

Quick Guide: Modern.Gov

Accessing committee papers using the mod.gov app and the intranet

There are two ways of accessing committee papers: either via the mod.gov app or via the intranet. Each has its advantages and disadvantages.

In summary, the mod.gov app automatically downloads your chosen papers and any annotations you make are automatically saved.

The intranet requires an internet connection to access papers in 'real-time' (although you can save them to your laptop/tablet in advance) and you will have to save them if you want to be able to annotate the papers.

The guidance notes below explain what you need to do:



Frequently Asked Questions (FAQs) and hints for using the mod.gov app

The home screen

When you open the app by clicking on the above icon which should be pinned to your bottom task bar, you need to firstly subscribe to the West Suffolk Council organisation and select committees of interest.

To do this, click on the 'settings' icon in the top right hand corner of your screen, which looks like this:



Next, click on the 'subscribe' button, located to the right of 'subscribe to organisations', which looks like this:

Subscribe to organisations

Subscribe

Scroll down to 'W' and click on West Suffolk Council so that a 'tick' appears. Click 'OK' in the bottom right corner.

Next, go back into 'settings' again and click on the 'select' button, located to the right of 'select committees of interest', which looks like this:

Select committees of interest

Select

Scroll through the list of committees and click on each of the committees that you are interested in downloading agendas and papers for, so that a 'tick' appears beside each one you've selected. Click 'OK' in the bottom right corner. You can amend this selection at any time.

Select committees of interest	
Search	🔍
+	
*Leadership Team	✓
*Senior Management Team	✓
A	
Anglia Revenues and Benefits Partnership Joint Committee	✓
C	
Cabinet	✓
Cabinet Planning	✓
Civic Advisory Panel	✓
Constitution Review Group	✓
Council	✓
D	
Delegation Panel	✓
Development Control Committee	✓
F	
Financial Resilience Sub-Committee	✓
H	
Health and Safety Sub-Committee	✓

