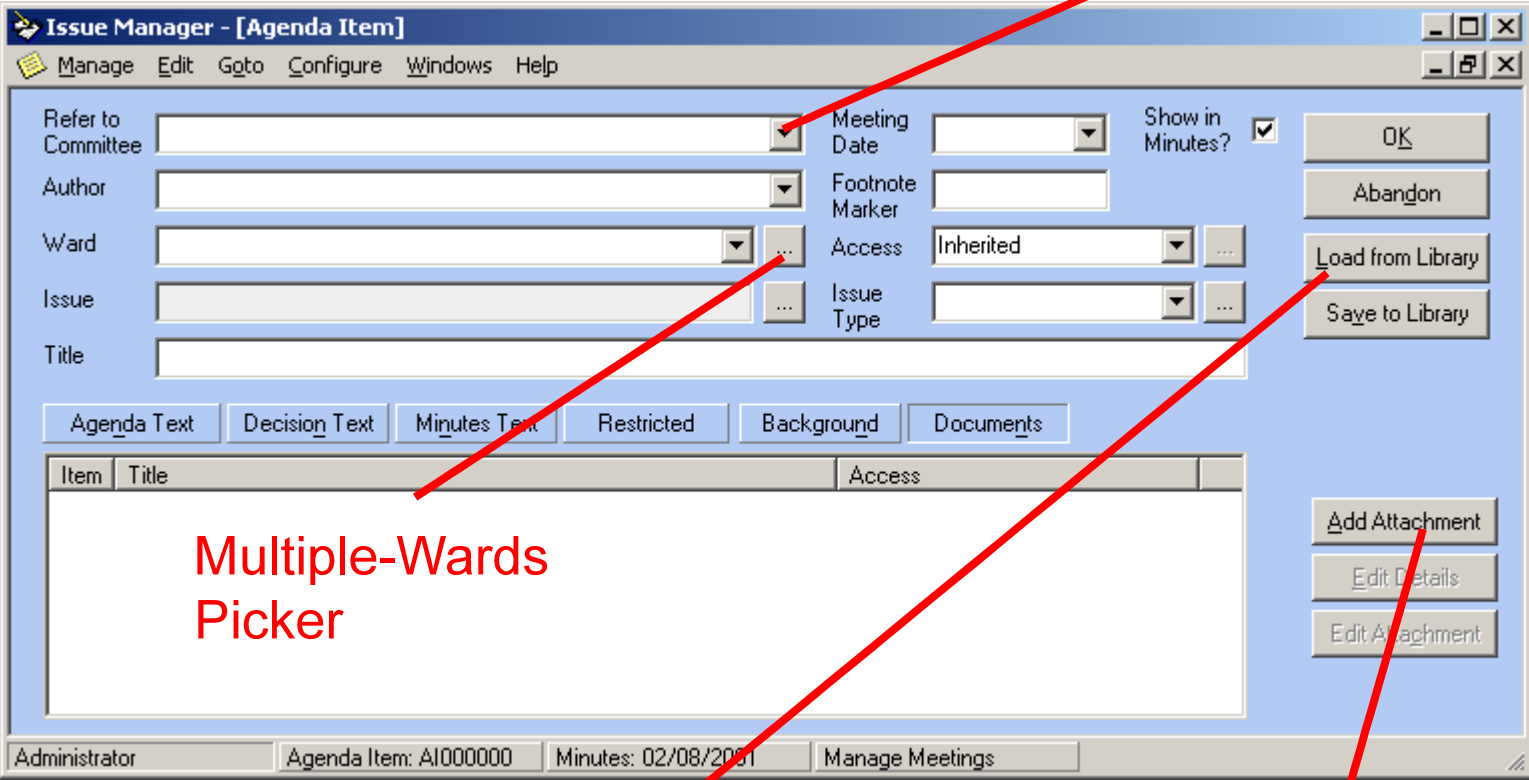
Why is Formatting Important?

- 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

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Adding Agenda Items

Pencil-in meeting



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 dropdown arrow 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 dropdown arrow 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"

