
COUNCIL

BULLETIN

Issue Number 24/2019
Friday, 21 June 2019



Compiled, designed and produced by
Member Services

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Epping Forest District Council
www.eppingforestdc.gov.uk



PART A - FORWARD DIARY

Key to abbreviations:

CC	Council Chamber	Cab Off	Cabinet Office
CR1	Committee Room 1	CONF	Conference Room (1st floor)
CR2	Committee Room 2	CH OFF	Chairman of Council's Office
MR	Members' Room	TR RM	Training Room
TBD	To be decided	HEM	Hemnall Street Offices.
TBN	To be noted	HH	Homefield House
TBC	To be confirmed	ESC	Epping Sports Centre

Other venues are shown in full.

Week One: 24 June 2019 – 30 Jun 2019

Monday 24 June	7.00pm	Member Training - Overview and Scrutiny	CR1
Tuesday 25 June			
Wednesday 26 June	7.00pm	Constitution Working Group	
Thursday 27 June	7.00pm	Asset Management and Economic Development Cabinet Committee	CC
Friday 28 June			
Saturday 29 June			
Sunday 30 Jun			

Week Two: 1 July 2019 – 7 July 2019

Monday 1 July	7.00pm	Local Plan Cabinet Committee – Cancelled Member Training - Parking	CR1
Tuesday 2 July	10.00am 7.00pm 7.00pm	Licensing Sub-Committee Epping Forest Youth Council Stronger Communities Select Committee	CC CC CC
Wednesday 3 July	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South	CR1 CC
Thursday 4 July	2.00pm 7.00pm	Member Training – Local Authority Finance and Budget Process Stronger Place Select Committee	CR1 CC
Friday 5 July			
Saturday 6 July			
Sunday 7 July			

Week Three: 8 July 2019 – 14 July 2019

Monday 8 July			
Tuesday 9 July	10.00am 6.00pm 7.00pm	Licensing Sub-Committee Member Training – Code of Conduct (Repeat) Stronger Council Select Committee	CC CR1 CC
Wednesday 10 July	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee East Area Planning Sub-Committee East	CR1 CC
Thursday 11 July	7.00pm	Cabinet	CC
Friday 12 July			
Saturday 13 July			
Sunday 14 July			

Week Four: 15 July 2019 – 21 July 2019

Monday 15 July			
Tuesday 16 July	7.30pm	Overview and Scrutiny Committee	CC
Wednesday 17 July	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee West Area Planning Sub-Committee West	CR1 CC
Thursday 18 July	7.00pm	Finance and Performance Management Cabinet Committee	CC
Friday 19 July			
Saturday 20 July			
Sunday 21 July			

PART B - ESSENTIAL INFORMATION

Committee Management System

The members' extranet facility for the Modern.Gov system is available at:

<https://eppingforestextranet.moderngov.co.uk/extranet>

Members may wish to save this link on their computer or mobile devices. Queries concerning login and password details for the extranet should be addressed to the Democratic Services Manager.

Constitution

The Council's Constitution is available at:

<https://rds.eppingforestdc.gov.uk/ieListMeetings.aspx?CId=638&Info=1>

Queries concerning the Constitution should be addressed to the Democratic Services Manager

PART C - GENERAL INFORMATION

1. ADDITIONAL MEMBER TRAINING - PARKING

Please be advised that we have added Member Training on Parking Issues. This session will take place on Monday 1 July from 7pm ~ 9pm in CR1.

The session will focus on parking enforcement, on and off-street car parking schemes, application process and NEPP.

If you would like to attend please advise Kim Partridge,
kpartridge@eppingforestdc.gov.uk

(Further information: Kim Partridge ext 4443)

2. ADDITIONAL MEMBER TRAINING - INTRODUCTION TO PLANNING ENFORCEMENT

Please be advised that we have added Member Training on Introduction to Planning Enforcement. This session will take place on Tuesday 12 November from 7pm ~ 9pm in CR1.

The session will focus on the following;

- An overview of the planning enforcement system – its purpose, its powers and legal status.
- How enforcement complaints are investigated – role of officers, what is a complaint, how is it dealt with, time taken to investigate.
- The expectations and possible actions to be taken, enforcement notices, planning contravention notices, stop-notices, prosecutions and injunctions. Right of Appeal and process.

If you would like to attend please advise Kim Partridge,
kpartridge@eppingforestdc.gov.uk

(Further information: Kim Partridge ext 4443)

3. MODERN.GOV COMMITTEE MANAGEMENT SYSTEM

Further to the recent commencement of the roll-out of mobile devices, members are now able to access 'restricted' agenda etc. content through the app for the Modern.Gov committee management system. A system-generated activation link for the restricted app has been sent to all members that have so far received a Council-issued iPad, which should be opened on the mobile device. The activation link has been sent to members' new 'cldr.***@eppingforestdc.gov.uk' email address and the app has already been downloaded to each device.

The relevant login and password details for Modern.Gov will need to be entered as part of the registration process for access to the restricted element of the app on the mobile device. If any member has forgotten their login/password details for Modern.Gov, or requires the reissue of the activation link, please advise democraticservices@eppingforestdc.gov.uk in order that these can be reset. Members should be aware that the activation link for the restricted element of app is device-specific and cannot be used with any other mobile device.

(Further information: Steve Tautz ext 4180)

4. MODERN.GOV APPLICATION WALKTHROUGH (Pages 11 - 60)

Please see attached.

5. BRIEFING ON MENTAL HEALTH SERVICES IN WEST ESSEX

Tendayi Musundire, Head of Safeguarding for Essex Partnership University NHS Trust (EPUT) and Dr James Louis, a mental health doctor in West Essex will be talking about how we can all work together to share best practice and support residents and colleagues with their mental health.

The briefing will be held on 16 July from 2pm ~ 4pm in the Council Chamber.

The Agenda for the session is below:

- Welcome & Introductions
- Mental Health Services in West Essex
- Working together in Partnership
- Case Studies
- Question & Answer Session

Please advise Caroline Wiggins if you would like to attend, cwiggins@eppingforestdc.gov.uk

(Further information: Caroline Wiggins ext 4122)

6. MENTAL HEALTH SERVICES IN WEST ESSEX

As part of its current work programme, the Overview and Scrutiny Committee has expressed interest in receiving a presentation or briefing on the provision of local mental health services.

Whilst this aspect of the work programme is being developed, members are advised that such services and the building of partnerships to work better with mental health professionals, will be the subject of a briefing at the Civic Offices on 16 July 2019. Tendayi Musundire, Head of Safeguarding for Essex Partnership University NHS

Trust and Dr. James Louis, a mental health doctor in West Essex, will be talking about how agencies can work together to share best practice and support residents and colleagues with their mental health. As better partnership working could help identify problems before they get to crisis level, the briefing has been developed for the Council's customer facing staff. However, members are also invited to attend the session, which will be held in the Council Chamber from 2.00pm to 4.00pm.

(Further information: Steve Tautz ext 4180)

7. CHAIRMAN'S DIARY (Pages 61 - 62)

Please see attached.

LICENSING ACT 2003

None this week

PLANNING

1. Appeals Lodged

None this week

2. Forthcoming Planning Inquiries/Hearings -

None this week

3. Enforcement Appeals

None this week

4. Appeal Decisions

EPF/1419/18 – Garden Centre Crown Hill Waltham Abbey Essex EN9 3TF - Demolish garden centre shop/office and erect building with 10 no. affordable apartments – Dismissed

EPF/2583/18 – Garden Centre Crown Hill Waltham Abbey Essex EN9 3TF - Demolition of existing garden centre buildings and the erection of 2 no. semi-detached houses – Dismissed

EPF/1831/18 – Leaside Nursery, now Leaside Industrial Park, Sedge Green Nazeing Essex EN9 2PA - Variation of condition 3 on planning permission EPF/2319/14 (Demolition of existing nursery/commercial buildings and erection of 17 no. B1/B2/B8 commercial units with ancillary parking) to enable access by vehicles up to 18 tonnes in weight – Dismissed

EPF/2720/18 – 86 Manor Road Chigwell Essex IG7 5PQ - Installation of CCTV Security Mast – Dismissed

5. Tree Preservation Orders

TPO/EPF/08/19 – The Outlook, Moreton Bridge, Moreton – Effective from 14th June 2019.