OK

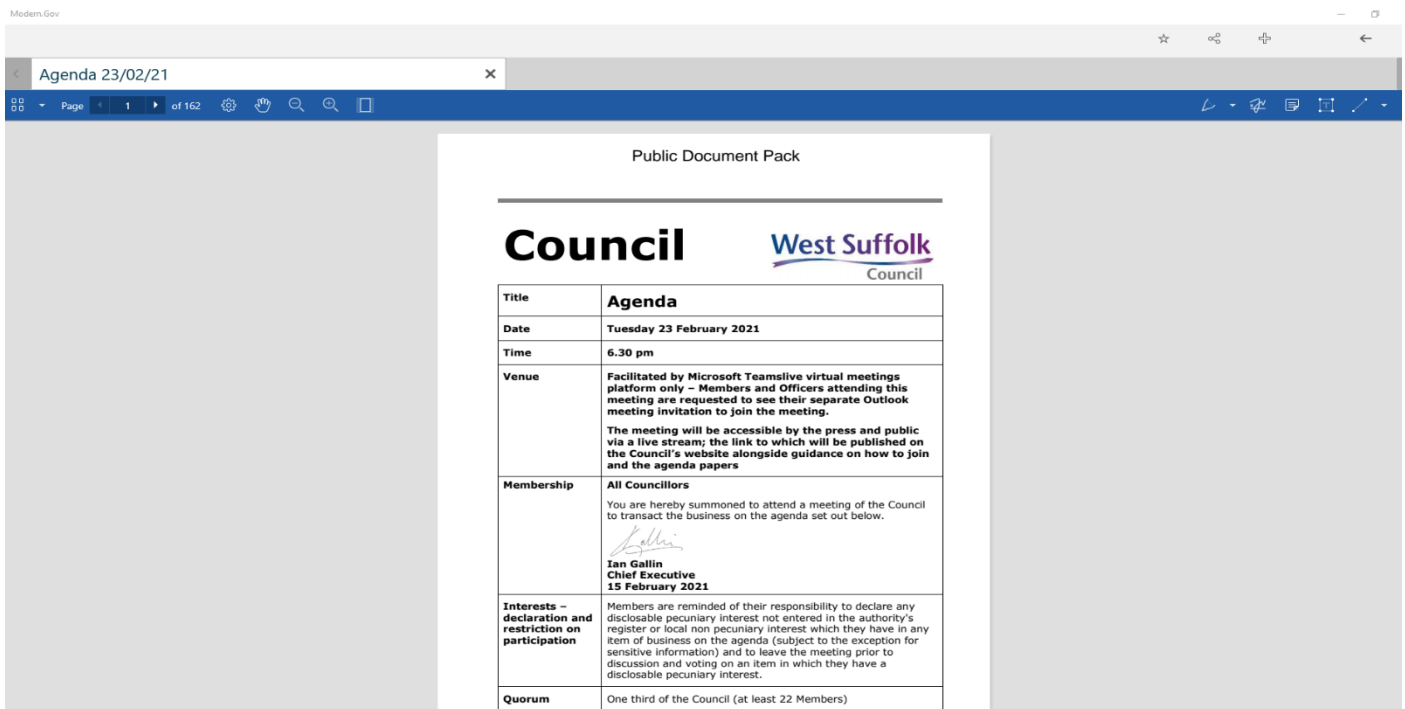
View agenda packs

Whenever an agenda is published for a committee that you have subscribed to, it will automatically download to your device provided you have an internet connection.

To open the item, click on the Agenda icon relating to the meeting you're interested in and the pack will open. The example below shows the agenda pack relating to the Council meeting held on 23 February 2021:



Once you click on the Agenda icon (as shown above), the front page of the agenda pack should be displayed, as shown below:



The menu bar at the top of the screen controls the view of the document, as shown below:



The following provides a few examples of ways to view the document:

- Outline – divides the agenda pack into the separate documents (for example: minutes, reports, appendices)
- Search – search for a word or phrase within the document
- Bookmarks – provides an easy way to navigate between agenda items and documents
- Annotations – provides a list of annotations that you have made to that document
- Fit to Page – displays one complete page on the screen
- Fit to Width – displays part of a page across the full width of the screen

The right hand side of the menu bar provides different ways you can annotate the document:

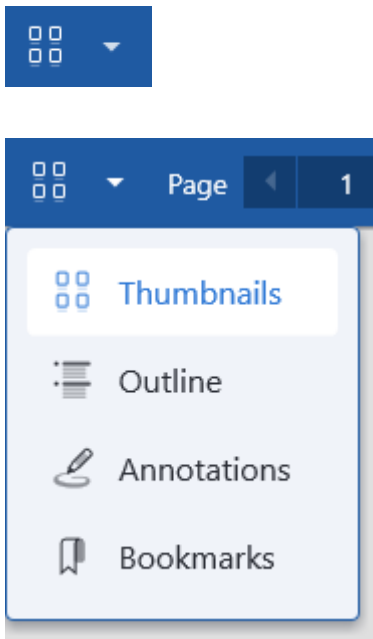


For example:

- Note – replicates a post-it note where you can type your notes
- Drawing – allows you to write on the screen (using either a mouse or a stylus if using a tablet)
- Highlighter -highlight specific text within the document
- Text box – add comments within a text box

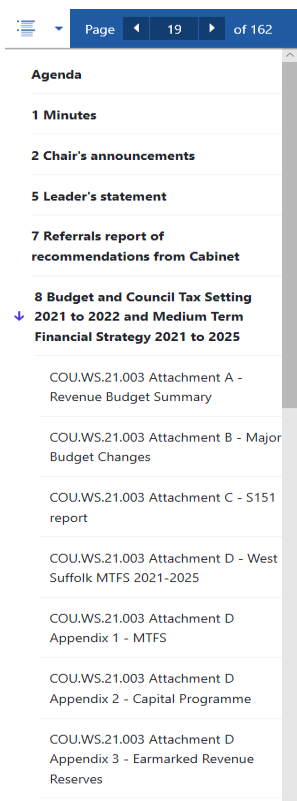
You can format to use different colour 'pens' by clicking on the 'drawing' icon and choosing one of the different colour options.

If you want to view all of your annotations and navigate easily between them, click on the Annotations button which can be found by clicking on the arrow on the left hand side of the menu bar and selecting Annotations:



Outline bookmarks

Outline bookmarks are automatically created for each agenda item, report and any attached documents such as appendices or maps. To view the outline, follow the steps above for finding your annotations but click on the Outline button instead.



By clicking on one of the outline bookmarks (individual report titles), this will take you directly to that report without needing to scroll through the entire document pack.