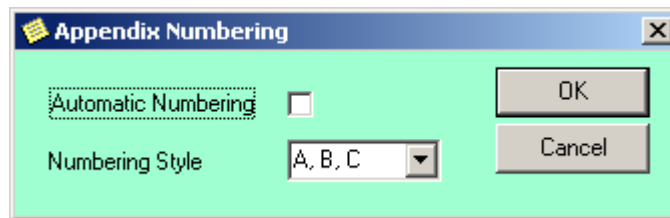
Attaching Reports

- 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

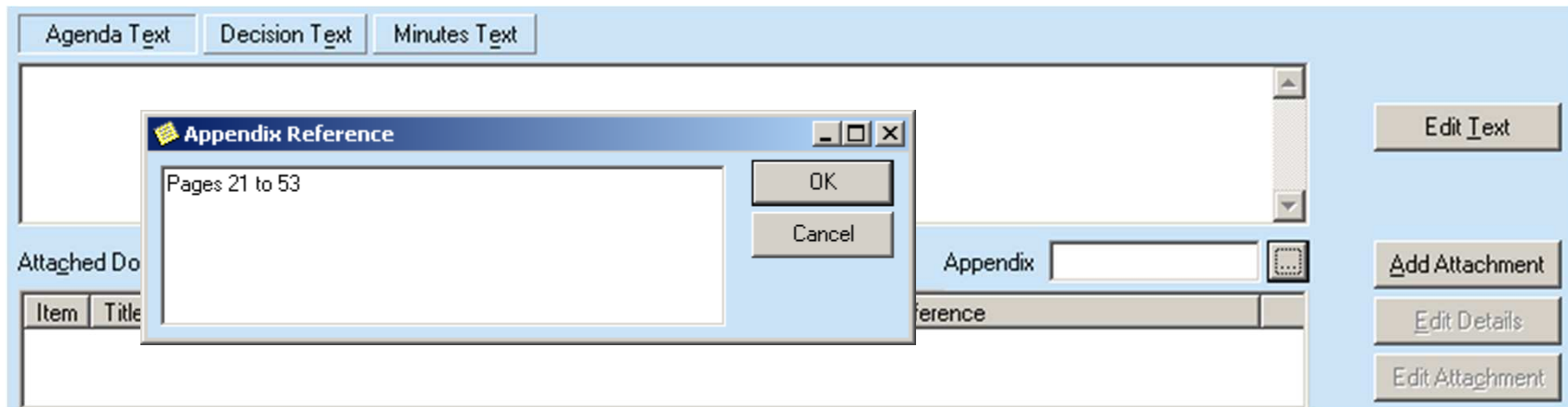
- Appendix numbers can be set-up for each agenda item with one or more attachment
- *Edit / Appendix Number* menu option from agenda, decision sheet and minutes screens
- Attached reports can be automatically updated with the appendix number

Appendix Numbering Options



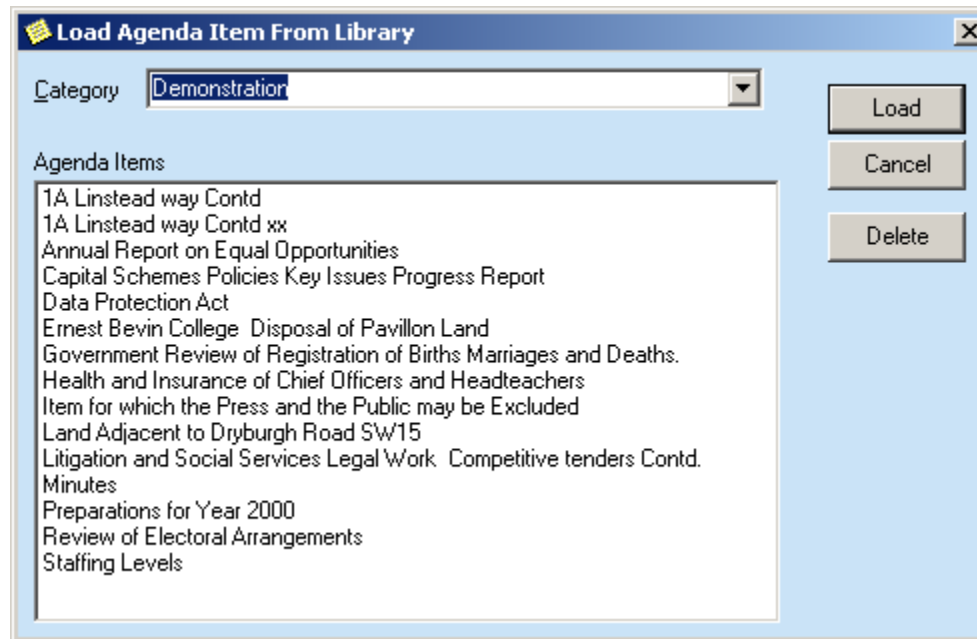
- Automatic number by default
- Switches to manual numbering when agenda is first published
- Styles: 1,2,3 or A,B,C