6. S106 Agreements

None this week

7. Changes to Planning Systems

None this week

PROPOSED PLANNING ENFORCEMENT ACTION

None this week

It is important to note, that when enforcement action has been authorised, this includes any subsequent action under Part VII of the Town and Country Planning Act 1990, including a prosecution or an injunction.

Principal Planning Enforcement Officer	Jerry Godden	01992 564498
Senior Enforcement Officer	Clare Munday	01992 564114
Planning Enforcement Officers	Sharon Hart	01992 564113
	Jim Gordon	01992 564530
	Zara Seelig	01992 564379
	Mick Mooney	01992 564713
Compliance Officer	Shannon Murphy	01992 564217

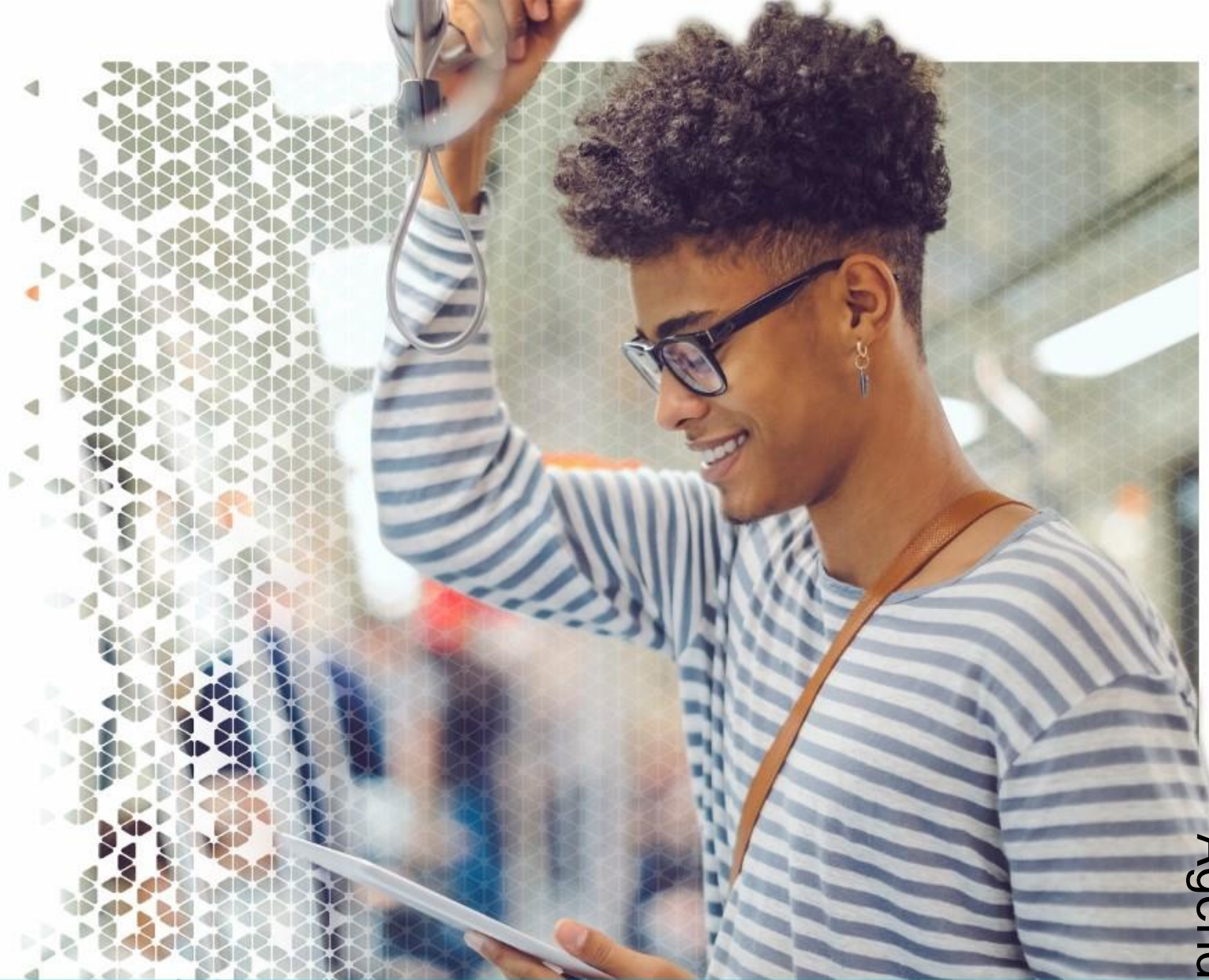
PORTFOLIO HOLDER DECISIONS

The notification of decisions taken by individual Portfolio Holders is no longer included in the Council Bulletin.

All members of the Council receive automatic email notification of the publication of each individual Portfolio Holder decision and the call-in period for each decision commences immediately. Members wishing to call-in a decision should complete the attached call-in form and return it to Democratic Services before the expiry of five working days following the publication date of the decision. Members should refer to the Constitution (Article 6 - Overview and Scrutiny) for the rules of call-in.

CIVICA

Transforming the way you work



Page 13

Modern.Gov iOS Tablet App: Walkthrough

Modern.Gov

1 June 2019

Agenda Item 4

Document Owner:	
Name:	Business Unit (BU):
Holly Adams, Development and Testing Team, Modern.Gov	Democracy & Engagement

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Approved Distribution:	
Name/Group:	Business Unit (BU):
Development and Testing Team, Modern.Gov	Democracy & Engagement

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Introduction

The free Modern•Gov app automatically downloads meeting papers for your subscribed committees, supporting your organisation's commitment to reduce its reliance on paper. A wide range of annotation tools allows you to mark-up documents as easily as if they were on paper. The app complements your existing Modern•Gov website, intranet and/or extranet.

This easy-to-use app offers free access to publicly-available meeting papers from any organisation using Modern•Gov's decision management system to support its democratic, governance and transparency processes.

Organisations can also purchase the restricted service to provide allowed users secure access to its internal or restricted meeting papers.

The app is available on iPads of any size (as long as the iPad's operating system, iOS, is supported by Apple¹). It does not currently run on iPhones or MacBooks.

¹ iOS 11+ at the time of writing.












Glossary













Agenda Front Sheet	Coming Soon: The front cover of any agenda, available as a standalone document without any supporting papers. Particularly handy for those running the meeting so they can have the agenda cover in front of them at all times.
Agenda Pack	The full agenda, including the cover and all reports, available as one document.
Document	Catch-all term for all the files published to the app by an organisation, regardless of whether they are documents, spreadsheets, images, presentation slides or other file types.
Home Screen	The app's main menu – the first screen you see when it opens.
Long-Press	Instead of tapping quickly, lightly pressing and holding your finger or stylus on the screen.
Restricted	<p>Anything which is not publicly available. This could refer to an organisation which uses the app for internal meetings but does not publish anything onto its public-facing website ('restricted organisation').</p> <p>It could also be used in relation to documents from a public organisation which have access restricted to certain users in accordance with relevant legislation or rules (e.g., a report dealing with an employment matter).</p> <p>Access to restricted information must be enabled by the organisation providing it.</p> <p>If you have access to restricted organisations, committees and documents, they will appear in menus against a pink background to differentiate them from publicly-available information.</p>
Starred	Documents you have marked as important to you by tapping a star icon.
Supplement	Additional papers to accompany the agenda, decisions or minutes, like an item of urgent business which has arisen after the agenda had been published.
Views	A menu on the left-hand side of the app's home screen which helps you quickly find the documents you want.














What's New















The original app launched nearly a decade ago. Since then, we've kept it updated regularly and listened to feedback from our customers to add improvements, and the time has now come to launch a brand new version. If you have the older version on your device, don't worry: both can be run simultaneously for the time being – the original version won't be discontinued immediately.














