CIVICA

Modern.Gov

The complete paperless solution
for governance & meeting management

Making **democracy** happen

Modern.Gov is the market leading solution for governance and meeting management.

Many organisations, particularly those with an obligation to report and explain decisions, face significant challenges in co-ordinating meetings and documents.
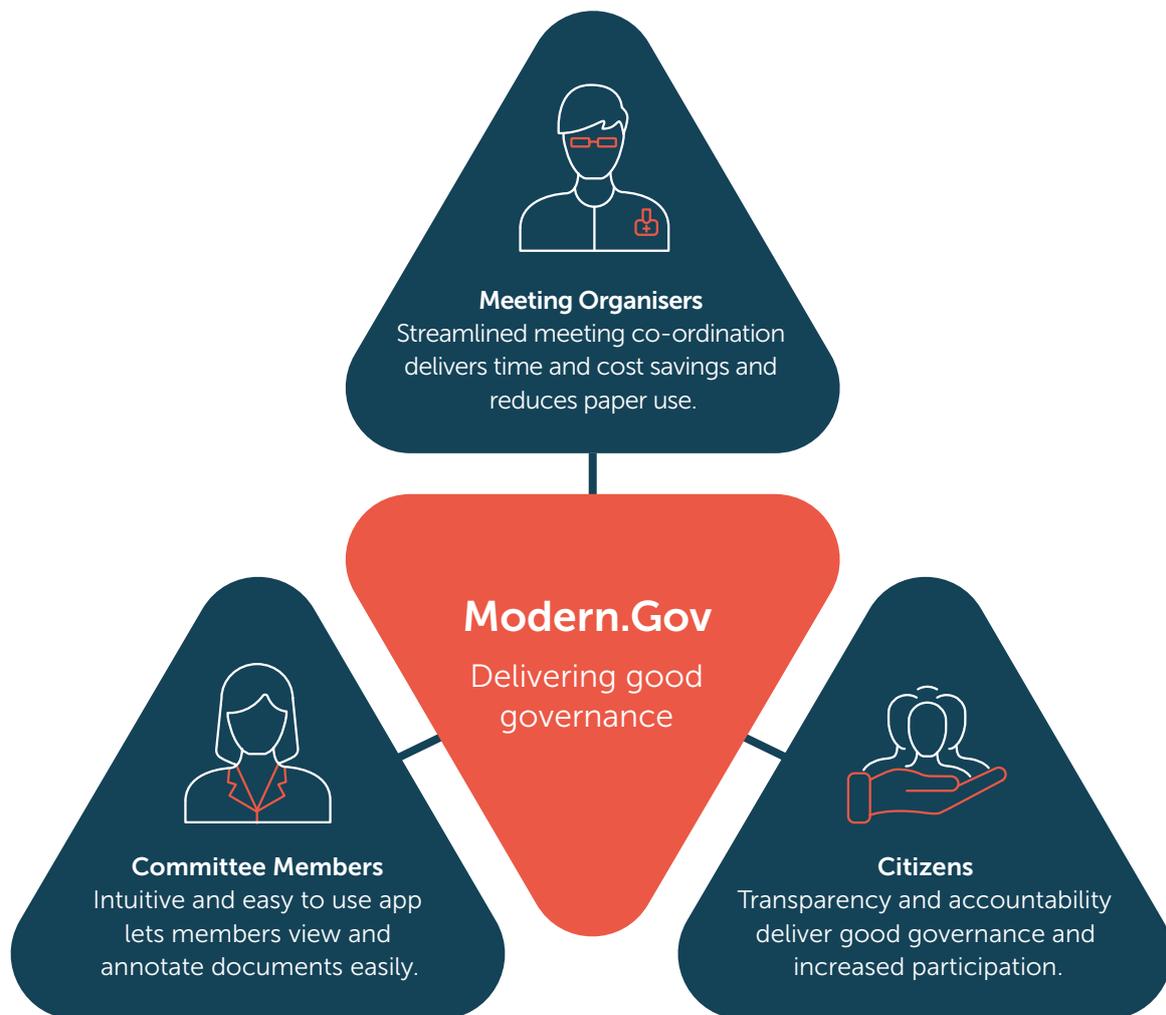
Papers for committee meetings often run to hundreds of pages, with agendas frequently changing at the last minute. The administrative burden is considerable, while paper use adds up to millions of printed pages each year.