Custom Appendix References



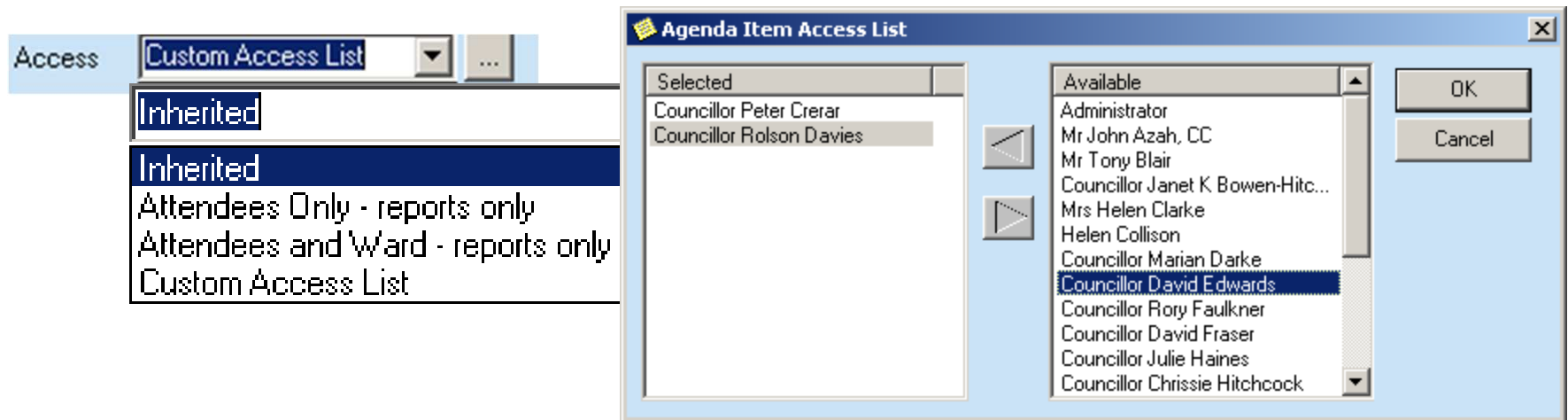
- Option from Agenda Item window when auto-numbering is off.
- Any string up to 200 characters long

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?

Access Attendees Only - reports only

Include in minutes document pack?

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

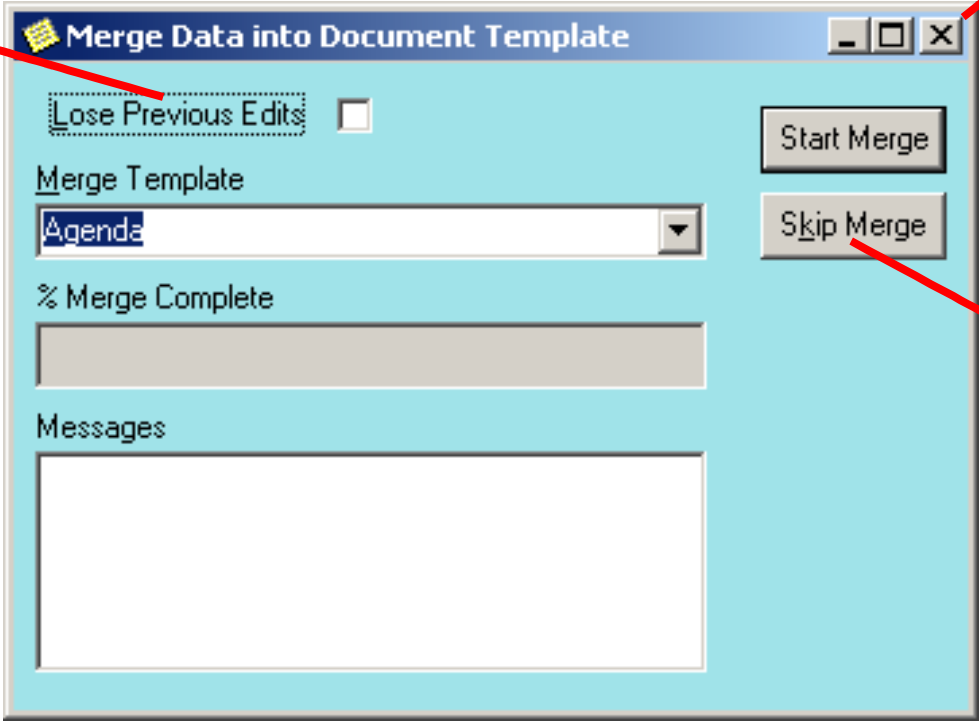
- Create an agenda comprising:
 - Three agenda items
 - A sub heading with restart numbering
 - A comment
 - Add an AOB agenda item that is not visible in the minutes
 - Save one of your agenda items to the library

