

## **Appendix A: Existing functionality required by the council of its decision management system.**

- A workflow based report writing and reviewing system that can be accessed by any officer via the intranet site.
- Automated production and publication of the council's agendas, minutes, decision reports, call-ins and forward plan (with an ability to tailor presentation of the Forward Plan to present forthcoming 'Key' decisions in a downloadable PDF format).
- Creation of electronic document packs as PDF files (that comply with [Web Content Accessibility Guidelines](#) ), including running page numbering, headers, restricted notices and watermarks
- Planned, published and implemented decisions taken by the council can be linked together so that they can be seen by members of the public from 'beginning-to-end'
- Supplementary agenda publication feature – to allow for supplements to be added to already published papers and agendas
- Publication of documents to the council's web-site that fall outside of committee and decision management (such as the council's constitution and members expenses).
- Hosting register of interests for councillors and parish councillors
- Comprehensive security allowing for all common types of information to be published fully exempted/ partly redacted, safeguarding sensitive documents
- Web-based submission of agenda items, reports and plan items by officers in other departments, motions and substitutions by members
- Working-draft export feature to enable off-system working – i.e. officers can work on reports locally, and then upload reports back on to the system
- Be web based; reports can be created, edited, reviewed and signed off on the intranet from your web browser
- Automatically notify each person when they need to work (write, review sign-off etc.) on the report or when decisions have been published
- Gives full 'administrative' control to Governance Services.
- Allows for version control of documents in preparation and provides an audit trail of reports moving through the 'decision making' process (an ability to see each of the steps of the governance process)
- Allows for reassignment of work areas to additional/other officers.
- The Modern.Gov App – giving end users the ability to annotate, save and archive papers, agendas and reports.

### **Functionality the council wishes to develop:**

Under current 'Covid 19' arrangements the following functionality is not currently used by the council. However, we wish to engage Modern.Gov to explain whether they are able to deliver the following additional capabilities:

- A 'stronger' report/review audit trail combined with document version control. By which we mean – being able to review earlier iterations of reports to provide a full history of report drafting/reviewing steps/versions.
- Compatibility software with virtual meeting – the council currently uses the Zoom platform for our public committees. The council is interested to explore how Modern.gov can accommodate continuation of remote and 'hybrid' (partly remote/partly physical meeting attendance) via this platform or other platforms that Modern.Gov have developed. .

- A system that can work 'seamlessly' with officers/report reviewers working from multiple work locations and platforms (e.g. smartphone/lap-top/home/office), with variable access to council/home/public Wi-Fi and Ethernet connections, with offline working sometimes a requirement.
- Compatibility with other council decision/project management systems. For example, SharePoint, Verto, Jadu CMS or CIVICA.
- 24/7 software support package with an ability for the successful supplier to be able remote access/maintain/repair their 'system' if problems are encountered.
- General performance improvements – assessing compatibility issues in relation to the Council's VPN system
- Better linkage into Word when typing minutes or an alternative text editor
- Web-based versions of the current software
- Ability to convert PowerPoint attachments into PDFs same as it does for Word and Excel documents.
- Expand search / filter options in issue manager so can search on decision date rather than or as well as created date
- Simple ability to run an extract on decisions taken between date X and Y, and produce list with date, decision maker, ID number etc.