



Policy & Finance Committee

Date: 28 February 2022

Title: Modern.gov meetings management licence renewal

Purpose of the Report:

To consider approval of the Modern.gov licence fee renewal for 2022-23.

Contact Officer:

Sarah Sandiford, Deputy Town Clerk

Corporate Objective/s	LLTC Five Year Plan – Objectives 1 (To regularly review how we communicate and seek to embrace new technologies) & 2 (To continue to aim towards a paperless office).	
Implications:		
Financial	Yes	£230.28 more than available revenue budget (£7868).
Human Resources	No	
Operational/Service delivery	Yes	To ensure the council can operate effectively.
Procedural/Legal	No	
Risk/Health and Safety	No	
Environmental Aims	Yes	To reduce printing.

1 RECOMMENDATION/S

Should the Committee be minded, the proposals are:

- 1.1 To approve renewal of the Modern.gov meetings management software licence from 1 May 2022 at a cost of £8,098.28 from revenue budget line 4395/12.
- 1.2 To note the intention to review options for meetings management as part of the whole Council software review anticipated for 2022-23.

2 BACKGROUND

- 2.1 The **attached** report presented to Committee in 2019 outlines the decisions leading to the adoption of the Modern.gov software for meetings management and reviews its initial operation.
- 2.2 Modern.gov is used to schedule and manage all meetings of the Council, its committees, sub-committees, task and finish groups and working parties. This includes managing the calendar of meetings, agenda pack creation and publication to the Modern.gov app as well as the Town Council's website, minute management and publication, meeting attendance statistics and the information which appears on the "Democracy/Meetings" pages of the website.
- 2.3 Modern.gov is used by a significant number of public bodies including many local authorities and has in recent years also been adopted by a number of larger town councils due to the efficiencies it offers. There is no doubt that the software has revolutionised what was previously a highly manual and time consuming process and that it allows officers, councillors and any interested parties the opportunity to access meeting papers from any device with internet access.
- 2.4 Modern.gov also offers a highly secure two-stage authentication process for the protection of access to confidential meeting papers.
- 2.5 An increase has been applied to the budget line for the software in line with anticipated inflationary costs, but from 1 May 2022 an increase of 8% has been applied. The renewal sum of £8,098.28 is slightly in excess of the budget allocation of £7,868.
- 2.6 Committee approval is sought to renew the licence for a further twelve month period. During this period, as set out in the Town Council's Five Year Plan, it is anticipated that a software review for all town council functions will be undertaken. The findings of the review and recommendations for meetings management going forward are expected to be brought back to Committee prior to finalising the 2023-24 revenue budget in January 2023.

End.