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*

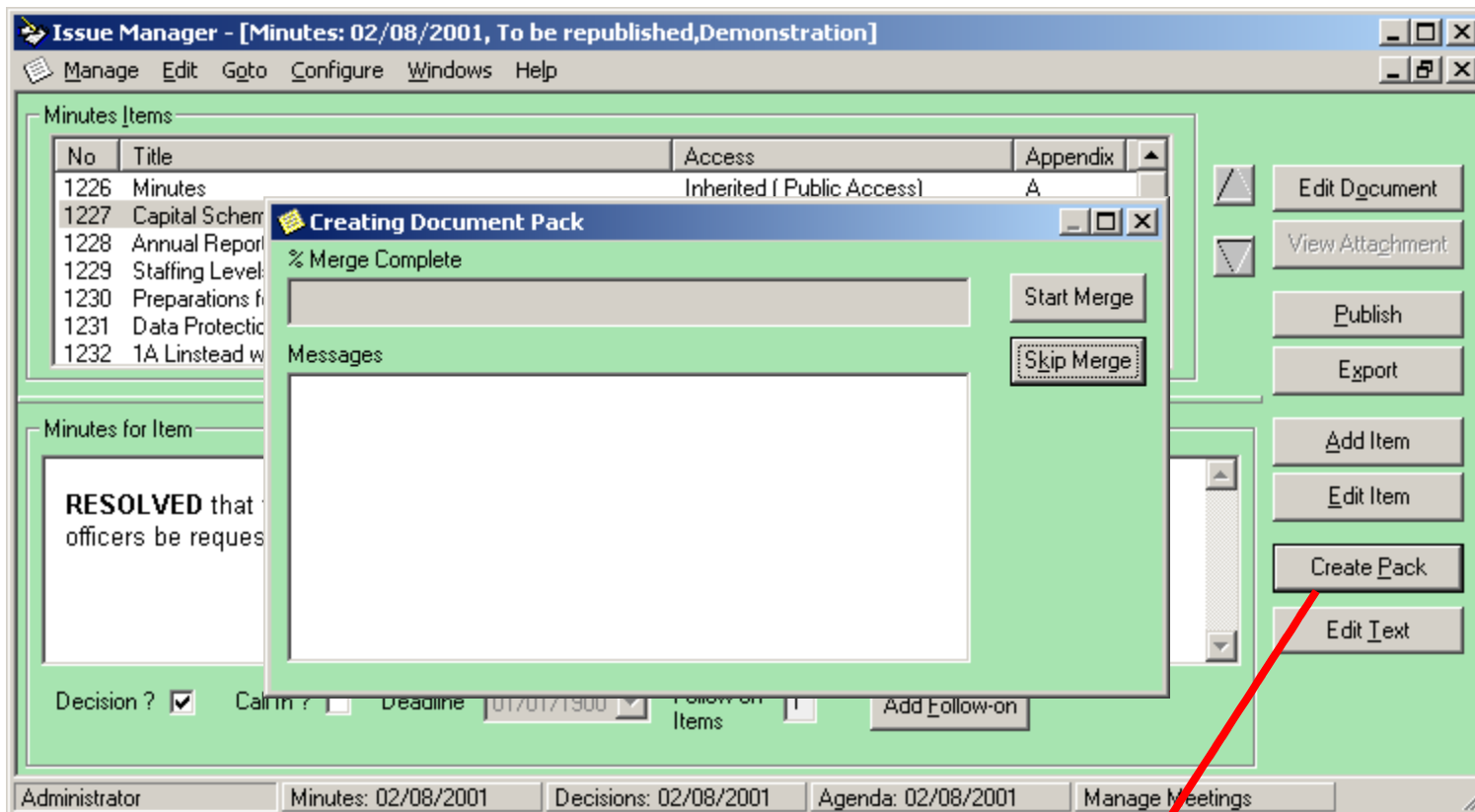
Exercise – Merged Document

- 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

No	Title	Access	Append
1	Minutes	Inherited (Public Access)	A
2	Capital Schemes, Policies, Key Issues...	Inherited (Public Access)	G
3	Staffing Levels	Inherited (Public Access)	D
4	Annual Report on Equal Opportunities	Inherited (Public Access)	B
5	Preparations for Year 2000	Inherited (Public Access)	

Decision for Item

RESOLVED that the minutes of the meeting held on the 14th September 1999 be confirmed as a correct record and signed by the Chair.