Why switch? Here's what the new app offers:

	Original App	New iOS App
Automatic download of agendas, reports, decisions and minutes, supplementary meeting papers and Library documents		
Document library for non-meeting information		
Document library appears as a distinct menu item, rather than in the list of committee names		
Automatic download of agenda front sheet as a separate document		
Open multiple documents at the same time and from different meetings (and from the document Library) – a maximum of 10 documents may be open at any time		
Quickly find documents from: What's New / Recently Published, Annotated, or browse by committee name		
Quickly find documents from above options and from: Upcoming, Recently Opened, Unread or Starred		
In-app calendar to browse meetings by date		

	Original App	New iOS App
Toggle between all meetings / just meetings with documents		
Tap to expand / collapse list of documents available for a meeting		
User-defined default settings to expand all / collapse all lists of documents available for a meeting		
Long-press meeting name to open all available documents at once		
Document navigation using page forward / page back buttons		
Document navigation using 'Jump to Page Number' button		
Document navigation using thumbnail images to jump forwards, backwards or to any page		
Document navigation using bookmarks created by the user		
Advanced document navigation tools using bookmarks and free text search within a document		
Advanced document navigation using annotations as bookmarks.		

	Original App	New iOS App
Open other documents from this meeting without returning to main menu		
Annotation tools – scribble, underline or highlight text, add sticky notes		
Advanced annotation tools including text strikethrough, adding call-outs, stamps, signatures and images, and options to select, copy and paste annotations and signatures.		
Remember last-used annotation settings.		
Remember last-viewed page when re-opening document.		
Pinch-to-zoom document view		
Lock document width to fit screen		
Lock document height to fit screen		
Automatic document zoom to best fit screen rotation		
User-defined in-document scrolling preferences: horizontal or vertical		

	Original App	New iOS App
User-defined in-document page transition preferences: see one page at a time, see continuous pages, see page turn animation		
User-defined in-document appearance preferences: default, sepia or night mode		
User-defined in-document screen brightness control		
Share original document – whole document, page range or single page (public documents only)		
Share document with annotations – whole document, page range or single page (public documents only)		
Select text to be read aloud to you		
Open / save document in another app on your device		
Delete document from device		
Two-factor security		
ADFS integration to reduce the need for multiple passwords		

	Original App	New iOS App
Subscribe to multiple publishers		
Searchable document publisher list		
Subscribe to multiple committees		
Searchable committee list		
Pin / Star important documents for easy identification and retention		
Automatically delete documents from device at end of user-defined default document retention period.	 Up to 6 months	 Up to 5 years
Remote lock / wipe of device		
Welsh Language		

Getting Started

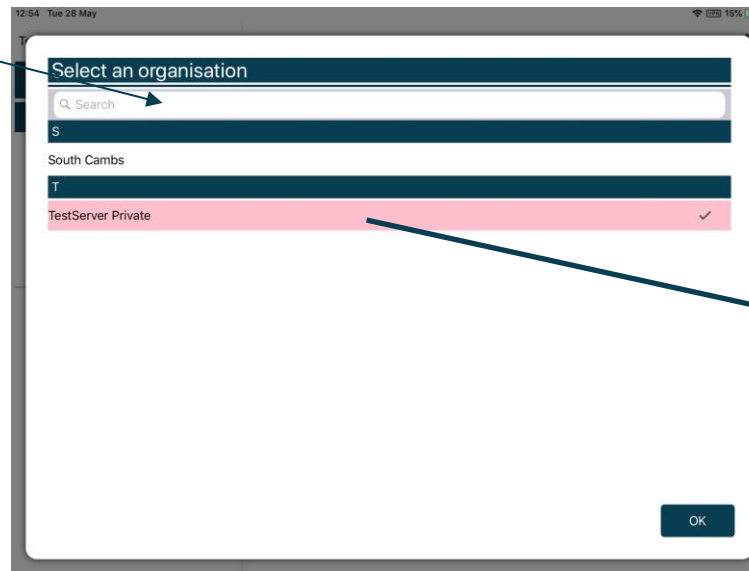
Search for “Modern•Gov” on the App Store and download the free app.

The Modern•Gov app appears on your home screen. Tap the icon to open the app:



Select at least one organisation to follow. **Swipe down** on the screen to refresh the list at any time.

Tip: use the **search bar** at the top – search results will appear **after you have typed 4 characters**:

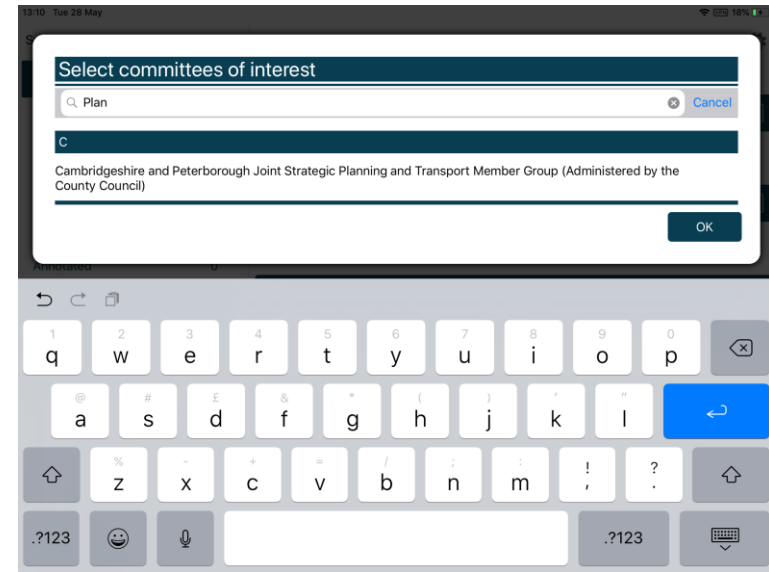
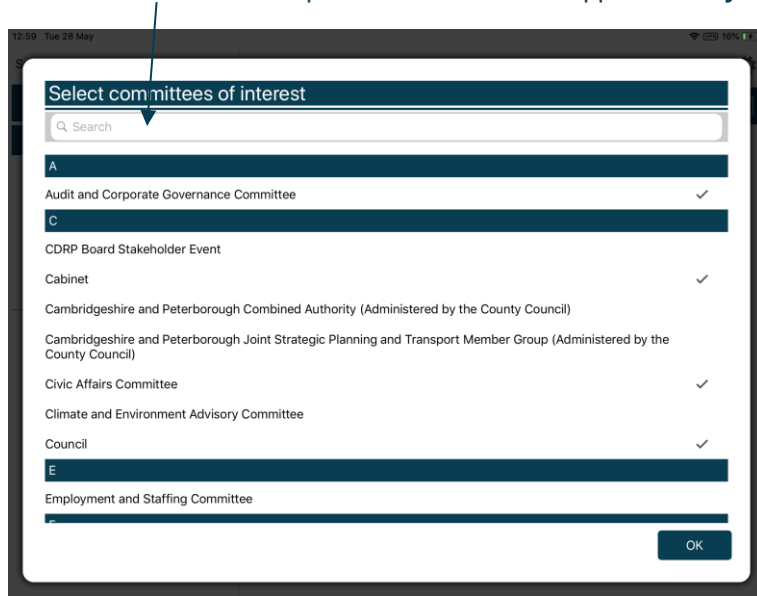


Organisations with restricted access will appear in pink. Your organisation will need to set up your access permissions before these appear in your app.

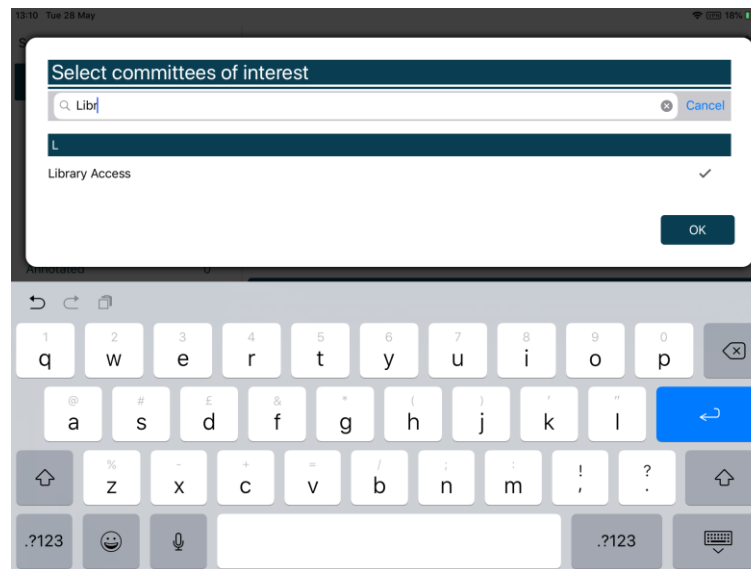
See **Restricted App Registration Process** for further details.