The screenshot shows a mobile application interface. At the top, there is a header bar with the text 'Agenda 23/02/21' and a close button. Below the header, there is a navigation bar with 'Page 19 of 162' and several icons. On the left side, there is a vertical list of agenda items, including '1 Minutes', '2 Chair's announcements', '5 Leader's statement', '7 Referrals report of recommendations from Cabinet', '8 Budget and Council Tax Setting 2021 to 2022 and Medium Term Financial Strategy 2021 to 2025', '9 West Suffolk Planning Code of Practice', and '10 Calendar of Meetings 2021 to 2022'. The main content area on the right displays 'Agenda Item 5' for 'Council - 23 February 2021 - COU/WS/21/001'. It features the 'West Suffolk Council' logo and the title 'Leader's statement'. Below the title is a table with the following information: Report number: COU/WS/21/001; Report to and date: Council, 23 February 2021; Documents attached: None. The text of the 'Leader's Statement - February 2021' follows, containing three numbered points. The page number 'Page 13' is visible at the bottom right of the report content.

You can then view and annotate the report as appropriate.

Restricted documents on the app

In order to receive and access restricted (exempt) documents through the app, we need to set you up with a password and register your device on our system.

Passwords should be at least 8 characters in length, contain at least one upper case letter and one number. Please email democratic.services@westsuffolk.gov.uk with your chosen password.

We will send you a 'registration email' with a link for you to activate your device. The email is only valid for 24 hours so please ensure you are able to activate your device within 24 hours of sending us your password.

How to exit a document and close down the app

To exit a document and return to the Home page, click on the 'close' (x) button which is on the menu bar where the agenda date is listed.



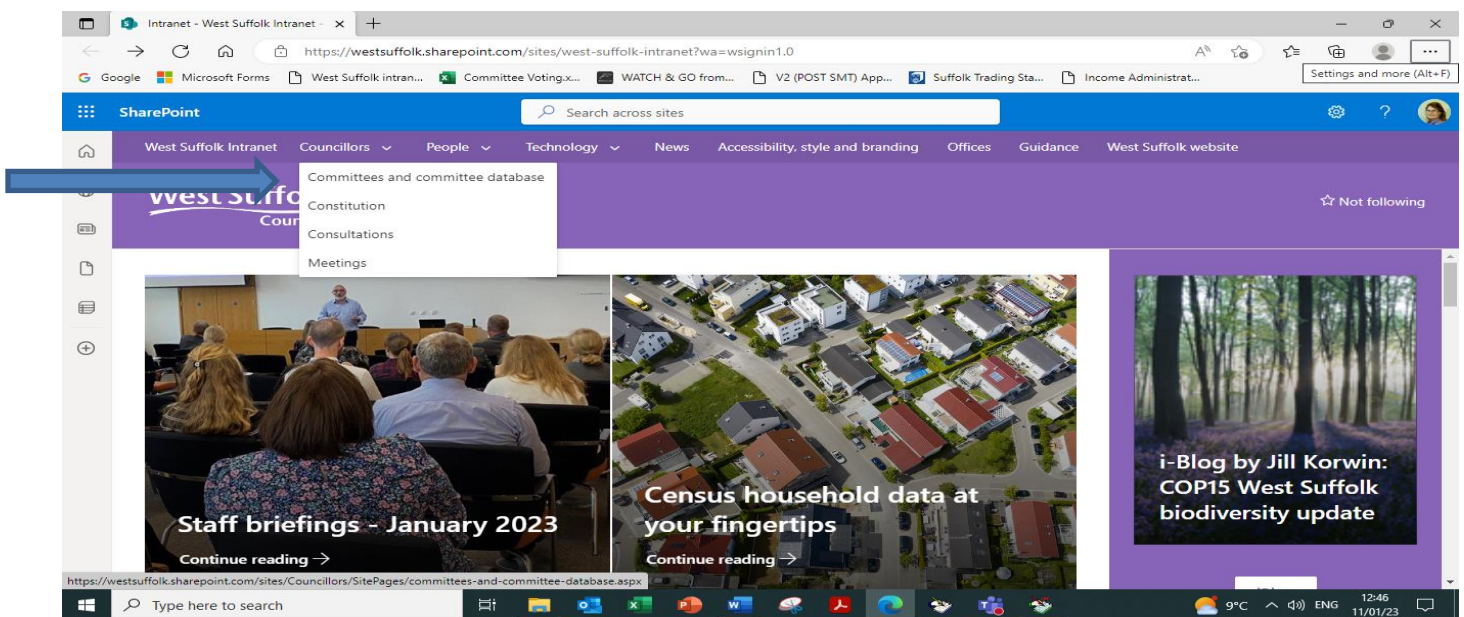
To exit the app, take your mouse to the top right-hand corner of the screen and click on the 'close' (x) button.