Decision ? Call In ? Deadline 11/11/2001

Administrator | Decisions: 02/08/2001 | Minutes: 02/08/2001 | Manage Meetings

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Adding Minutes Text

Can
reorder
minute items

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [View Minutes: 02/08/2001, To be republished, Demonstration & Scrutiny]'. The menu bar includes 'Manage', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area is divided into two sections: 'Minutes Items' and 'Minutes for Item'.

The 'Minutes Items' section contains a table with the following data:

No	Title	Access	Append
1226	Minutes	Inherited (Public Access)	A
1227	Capital Schemes, Policies, Key Issues...	Inherited (Public Access)	G
1228	Annual Report on Equal Opportunities	Inherited (Public Access)	B
1229	Staffing Levels	Inherited (Public Access)	D
1230	Preparations for Year 2000	Inherited (Public Access)	

The 'Minutes for Item' section features a text area containing the text: 'RESOLVED that the minutes of the meeting held on the 14th September 1999 be confirmed as a correct record and signed by the Chair.' Below the text area are several controls: 'Decision?' with a checked checkbox, 'Call In?' with a checked checkbox, 'Deadline' set to '11/11/2001', 'Follow on Items' set to '0', and an 'Add Follow-on' button. On the right side of the interface, there is a vertical stack of buttons: 'Merge', 'View Attachment', 'Publish', 'Export', 'Add Item', 'Edit Item', 'Create Pack', and 'Edit Text'. A red arrow points from the 'Can reorder minute items' text to the up and down arrow buttons next to the 'Minutes Items' table. Another red arrow points from the 'Add minutes text either in place or via agenda item screen' text to the text area in the 'Minutes for Item' section.

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

The screenshot shows a software window titled "Publishing Documentation". It features several input fields and controls: "Skip Merge" and "Skip Doc Pack" are checkboxes, both currently unchecked. "First Item Number" is a text box containing the value "1226". "First Page Number" is a text box containing the value "10". A "Start Publish" button is located to the right of these fields. Below these is a "Merge Template" dropdown menu with "ABCMinutes" selected. At the bottom, there is a "% Publish Complete" progress bar and a "Messages" section with an empty text area. Two red arrows point from the explanatory text above to the "First Item Number" and "First Page Number" fields.