The organisation's list of committees will appear. Select committees to follow. **Swipe down** on the screen to refresh the list at any time.

Tip: use the **search bar** at the top – search results will appear **after you have typed 4 characters**:



Your organisation might also have a document library² for other available information. You can find this in the committee list – if using the **search bar**, search results will appear **after you have typed 4 characters**:



² Organisations choose their own name for this document storage feature; most use a variation on 'library'. If you cannot find it, please ask the organisation if they provide one and, if so, what they call it.

The Home Screen (Main Menu)

The app opens in its home screen:

The screenshot shows the CIVICA app interface with several callout boxes:

- See document 'views'.**: Points to the top navigation bar.
- Document 'views': tap any view to help find papers quickly**: Points to the list of document views.
- Library (non-meeting) documents and links**: Points to the Library Access section.
- Committee subscriptions. Tap name to see papers from only one committee**: Points to the list of committees.
- Tap to switch to calendar view.**: Points to the calendar icon in the top navigation bar.
- Settings Menu**: Points to the gear icon in the top right.
- Coming soon: Filter results**: Points to the funnel icon in the top right.
- Meeting details. Tap this bar to expand or collapse the list of documents below. Set your default display preference (expand all / collapse all) in The Settings Menu**: Points to a meeting header bar.
- Number of documents available for this meeting**: Points to the document count in a meeting header bar.

The interface includes a top navigation bar with a menu icon, a calendar icon, and a settings icon. Below this is a list of document views: Upcoming (1), Recently Opened (0), Recently Published (19), Unread (19), Starred (0), and Annotated (0). A Library Access section is also present. The main content area displays a list of committees and their associated documents, including meeting agendas and decisions.

Documents begin downloading automatically for your subscribed committees:



Agenda

Document has been downloaded



Late Item - Urgent Business

Document is downloading



Decision

Document has not yet been downloaded

Restricted version of the app only:



Agenda Frontsheet



Agenda Reports Pack (Private) 25/02/2019, 19.00

Access restrictions apply.

Find documents easily by **tapping** on the options on the left-hand side:

The screenshot shows a sidebar menu with two sections. The top section contains filters with counts: Upcoming (1), Recently Opened (0), Recently Published (19), Unread (19), Starred (0), and Annotated (0). The bottom section, separated by a horizontal line, contains a 'Library Access' option with a building icon. Below that is a list of committees: Audit and Corporate Governance Committee, Cabinet, Civic Affairs Committee, Council (highlighted in dark blue with a hand icon pointing to it), Planning Committee, and Scrutiny and Overview Committee.

Toggle between document view and calendar view

Upcoming meetings, with or without documents (there will be some overlap with results from Recently published documents)

Recently opened documents (10 most recent meeting documents and 10 most recent Library items)

Recently published documents (there will be some overlap with results from Upcoming meetings)

Unread documents – downloaded but not yet opened (excluding Library items)

Starred – documents you have marked as important to you appear in this list automatically (including Library items)

Annotated – documents you have annotated appear in this list automatically (including Library items)

Library of other (non-meeting) documents published by this organisation.

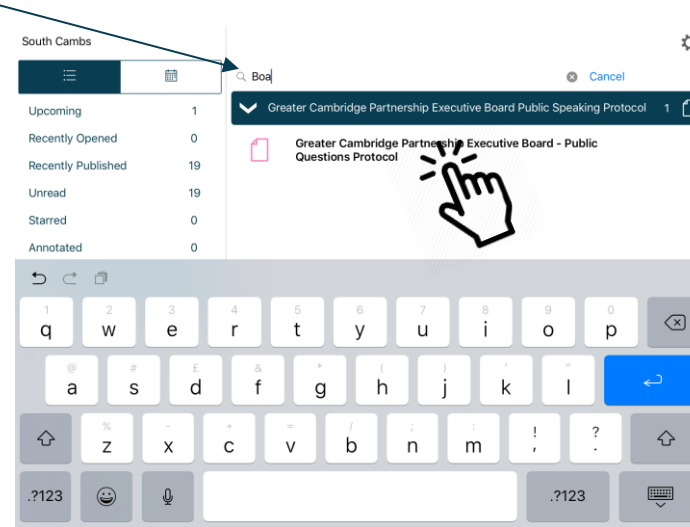
Subscribed committees listed alphabetically. **Tap** a committee name to see documents only for that body.

Tap on the library to see what other information has been made available by your organisation.


A document title search is available.



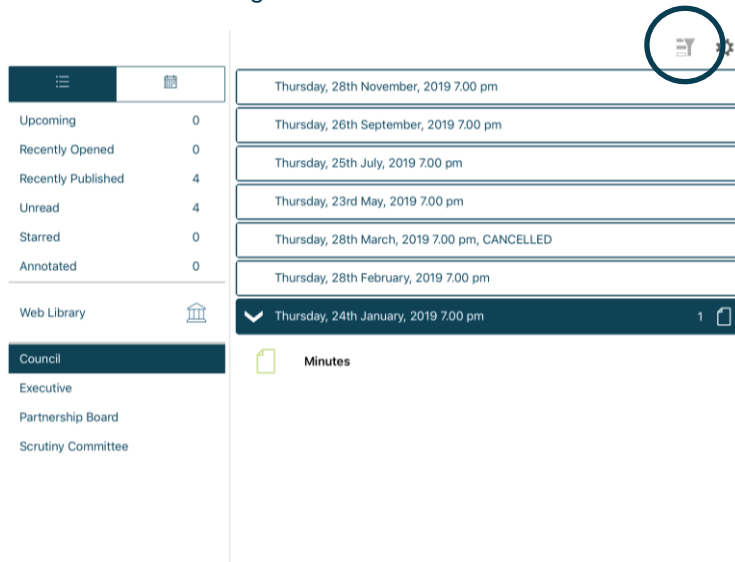
Type to search the titles of all Library items.



Library items are not automatically downloaded. Tap a Library item title to start downloading.

Coming Soon: Use the Filter  (at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings

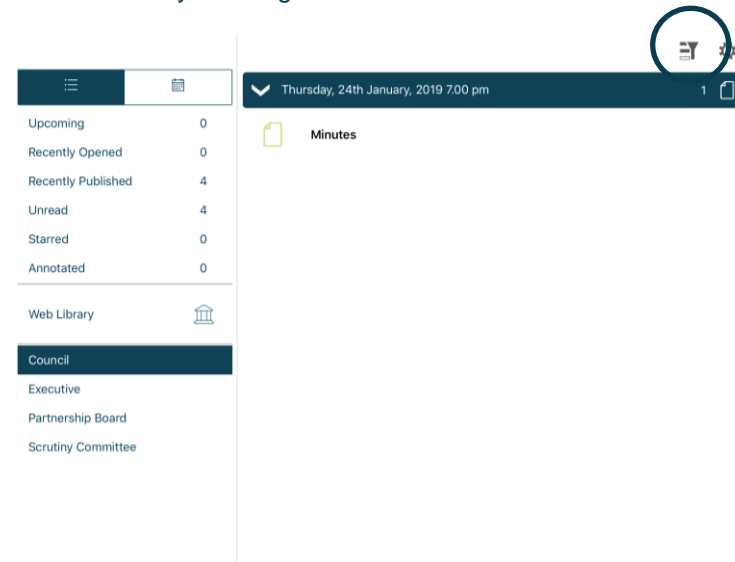


Upcoming	0
Recently Opened	0
Recently Published	4
Unread	4
Starred	0
Annotated	0
Web Library	
Council	
Executive	
Partnership Board	
Scrutiny Committee	

- Thursday, 28th November, 2019 7.00 pm
- Thursday, 26th September, 2019 7.00 pm
- Thursday, 25th July, 2019 7.00 pm
- Thursday, 23rd May, 2019 7.00 pm
- Thursday, 28th March, 2019 7.00 pm, CANCELLED
- Thursday, 28th February, 2019 7.00 pm
- Thursday, 24th January, 2019 7.00 pm** 1

Minutes

Filter **on** – shows only meetings with documents



Upcoming	0
Recently Opened	0
Recently Published	4
Unread	4
Starred	0
Annotated	0
Web Library	
Council	
Executive	
Partnership Board	
Scrutiny Committee	

- Thursday, 24th January, 2019 7.00 pm** 1

Minutes

Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** meeting details bar.