Using the intranet

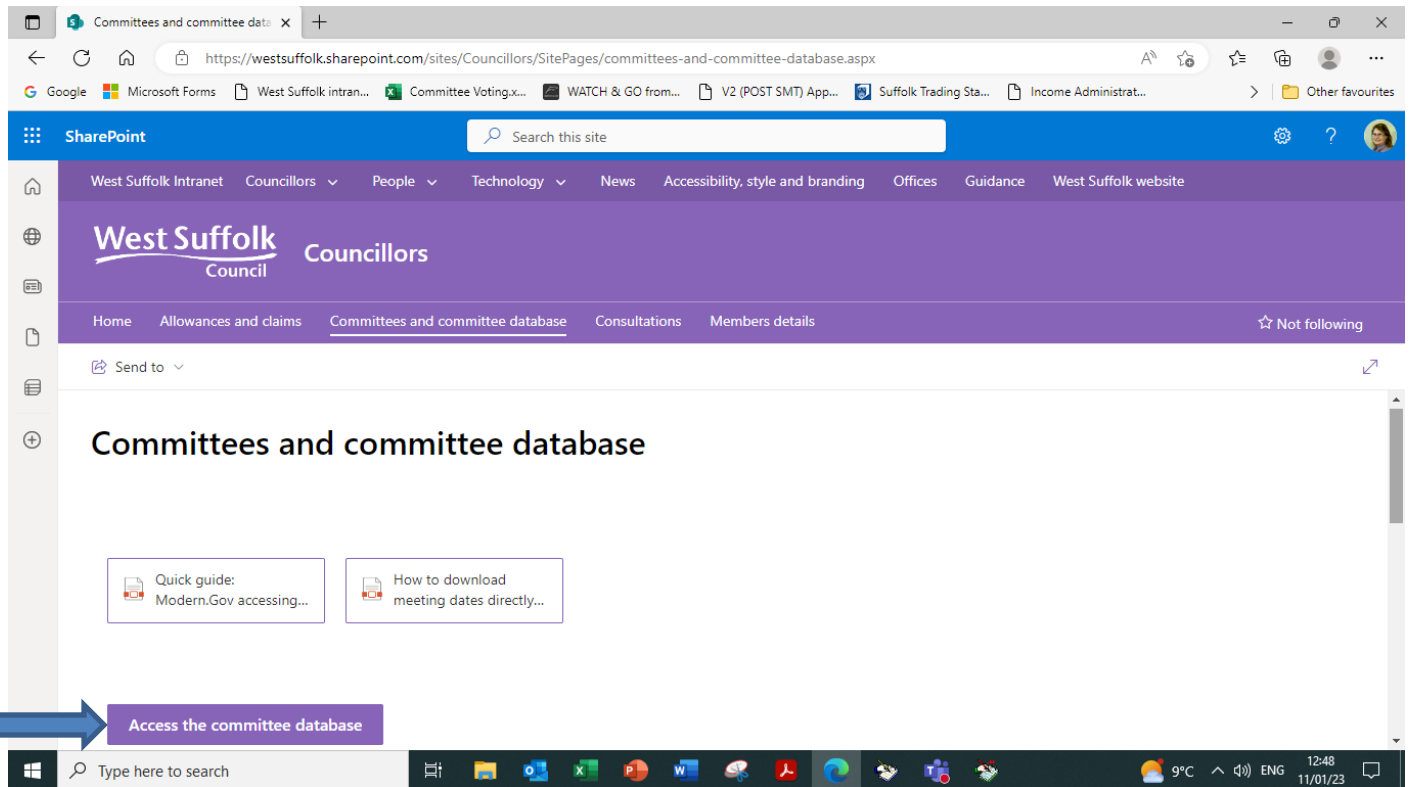
- Committee papers are usually published on the intranet and website five working days before each meeting.
- An email alert is sent to all members to notify when an agenda has been published – this alert includes links to the papers on the intranet and website.
- You can also access any papers via the 'Calendar' or 'Committees' options within the modern.gov committee database (see below how to find this database on the intranet).
- You will need an internet connection to view documents via the intranet unless you have 'saved' the reports pack to your laptop/tablet beforehand.
- You will also need to 'save' the reports pack and open it as a pdf document to be able to annotate the papers. Remember to save after making any annotations.