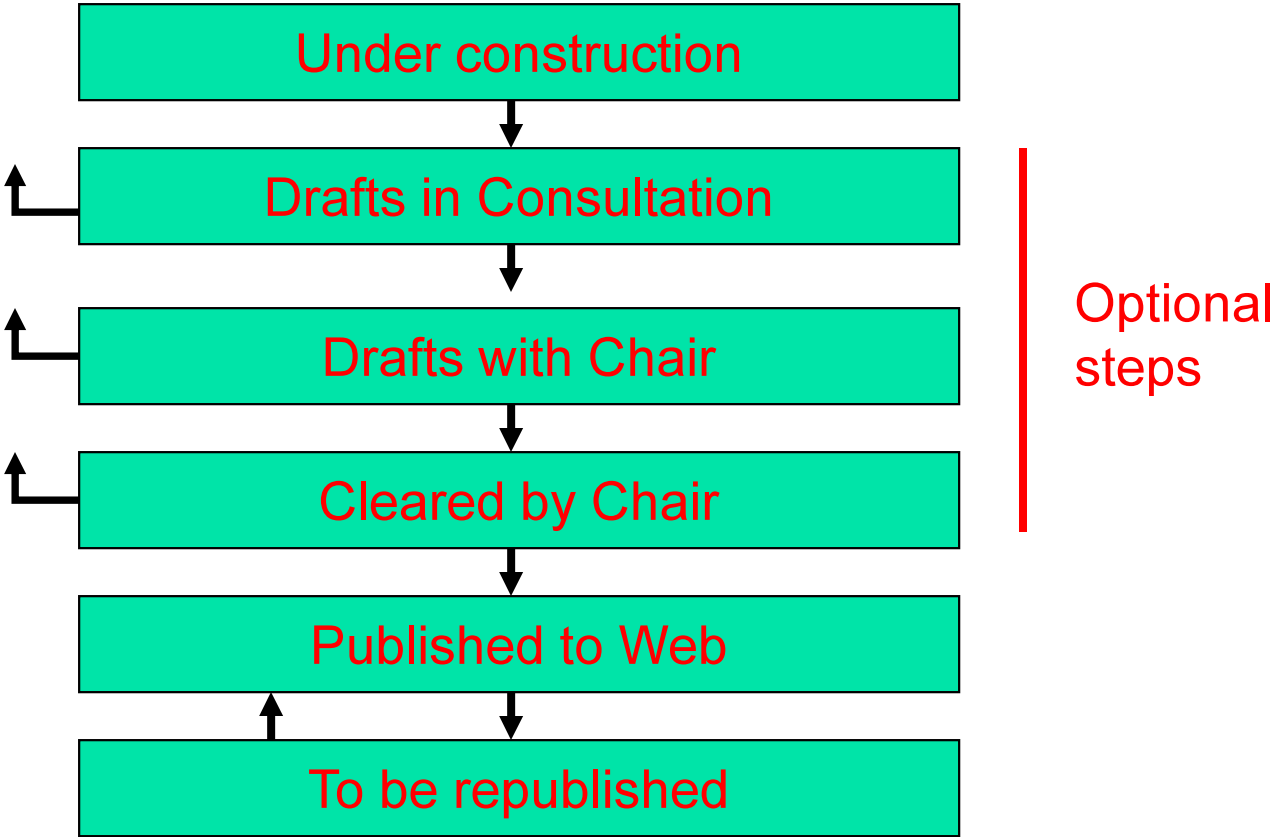
Exercise – Minutes

- 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

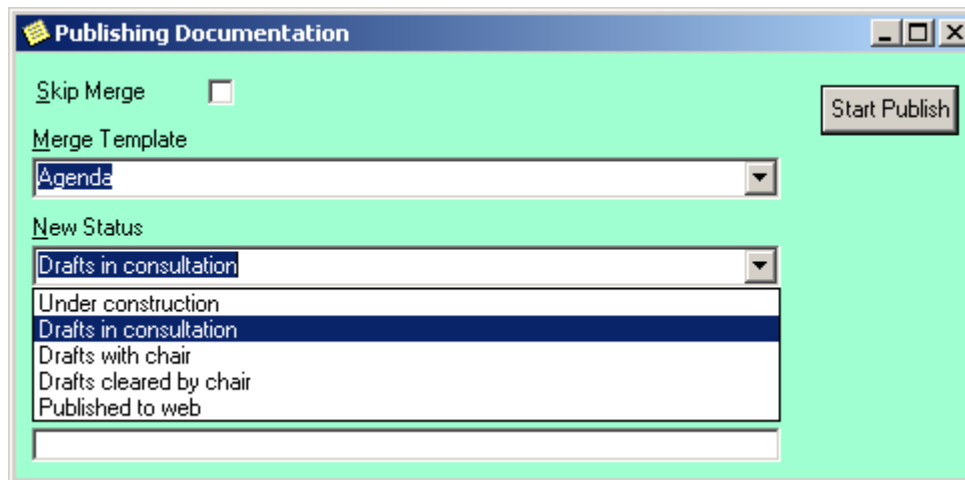
Draft Consultation

- 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

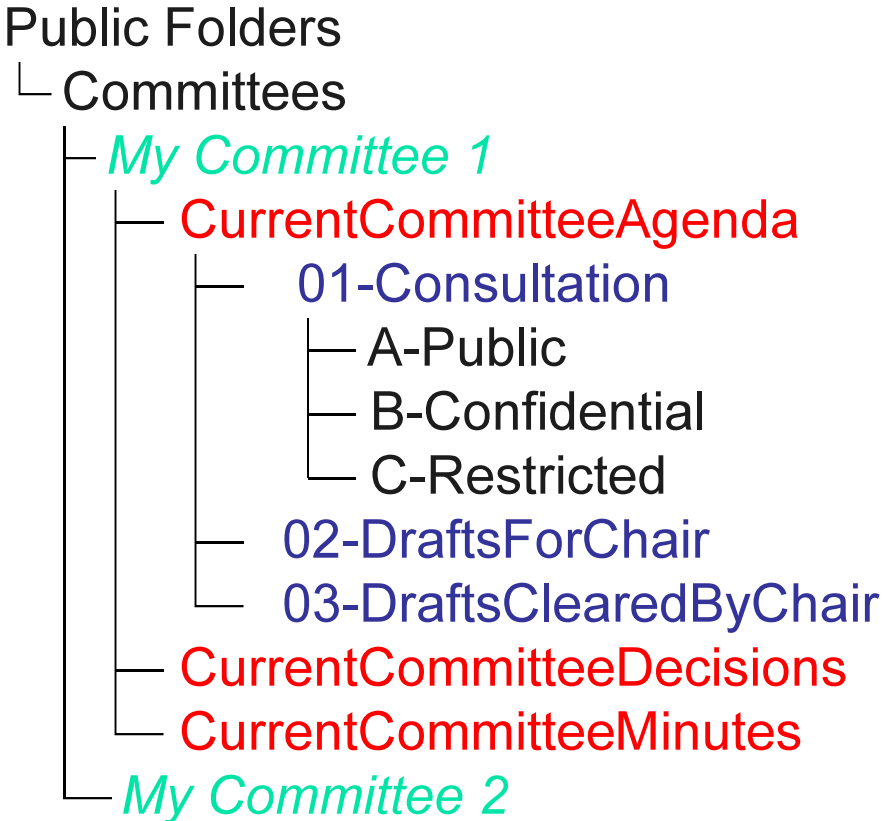


Moving between Steps



- 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*

The screenshot shows the 'Issue Manager' application window. The title bar reads 'Issue Manager - [Agenda: 13/06/2000, Drafts in consultation, Demonstration, A000148]'. The menu bar includes 'Issues', 'Edit', 'Goto', 'Configure', 'Windows', and 'Help'. The main area contains a table with the following data:

	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

On the right side of the window, there are five buttons: 'Add Document', 'Edit Details', 'Delete Document', 'View Document', and 'Change Status'. A red arrow points from the 'Change Status' button to the text 'Change status of one document' below the window. Another red arrow points from the 'Edit Details' button to the text 'Orphan' document added to folders directly – press Edit Details to attach to agenda item' below the window.

'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 Windows-style dialog box titled "Add Document". It contains 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 is a spinner box set to "1". The "Reference" field is empty. On the right side, there are five buttons: "OK", "Cancel", "Browse Files...", "Public Folders...", and "Delete".

- New events, audit trail
- Free-format Notes

Issue Manager - [Diary]

Manage Edit Goto Configure Windows Help

Find Entries By:

Committee
 Issue

Demonstration

Entry Type: Published Status: Complete

Between Dates: 01/01/2000 and 01/01/2010

Find
Add
Edit
Delete
Complete

Type	Title	Date	Status