Meetings for which documents have been published are represented by a **solid** meeting details bar.

Use the calendar to browse by date. **Tap** a date to see meetings on that date:

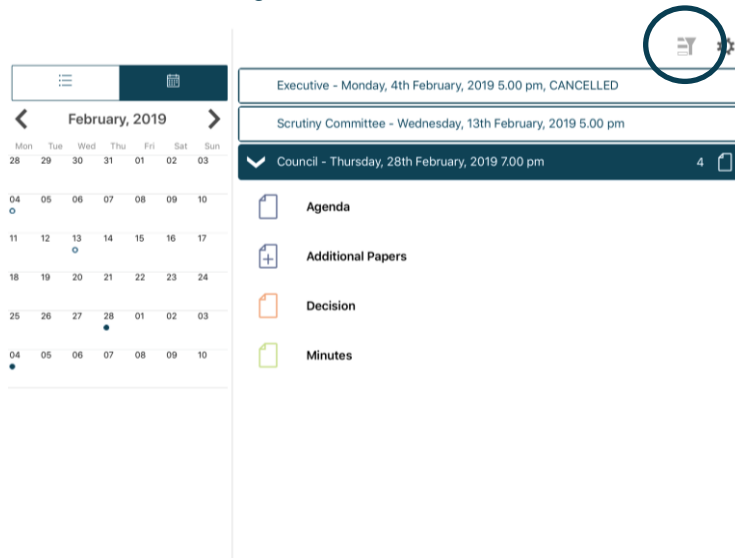
The screenshot shows the CIVICA app's calendar interface. At the top, there are navigation icons: a list icon and a calendar icon. Below this is a header for the current month, "February, 2019", with left and right arrows for navigation. The calendar grid shows dates from 28th to 10th. A callout box points to the list icon, stating: "Tap to switch back to document view." Another callout box points to the left and right arrows, stating: "Tap to move back and forth one month at a time...". A third callout box points to the month name "February, 2019", stating: "...or press and hold on the month name to see the year at a glance." The right side of the screen displays a list of meetings for the selected date (Thursday, 28th February, 2019 7.00 pm). The list includes: "Executive - Monday, 4th February, 2019 5.00 pm, CANCELLED", "Scrutiny Committee - Wednesday, 13th February, 2019 5.00 pm", and "Council - Thursday, 28th February, 2019 7.00 pm" (highlighted in dark blue). Below the list are sections for "Agenda", "Additional Papers", "Decision", and "Minutes". Two callout boxes explain meeting status: "Coming Soon: Hollow dots represent meetings for which documents are not (yet) available." (pointing to a hollow dot on Feb 13th) and "Coming Soon: Solid dots represent meetings for which documents are available." (pointing to a solid dot on Feb 28th). A vertical label "Page 31" is on the left side of the screenshot.

Coming Soon: Use the Filter

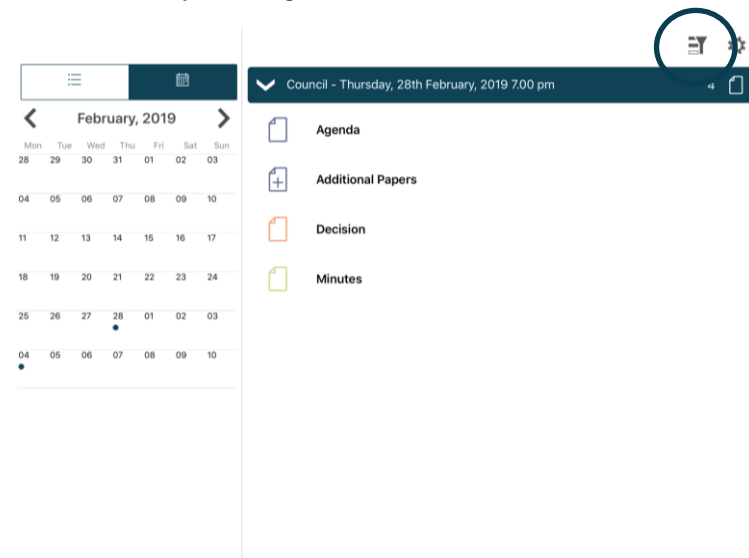


(at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings



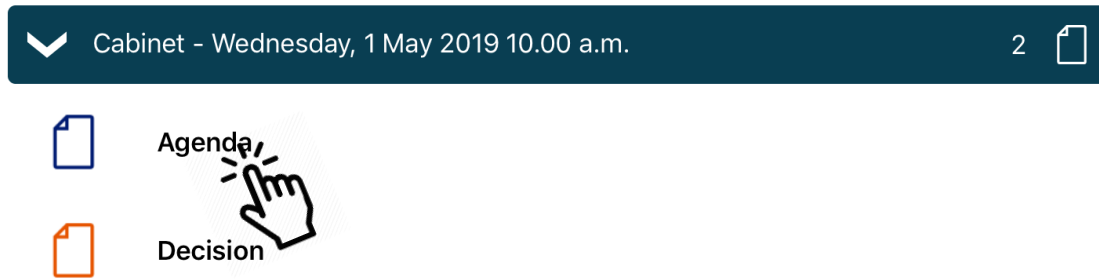
Filter **on** – shows only meetings with documents



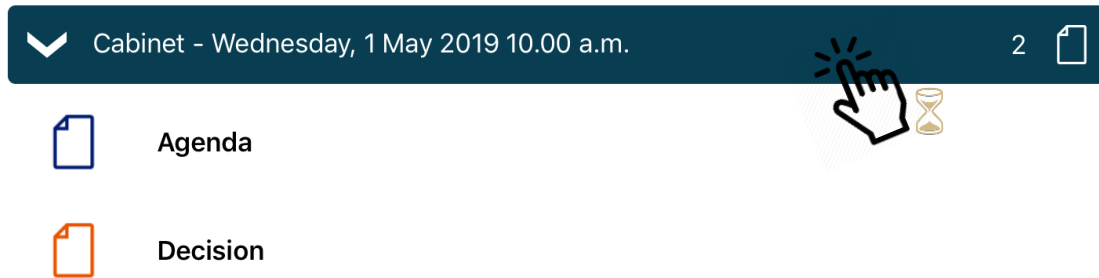
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

Meetings for which documents have been published are represented by a **solid** dot in the calendar and a **solid** meeting details bar.

Tap a document **name** to open it on its own...