Modern.Gov is a comprehensive paperless governance and meeting management solution, delivering streamlined co-ordination of meetings and documents.

With Modern.Gov you can drive the paperless agenda and shrink your organisation's carbon footprint, achieve tangible cost savings and reduce the time and effort required to report and explain decisions.

Delivering improved outcomes for all your stakeholders

Our complete governance and meeting management solution will transform the way you work.

Meeting Organisers
Streamlined meeting co-ordination delivers time and cost savings and reduces paper use.

Modern.Gov
Delivering good governance

Committee Members
Intuitive and easy to use app lets members view and annotate documents easily.

Citizens
Transparency and accountability deliver good governance and increased participation.

"We estimate Modern.Gov has reduced admin time on committees / reports by 50-70%. By giving us the opportunity to offer more flexible paperless options, Modern.Gov has also been a key part of our objective to at least halve our paper consumption by 2020. As a Council, we want to be more efficient, more productive and more modern. Modern.Gov is an extremely useful tool in helping local councils to modernise their way of working."

Carl Cheevers
Town Clerk, Harpenden Town Council

Delivering better outcomes

Developed in conjunction with users, our solution facilitates committee and decisions management for organisations with an obligation to report and explain decisions.
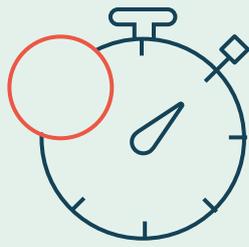
Use Modern.Gov to support your meeting organisers and committee members by giving them all the information they need at their fingertips.

The solution will help you:

▶ Co-ordinate a high volume of meetings

▶ Comply with rules of governance

▶ Track decisions and actions

▶ Record gifts and hospitality

▶ Ensure transparency

Modern.Gov is the market leading governance and meeting management solution, with over 360 clients in a wide range of sectors including:
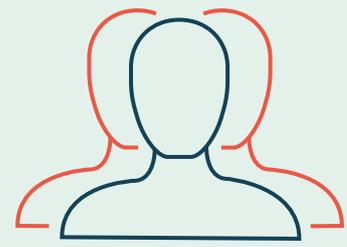
▶ Local authorities

▶ Housing associations

▶ Fire authorities

▶ Hospitals

▶ Universities

**Save time
and money**

**Ensure
transparency**

**Improve citizen
engagement**

Benefits of Modern.Gov

Civica's governance and meeting management solution delivers benefits throughout your organisation:

▶ **Drives paperless working**

Our paperless tablet app reduces paper use while 24/7 secure, offline access boosts agile working.

▶ **Ensures transparency and accountability**

Automated workflow to track, report and explain decisions and members' profiles including a Register of Interests, helps you deliver transparent governance and comply with statutory requirements.

▶ **Increases productivity for employees and members**

You can schedule meetings and send invites easily and quickly, and collate and publish papers in just minutes. Meeting organisers and attendees can focus on more important tasks as documents are shared/updated in one click.

▶ **Improves citizen engagement**

Using online questionnaires and e-petitions, you can easily engage, consult with and update your audience.