Publication of Agenda	Meeting of Oct 22 2001 12:00PM	24/10/2001	Complete
Agenda Un-published	Meeting of Oct 22 2001 12:00PM	24/10/2001	Complete
Publication of Agenda	Meeting of Nov 1 2001 12:00PM	01/11/2001	Complete
Publication of Minutes	Meeting of Nov 1 2001 12:00PM	01/11/2001	Complete
Minutes Un-published	Meeting of Nov 1 2001 12:00PM	01/11/2001	Complete
Agenda Un-published	Meeting of Nov 1 2001 12:00PM	01/11/2001	Complete

Administrator | Diary | Agenda: 02/08/2001 | Manage Meetings

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

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Follow-on Screen

Save new follow-on

Combined minutes and agenda text

Copy details from parent

All follow-ons for the item

Double click to edit follow-on

The screenshot shows the 'Issue Manager' application window with the title '[Edit Follow-on Items: Capital Schemes, Policies, Key Issues: Progress Report]'. The interface includes a menu bar (Issues, Edit, Goto, Configure, Tools, Windows, Help) and several input fields: 'Refer to Committee' (dropdown), 'Meeting Date' (dropdown), 'Author Username' (text box with 'administrator'), 'Status' (dropdown with 'New'), and 'Title' (text box with 'Capital Schemes, Policies, Key Issues: Review'). A 'Summary' text area contains a report snippet. Below it is an 'Attached Documents' table:

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

The 'Follow On Items' section at the bottom shows a list of items, with 'Capital Schemes, Policies, Key Issues: Review' selected. A status bar at the bottom displays 'Administrator', 'Follow-on Item', 'Minutes: 13/06/2000', 'Manage Issues', and 'Manage Meetings'. On the right side, there are several buttons: 'Save', 'Delete', 'Inherit Details', 'Load from Library', 'Save to Library', 'Edit Text', 'Add...', 'Edit...', and 'View Document'.