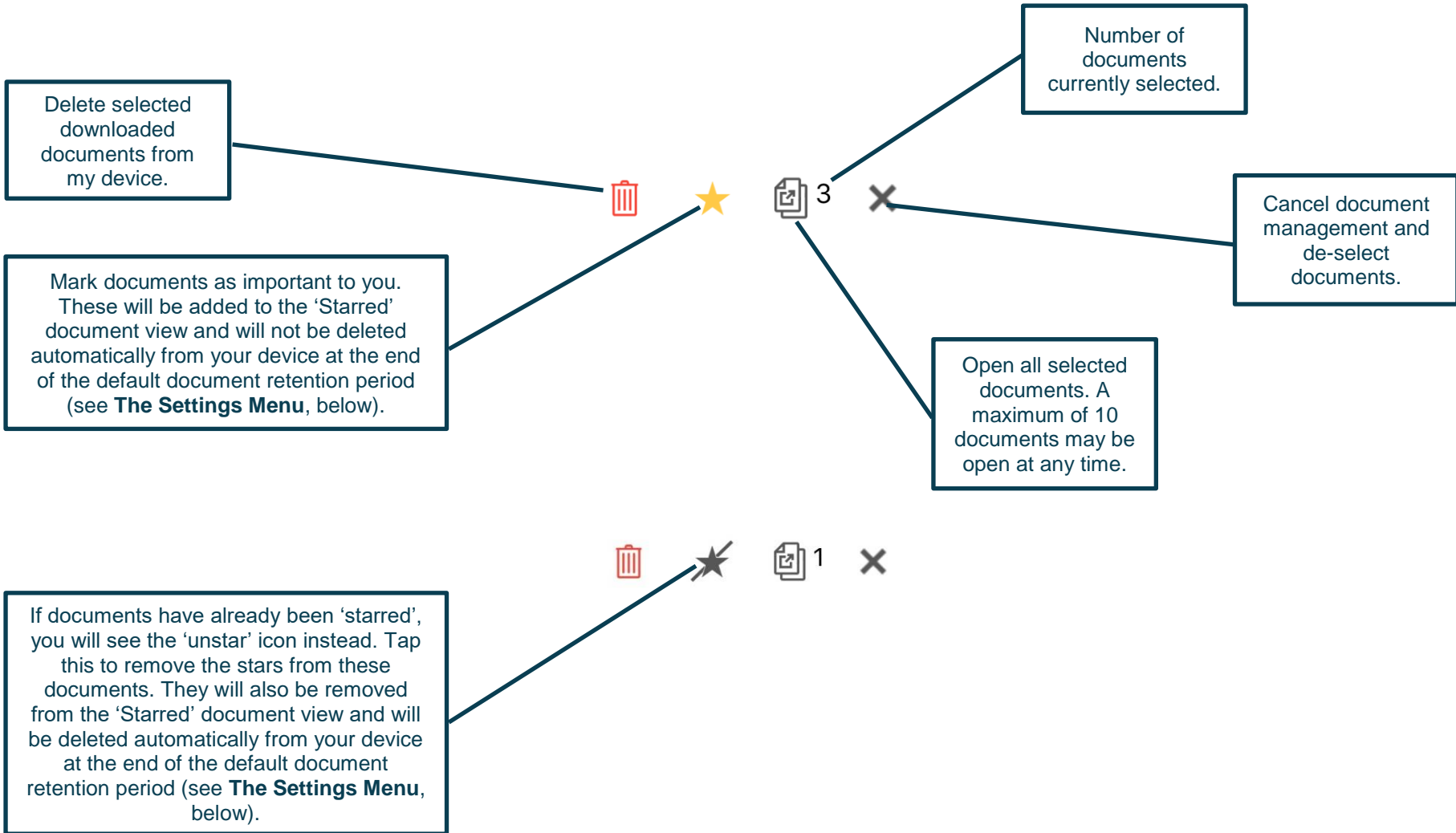
...or **press and hold** on the **meeting details bar** to open all the documents for that meeting:



Tap a document icon to select it. Document Management Options appear (see next page):

The screenshot displays the CIVICA app interface for 'South Cams'. On the left is a navigation menu with categories: Upcoming (1), Recently Opened (0), Recently Published (19), Unread (19), Starred (0), Annotated (0), Library Access, and a list of committees: Audit and Corporate Governance Committee, Cabinet, Civic Affairs Committee, Council, Planning Committee, Scrutiny and Overview Committee, and Weekly Bulletin. The main content area shows a list of documents with expandable bars. The top bar is for 'Audit and Corporate Governance Committee - Tuesday, 30 April 2019 9.30 a.m.' with 1 document. Below it is 'Agenda'. The next bar is for 'Cabinet - Wednesday, 1 May 2019 10.00 a.m.' with 2 documents, including 'Agenda' and 'Decision'. Below that is 'Civic Affairs Committee - Tuesday, 4 June 2019 10.00 a.m.' with 1 document. The bottom bar is for 'Council - (Annual Meeting) Thursday, 16 May 2019 2.00 p.m.' with 4 documents, including 'Agenda', 'Supplement - Political Proportionality and Allocation of Seats to Committees (Item 08); Appointments to CPCA (Item 10) and Appointments to Outside Bodies (Item 11)', 'Supplement - Nominations for Chairmen/Vice-Chairmen; Cabinet appointments; CPCA nominations and Major Opposition Leader's Statement', and 'Decision'. Callouts include: 1. A box pointing to checkmarks in the document bars: 'Selected documents have a check mark.' 2. A box pointing to the expandable bars: 'Tap the meeting details bar to expand or collapse the list of documents. Set your default display preference (expand all / collapse all) in The Settings Menu.' 3. A box pointing to a plus icon in the bottom bar: 'Tap the icon to select documents from any committee, and the web library.'

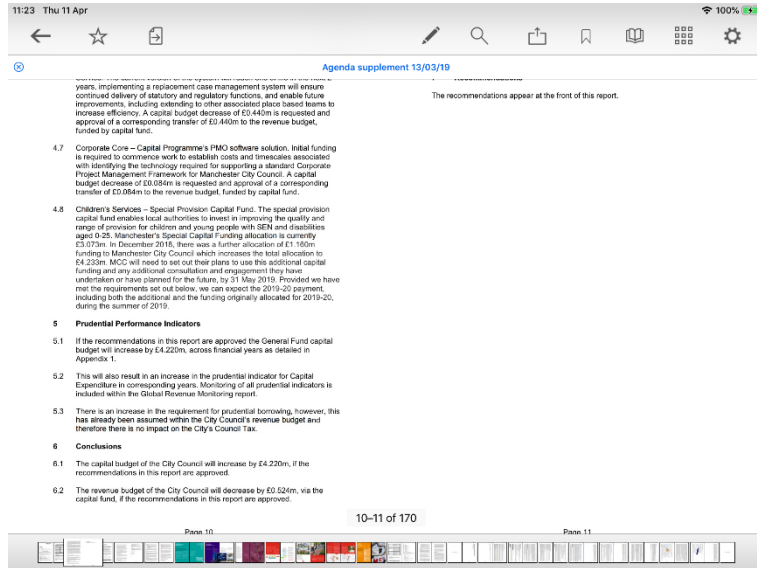
Document Management Options



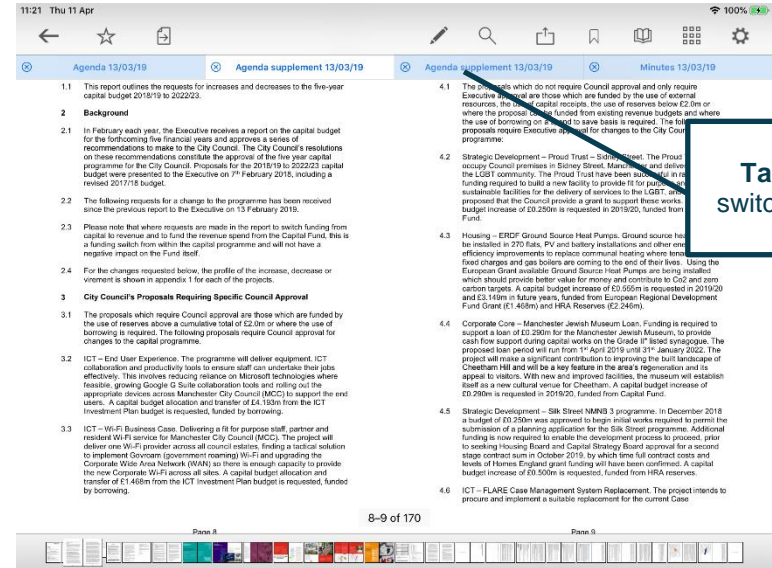
Viewing and Annotating Documents

The document viewer screen:

With one open document (landscape):