Quick guide to accessing papers via the intranet

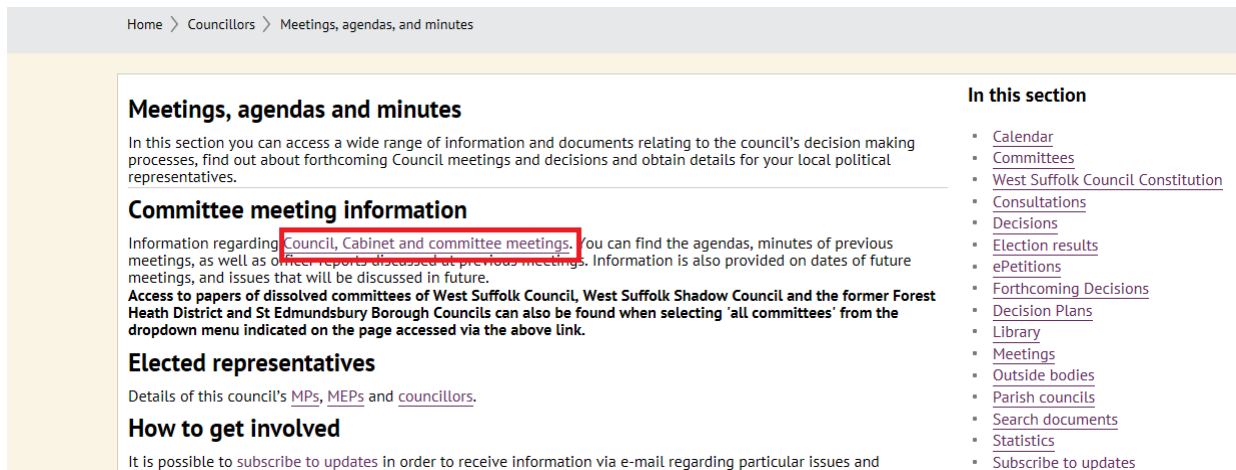
On the SharePoint West Suffolk Intranet homepage, - click on 'Councillors', which can be found on the purple row, second from left. This will provide a drop-down menu - click on 'Committees and committee database'.



Then click on 'Access the committee database', which takes you directly to the modern.gov committee database.



The following page should appear. Click on the link circled in red:



A list of committees, panels, groups etc will appear as shown below. This list is far more extensive than the list of committees listed on the website as some are internal working groups and are not constituted for public access.

Browse meetings

Current committees

[Calendar of Meetings](#)

Dates of all upcoming council and outside body meetings.

[Forward Plans](#)

Details of the decisions plans published by the council, which list the forthcoming key decisions.

[Decisions by Cabinet, committees, etc](#) or [Officer Decisions](#)

Search for past decisions taken either by the council's decision making bodies (such as Cabinet), portfolio holders or by council officers.

[Search Documents](#)

Use keywords to search for documents relating to any particular issue you may be interested in.

Committees

Use the links below to access agendas and minutes of previous meetings for particular committees, as well as officer reports that were discussed.

Access to papers of dissolved committees of West Suffolk Council, West Suffolk Shadow Council, and the former Forest Heath District and St Edmundsbury Borough Councils can be found when selecting 'all committees' from the dropdown menu and clicking 'Go' below:

Show:

Current committees ▼

Go

Committees

- [*Leadership Team](#)
- [*Senior Management Team](#)
- [Anglia Revenues and Benefits Partnership Joint Committee](#)
- [Cabinet](#)
- [Cabinet Planning](#)

- [Calendar](#)
- [Committees](#)
- [West Suffolk Council Constitution](#)
- [Consultations](#)
- [Decisions](#)
- [Election results](#)
- [ePetitions](#)
- [Forthcoming Decisions](#)
- [Decision Plans](#)
- [Library](#)
- [Meetings](#)
- [Outside bodies](#)
- [Parish councils](#)
- [Search documents](#)
- [Statistics](#)
- [Subscribe to updates](#)
- [West Suffolk Councillors](#)
- [Your Suffolk County Councillors](#)
- [Your MPs](#)
- [Your MEPs](#)
- [What's new](#)
- [Councillors allowances](#)
- [Work to do](#)
- [Logon](#)

Scroll down the list and click on the committee/panel/group etc you wish to view and the meetings that have been currently scheduled for that forum will be displayed. Click on the date of the meeting you're interested in:

Browse meetings

Delegation Panel

This page lists the meetings for Delegation Panel.