Modern.Gov delivers

▶ Meeting, committee and decision management

▶ Agendas and minutes

▶ Workflow, actions and report writing

▶ Electronic document packs

▶ Paperless tablet app

▶ Decision list, tracking, digests and call-in

▶ Forward plans and report management

▶ Web-based calendars

▶ Register of Interests

▶ Declarations of Interests

▶ Subscribe to updates

▶ Election results

▶ Public consultations

▶ E-petitions

▶ Document library

▶ Members' profiles

▶ Welsh language support
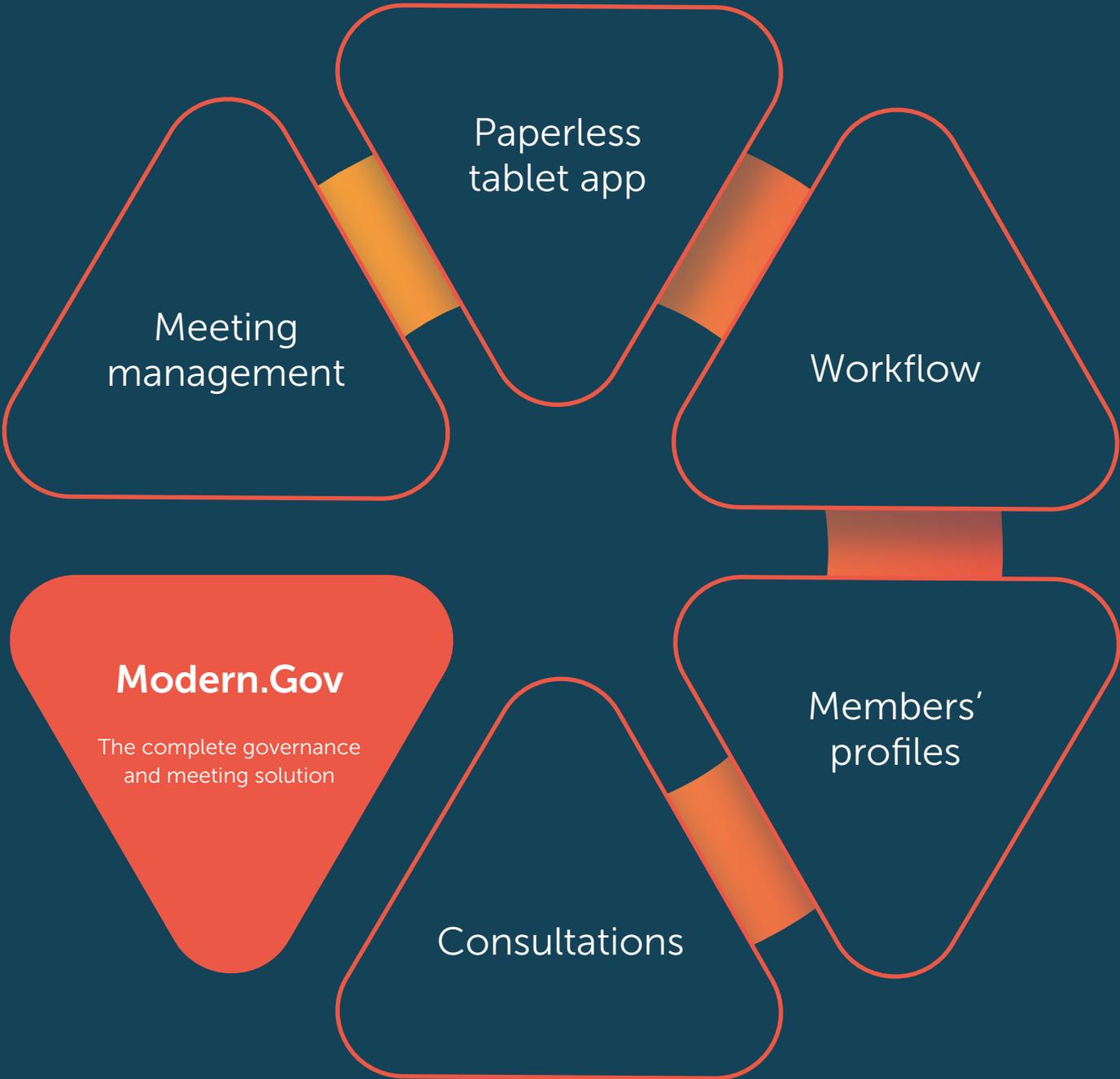
A flexible solution that's fit for the future

▶ Seamless integration with your existing website - separate internal and public facing websites can be deployed as standard.

▶ Integrates with Xpress Electoral Management software to display candidates and results on your website via your Modern.Gov election pages.

▶ Integration with third-party solutions, including webcasting systems and social networks.

▶ ISO27001 accredited security and continuous development and upgrades ensure a futureproof solution.