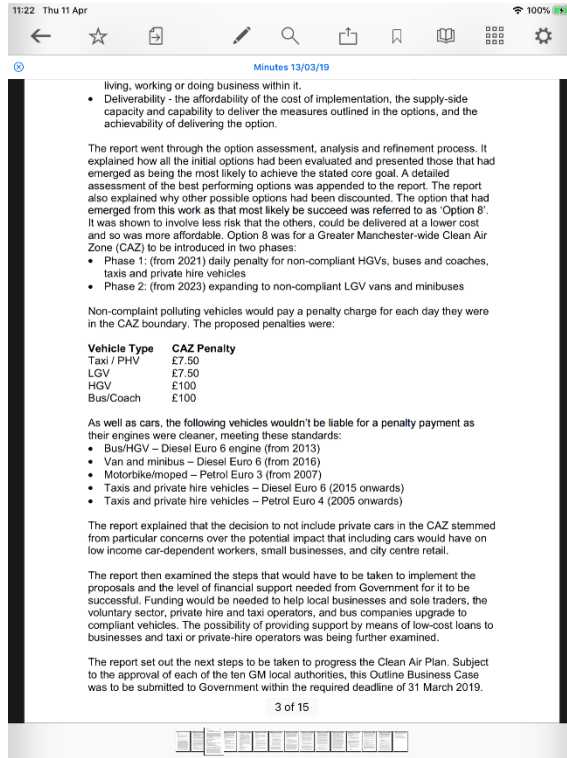


With multiple open documents (landscape) – a maximum of 10 documents may be open at any time:

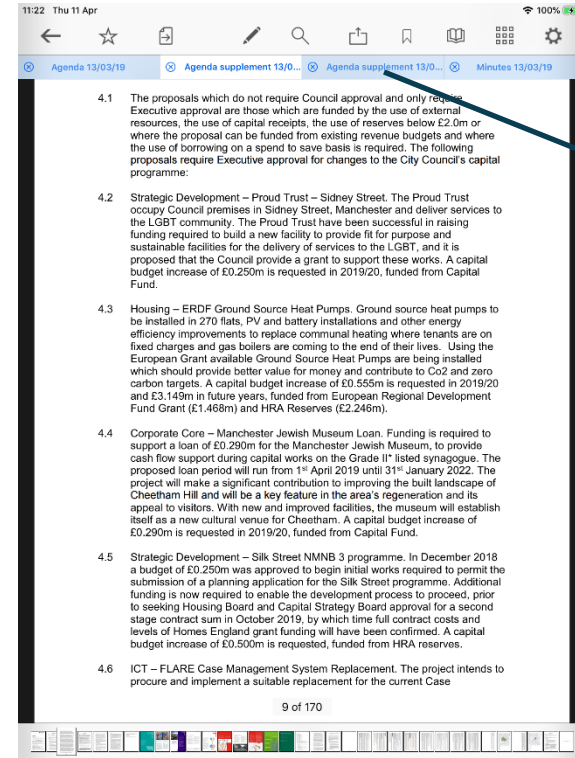


Tap anywhere on the document to hide the toolbars. Tap again to make them re-appear.

With one open document (portrait):



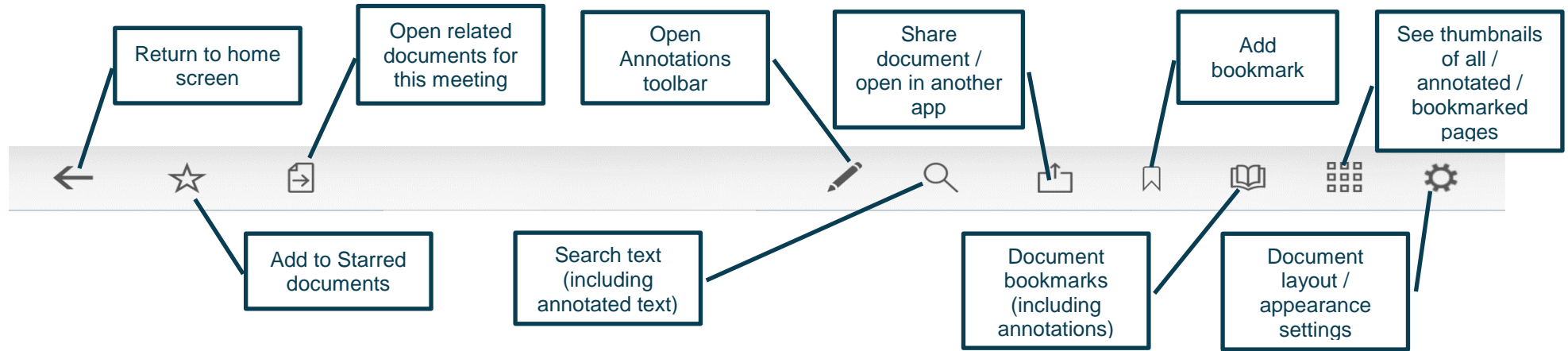
With multiple open documents (portrait) – a maximum of 10 documents may be open at any time:



Tap any tab to switch documents.

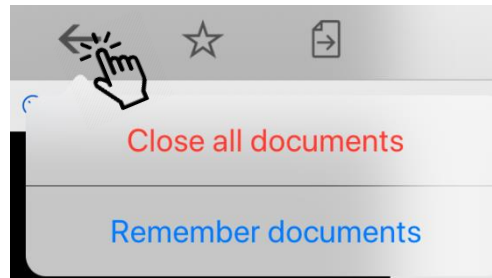
Tap anywhere on the document to hide the toolbars. Tap again to make them re-appear.

Document Viewer: Toolbar Icons



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Return to home screen prompts you to select from these options:



Keeps documents open and remembers your last location

Add to Starred documents:

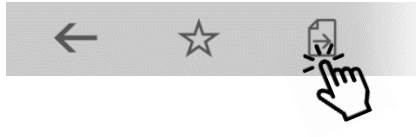


This document will now appear in the 'Starred' document view on the home screen (main menu).

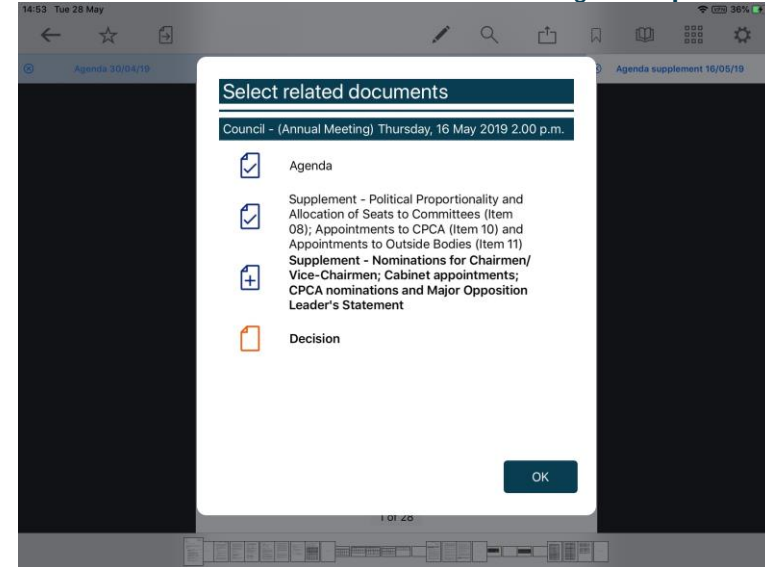
Open related documents

Tap to open related documents for this meeting:

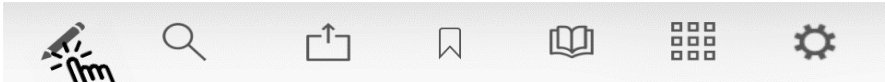
Tap and...