- [More information about Delegation Panel](#)

- Show meetings for the year:

Go

[Later meetings ▶](#)

Meetings

[2 Jul 2019 1.00 pm](#)

[18 Jun 2019 1.00 pm](#)

[6 Jun 2019 1.00 pm](#)

[1 May 2019 2.00 pm](#) - Agenda

[17 Apr 2019 2.00 pm](#) - Agenda

[3 Apr 2019 2.00 pm](#) - Agenda



[Later meetings ▶](#)

The agenda and papers relating to that meeting will be displayed when published. You can view the full reports pack by clicking on 'Agenda reports pack', or scroll down the current page to view individual reports.

Agenda

Delegation Panel

Wednesday 1 May 2019 2.00 pm



- [Attendance details](#)
- [Agenda frontsheet](#)  PDF 68 KB
- [Agenda reports pack](#)
- [Delegation Panel 1 May 2019 - Decisions List](#)  PDF 109 KB

Venue: Council Chamber. [View directions](#)

Contact: Email: planning.technical@westsuffolk.gov.uk

Items

No. Item

1. [Planning Application DC/18/2391/FUL - Dwelling, North Terrace, Mildenhall](#)  PDF 170 KB
Planning Application - (i) 1no. single storey dwelling with new vehicle access and (ii) replacement garage for 19 North Terrace
2. [Planning Application DC/19/0191/OUT - Rear of 19 Beeches Road, Mildenhall Road, West Row](#)  PDF 150 KB
Outline Planning Application (all matters reserved) - 3no. dwellings (previous application DC/17/2680/OUT)

Restricted (exempt) papers are **only** published on the intranet and are **only** accessible to members of that committee. In these circumstances, you will be asked to provide 'log-in' details (see below) whenever you access a restricted paper (this will be your normal username and password). If you are unable to access a restricted paper, please contact Democratic Services.

Go

← Earlier meetings

Meetings

[28 May 2019 4.00 pm](#) - CANCELLED

[9 Apr 2019 4.00 pm](#) - CANCELLED

[26 Mar 2019 4.00 pm](#) - Agenda, Minutes

[12 Mar 2019 4.00 pm](#) - Agenda, Minutes

[26 Feb 2019 3.30 pm](#) - Agenda, Minutes, MOVED

[5 Feb 2019 4.00 pm](#) - Agenda, Minutes

[22 Jan 2019 4.00 pm](#) - Agenda, Minutes

[8 Jan 2019 4.00 pm](#) - Agenda, Minutes

[11 Dec 2018 4.00 pm](#) - Agenda, Minutes

[27 Nov 2018 4.00 pm](#) - Agenda, Minutes

[6 Nov 2018 4.00 pm](#) - Agenda, Minutes

[17 Oct 2018 3.00 pm](#) - Agenda, Minutes, MOVED; Start time now 3pm. Meeting was 16 October 2018.

[2 Oct 2018 4.00 pm](#) - Agenda, Minutes

[18 Sep 2018 12.30 pm](#) - Agenda, Minutes, MOVED; Start time now 12.30 pm

Windows Security

Microsoft Edge

The server svr-mgov-01 is asking for your user name and password. The server reports that it is from svr-mgov-01.

Warning: Your user name and password will be sent using basic authentication on a connection that isn't secure.

Remember my credentials

OK Cancel

What next?

- If you decide that you no longer want to receive paper copies of agendas preferring to access via the app or intranet/website, please let us know.
- To save on printing costs and postage, our aim is to stop sending paper agenda packs to members where possible.

Help?

- Contact the ICT Helpdesk for queries on:
 - Internet connections (broadband and wireless)
 - Hardware queries
 - General ICT problems
- Contact Democratic Services for queries on:
 - Any queries regarding use of the mod.gov app including registering to receive restricted papers on the app
 - Accessing committee papers (including restricted documents) on the intranet.