Modern.Gov

Delivering good governance, **supporting the paperless agenda**

Integration and automation delivers streamlined meeting co-ordination, improved document management, and reduces the time and effort required to report and explain decisions.

Paperless tablet app

Meeting management

Workflow

Modern.Gov

The complete governance and meeting solution

Members' profiles

Consultations

Core features and capabilities

1 ▷ Meeting management

Take the stress out of co-ordinating meetings and collating papers by putting all the documents you need in one place, from agendas and minutes to Register of Interests.

- ▶ Schedule meetings and issue invitations quickly and easily
- ▶ Collate and publish papers in minutes, not hours
- ▶ Control access to restricted items
- ▶ Track issues and automatically link agenda items
- ▶ Get easy access to the history for agenda items

Administration time **reduced from 1 day to 1-2 hours** for each meeting

2 ▷ Paperless tablet app

Publish and share your papers online and internally, or print and despatch for members who prefer a hard copy. The app automatically keeps meeting papers and library items updated, including last minute changes.

- ▶ One cost-effective site-wide licence saves time and money
- ▶ Automatic document download
- ▶ Enhanced security
- ▶ Intuitive interface - view and annotate documents easily
- ▶ Apple, Android and Windows tablet apps available

20,000 downloads of paperless tablet app for iPad

3 ▷ Adaptable Workflow

Streamline your admin duties, eliminate delays and avoid duplicating effort with our adaptable workflow module, while ensuring transparency and accountability.

- ▶ Dashboards for 'at a glance' view of decision-making process
- ▶ Auditable report review and sign off
- ▶ Automatically generate agendas and actions
- ▶ Reports automatically linked to meetings
- ▶ Statistics and reporting tools

$78,000 average savings per annum

4 ▷ Members' profiles

Save, sort and search your Member data quickly and easily. Members' profiles are accessible on both public and internal websites, tailored to your needs, and include your Register of Interests.

▶ Biographies and contact details

▶ Committees and meeting attendance

▶ Decisions/votes

▶ Election results

▶ Declarations of gifts or hospitality

5 ▷ Consultations

The consultation tools built into Modern.Gov make it easy for you to consult with your audience, using questionnaires and e-petitions to help improve citizen engagement.

▶ Create and publish online questionnaires

▶ Invite views from interested parties

▶ Approve and publish ePetitions and display live results

▶ Members of the public can submit ePetitions online

▶ Options to subscribe to updates

Modern.Gov helps Devon & Somerset Fire & Rescue Service automate time consuming processes and delivers **75% reduction** in administration time per meeting.

"The time saved is the biggest benefit of using Modern.Gov. Once we click 'create pack' it pulls it all together. We can trust the pagination and let the printer do its work. From one day, down to 1 to 2 hours for each meeting is amazing. It has freed up so much time for other tasks, which was much needed."

Steve Yates
Democratic Services & Corporate Support Manager,
Devon & Somerset Fire & Rescue Service

Transforming governance with Civica

Civica Democracy & Engagement is the UK's leading provider of end-to-end ballot, election and voting services.

From membership engagement, paperless governance, and electoral management software to election stationery, we are making democracy happen.

Civica by numbers

360

customers across Australia, UK and Ireland are using Modern.Gov

20,000+

paperless tablet app downloads for iPad

$73,000+

average reported council savings per annum

50%

reduction in paper use for agenda/ report production for Harpenden Town Council

2/3

time saving on individual agenda production at Chorley Council

100+

years combined experience in governance and democratic services

"Agendas, minutes, action sheets and the Constitution are produced quickly and easily, saving significant time and effort. Papers are published to internal and external websites as well as to tablet devices; all with 1 click – which has assisted in reducing the number of paper agendas produced. With Modern.Gov's all-inclusive site wide licence, we are rolling the system out to our other internal meetings such as our Senior Management Team. Over the next 12 months we are looking to expand the use of the system to include forward planning, manage member allowances and record member training and development attendance."

Donna Linton
Governance and Corporate Planning Manager, Cheshire Fire and Rescue Service

To find out more and book a
demonstration please
email **marketing@civica.com.au**

See how we're making
democracy happen
with Modern.Gov

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demonstration please
email **marketing@civica.com.au**

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