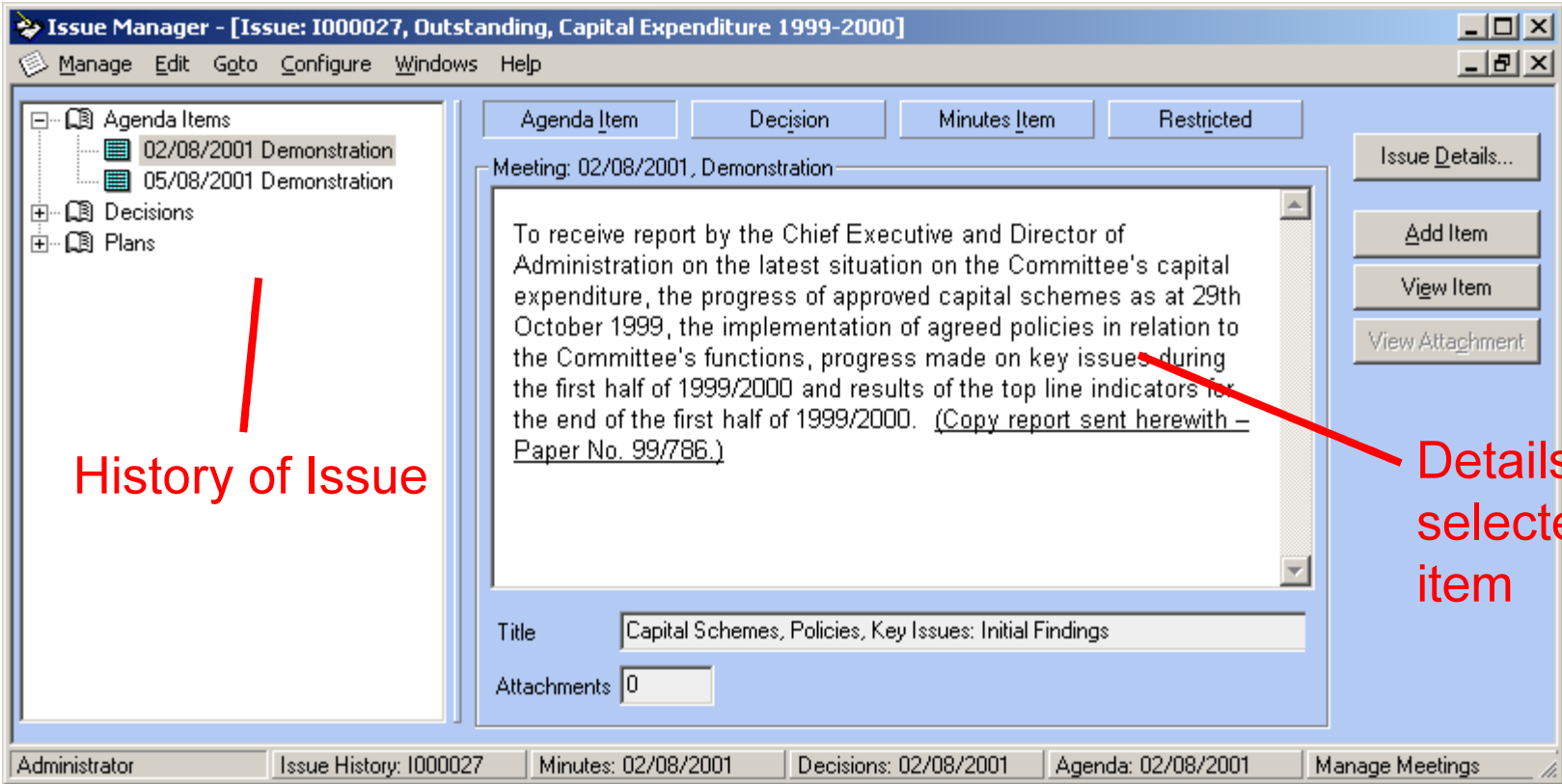
Exercise – Follow-ons

- 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



Issue Properties

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

The screenshot shows a web-based application window titled "Issue Manager - [Edit Issue: I000027, Outstanding]". The window has a menu bar with "Manage", "Edit", "Goto", "Configure", "Windows", and "Help". The main form contains the following fields and controls:

- Issue Type:** Budgetary; Procedures; (dropdown menu)
- Ward:** Centre Only; Middle; West; (dropdown menu)
- Access:** Public Access (dropdown menu) and **Key Issue:**
- Owner:** Executive Member for Social Services (dropdown menu)
- Lead Officer:** Helen Collison, Cabinet Support Officer2 (dropdown menu)
- Decision Due:** 18/04/2000 (dropdown menu) and **Next Update:** 18/04/2000 (dropdown menu)
- Title:** Capital Expenditure 1999-2000 (text input)

On the right side of the form, there are several buttons: "OK", "Delete", "Set Completed", and "Issue History". Below the form fields, there are tabs for "Description", "Documents", "Consultation", "Background", "Agenda Items", and "Decisions". The "Description" tab is active, showing a text area with the following content:

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

At the bottom of the window, there is a status bar with the following information: 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

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

Manage Edit Goto Configure Windows Help

Refer to Committee: Policy and Resources Committee Meeting Date: Show in Minutes?

Author: mark.treveil Footnote Marker:

Ward: Centre Only; Middle; West; Access: Inherited

Issue: Capital Expenditure 1999-2000 Issue Type: Budgetary; Procedures;

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

Agenda Text Decision Text Minutes Text Restricted Background Documents

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.)

OK Delete Load from Library Save to Library Edit Text

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