



AGENDA NO: 13

INDEPENDENT AUDIT COMMITTEE – 17 DECEMBER 2019

COMMITTEE AND MEETING MANAGEMENT AUTOMATION

REPORT BY NICOLA ALLEN

PURPOSE OF THE REPORT

The purpose of this report is to provide information about the introduction of a committee and meeting management solution by the Devon and Cornwall OPCC and seeks agreement by the committee to adopt the restricted paperless meeting application and associated mobile technology required to deliver the maximum business and sustainability benefits of this solution.

1. INTRODUCTION

- 1.1 The OPCC administers and facilitates the delivery of the Independent Audit Committee meetings. Each of the meetings require administrative and committee type management support within the OPCC in order to progress the production of agendas, minutes, actions and meeting packs for attendees. This support is currently provided manually by OPCC individuals in order to meet the critical deadlines set to feed formal reports into meetings. Some of the tasks involved are formal agenda planning from meeting to meeting, progressing actions, creating minutes and follow ups, forward planning for receipt of key reports into meetings and liaising with authors for receipt of draft papers and final documents, requiring version control and authorisation. In addition, the publication and printing of meetings packs currently takes place manually one week prior to key meetings for distribution to all of the committee meeting members.
- 1.2 The current manual system for facilitating this process is time inefficient and burdensome, relying heavily on individuals to keep a manual track of version control, time delays, late amendments, action progression and printing/collating of meeting packs.
- 1.3 The OPCC has procured a software solution to facilitate the management of delivering formal board meetings support and the intention is to utilise this software to manage the Independent Audit Committee meetings agendas and minutes.

- 1.4 A key feature of this product is that it includes a paperless meeting app for committee members which provides members with the ability to securely view, annotate and read documents offline, the ability to annotate and mark up documents, a bookmarking feature, the retention of up to 5 years for documents, a calendar view of meeting, automatic document download to ensure members see the latest information, anytime and anywhere. Meeting organisers are able to make last minute changes to agendas which can then be quickly updated on the app and then published and pushed out to committee member's mobile devices. The app is available for Apple, Android or Windows operating systems.
- 1.5 It is therefore proposed that all committee members who do not currently have provided ICTs will be provided with a mobile device to enable them to access the benefits of the paperless meeting application, which will also enable the OPCC to take full advantage of the business efficiencies and sustainability benefits on offer through this solution.
- 1.6 Training in the use of the mobile technology and paperless meeting application will be sourced and provided as required.
- 1.7 The specific functionality of the software solution is detailed in the appendix.

2. COST IMPLICATIONS

- 2.1 In order to take advantage of the paperless meeting application, committee members who do not already have access to provided mobile equipment will be provided with either a Lenovo Yoga tablet, or a Lenovo Laptop depending on the preference of the committee member, at the following cost:
- Lenovo Yoga £752.69
 - Lenovo laptop £621.27

It is proposed that this cost is funded from the Independent Audit committee budget for 2019-20.

- 2.2 The equipment will be provided for the duration of the committee member's term of office.

3. TIMESCALE

- 3.1 The OPCC intends to use the committee management software to manage the Independent Audit committee meetings from early in 2020. However, the introduction of the paperless meeting application for mobile devices will be at a later date yet to be identified. This is because availability of this element of the product is dependent on the next release date of the application by the provider, however it is expected to be within this financial year.
- 3.2 In the interim period, committee members will be able to access the meeting papers electronically either on the OPCCs website (open pack), or on the Force intranet (closed pack) on their provided mobile devices.

4. RECOMMENDATIONS

- 4.1 To adopt the restricted mobile meeting application of the committee and meeting management solution and associated methods of working (use of provided mobile technology) in order to deliver business and sustainability benefits.

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Appendix A – software functionality

Arranging meetings

- Meeting / committee calendar
- Web display of meetings calendar
- Schedule meetings and issue invitations
- Automatically update members' calendars and highlight clashes when scheduling meetings
- Committee member management – role on committee, attendance record, etc
- Member allowances

Forward planning and agenda preparation

- Forward plan which auto populates relevant agendas, and auto alerts report authors, and auto alerts action owners
- Automatic reminders for deadlines (reports, decisions, actions etc) and meetings (committee attendees)
- Auto creation of agendas from forward plan, and report titles (private and public packs as appropriate based on marking of reports and agenda items)
- Ability to auto publish / distribute changes to agendas / late reports etc.
- Automated agenda pack with automatic publication to web and push out to committee members' remote ICTs (or alert to committee members' devices / email app that agenda pack is available)
- Automatic protective marking of agenda pack using pre-set selected FOI exemptions
- Automatic pagination and formatting of agenda pack
- Automatic recognition of private and public items, with public agenda auto publishing to web excluding private items, and full agenda auto-publishing to member's devices and Intranet (or alert pack is available on intranet)
- Automated report writing workflow and management including version control
- Registers of interest, recording of declaration of interests
- Paperless solution (secure push of agenda and minute packs to remote ICTs) which is available off-line (i.e. if no internet connection)
- Pre-set FOI exemptions markings to select for reports and minutes
- Document library for members on remote application

After meeting

- Auto creation of minute document, with marking of public and private minutes and publishing accordingly (private minutes to members, public minutes to web)
- Pre-population of minutes with core minute text (drawn from introductory text in report / recommendations etc from reports/ agendas)
- Track and record issues arising from agenda items

FOIA– Open

- Action tracking, notification facility, ability to subscribe for updates
- Ability to automatically manage private and public reports, agenda titles, minutes, decision documents with regards to appropriate workflow, distribution and publication, and ability to task review of public / private status (i.e. on the date when a private report needs to be reviewed for making public)

Decisions (where relevant)

- Auto creation of decision templates, from minutes, with associated workflow through to publication. Ability to workflow decision templates if decision does not originate from a meeting.
- Decision lists and tracking with reminders to relevant officers

General

- 9-5 phone / email Support
- Security to meet Force requirements (cloud hosted)
- Security to meet force requirements (transfer of data from internal servers to cloud)
- Security to meet Force requirements (transfer of data from internal servers to personal devices, and access to information on advices – auto delete / auto recover / auto block access (if device lost) etc.)
- Ability to set permissions for users and documentation
- Ability to auto publish agendas etc independently to different internal and external web sites, and to push out to attendee's mobile devices
- Ability to automatically publish a private and public meeting pack
- All data is held in the UK at Civica's group data centre. The Modern.Gov hosting environment is contained within the secure facilities managed by one of the world's leading communications providers. These facilities are in line with UK Government's exacting security standards:
 - Card key entry systems – the facility provides a secure environment that allows only authorized users to access the resources they need
 - Diesel-powered emergency generators – the site is able to provide uninterrupted power in the event of an electrical power outage
 - Climate-controlled environment – sensors help maintain climate conditions at the facility to prevent any problems that may be precipitated by changes in temperature, moisture, etc.
 - Secure cabinets – within the facility, secure, tamper-resistant storage cabinets further protect the data
 - Redundant Internet connections – redundant connections provide assurance that breakdowns in Internet connections do not disrupt online processes

Not Protectively Marked

FOIA– Open

- 24-hour security - the hosting facility provides 24x7 monitoring, maintenance, and security, including video camera surveillance and dry fire suppression