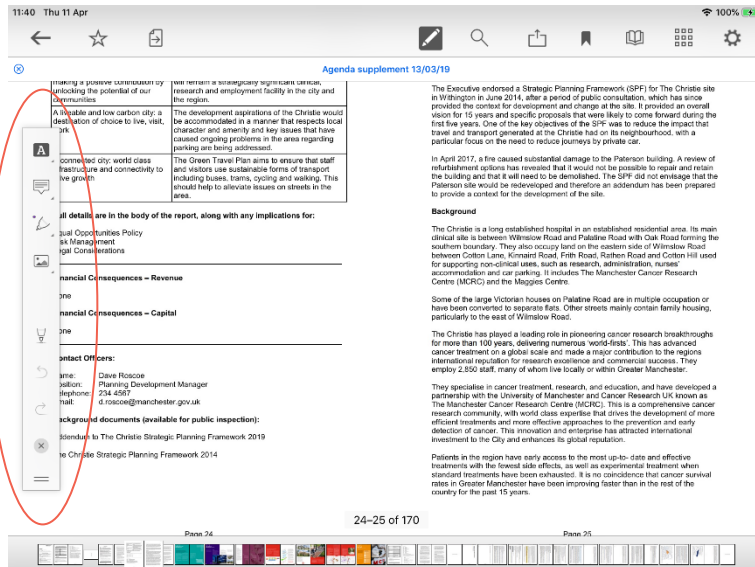
...select one or more other documents for this meeting and **tap OK:**



The Annotations Toolbar

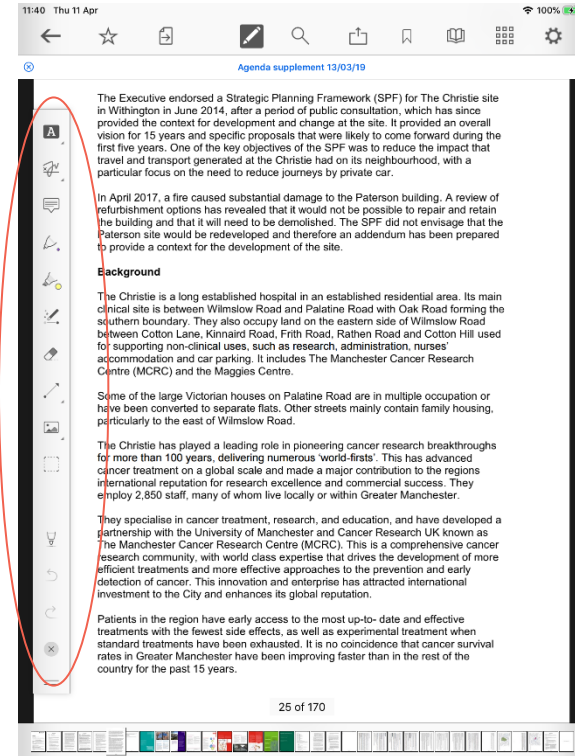


































Landscape view (some options available only from sub-menus):






















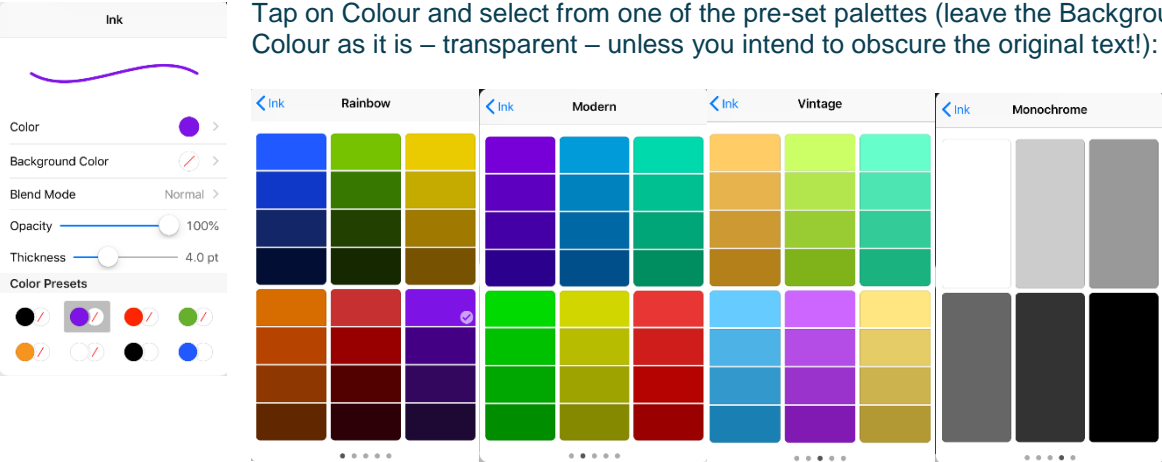
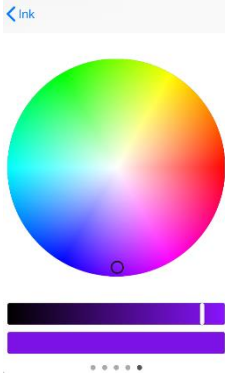
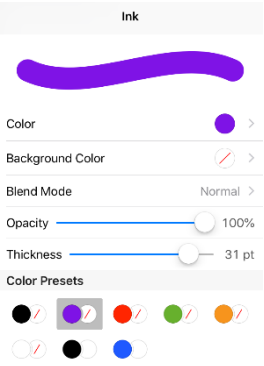


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

Portrait view (more options immediately accessible from menu):



What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:									
Mark-up text			 Highlight text 	 Underline text 	 Squiggly underline text 	 Strikethrough text 						
Insert text, comments	 (Note: the Add Sticky Note tool will appear here in Landscape Mode after you begin annotating)		 Insert text box, add searchable text 	 Insert call-out box, add searchable text 	 Draw and insert a signature 							
Add sticky notes with searchable text			(no expansion required. Note: if your device is in Landscape Mode, this menu will combine with the above Insert Text, Comments icon when you begin using annotation tools)									
Scribbles and shapes		 (Freehand scribble – with pen; no expansion required)	 Freehand scribble – with pen	 Freehand scribble – with highlighter	 Smart draw – makes freehand lines straight and freehand circles round	 Insert arrow	 Insert line	 Insert rectangle	 Insert circle / oval	 Insert polygon	 Insert jointed line segment	 Erase annotation

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:									
			(Freehand scribble – with highlighter; no expansion required)									
			(Smart draw – makes freehand lines straight and freehand circles round; no expansion required)									
								Insert arrow	Insert line	Insert rectangle	Insert circle / oval	Insert polygon
Erase annotation	(found in scribbles & shapes menu)		(no expansion required)									
Insert objects								Insert photo from your device (app will ask you to grant permission to access your photos)	Insert preset stamp ('Draft', 'Sign Here') or create your own	Clipboard: Insert saved annotation / Paste copied annotation	Record audio (app will ask you to grant permission to access your microphone)	Select existing annotations (landscape menu only)
Select annotations	(found in insert objects menu)		(Select existing annotations – no expansion required. Available options: <ul style="list-style-type: none"> ▶ Inspector – change colour, font, line thickness, etc. – these options depend upon annotation type ▶ Edit ▶ Copy – copied annotations can be pasted to the clipboard in the Insert Objects menu ▶ Delete) 									

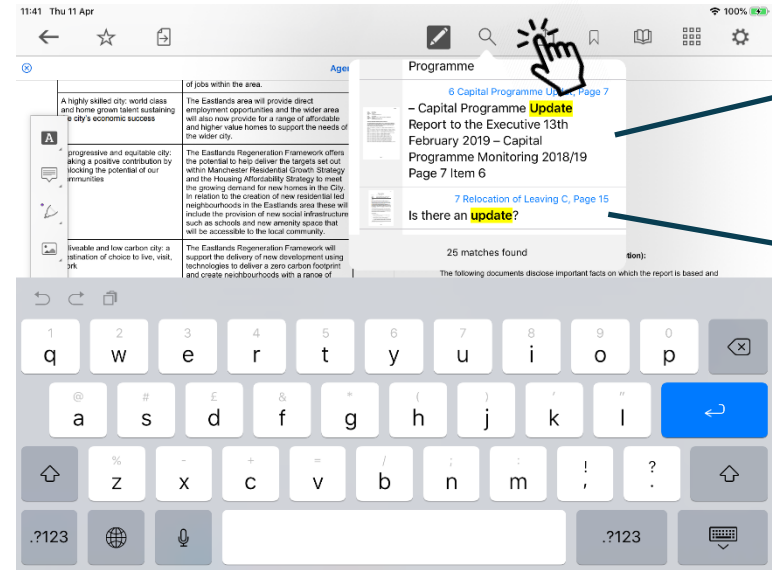
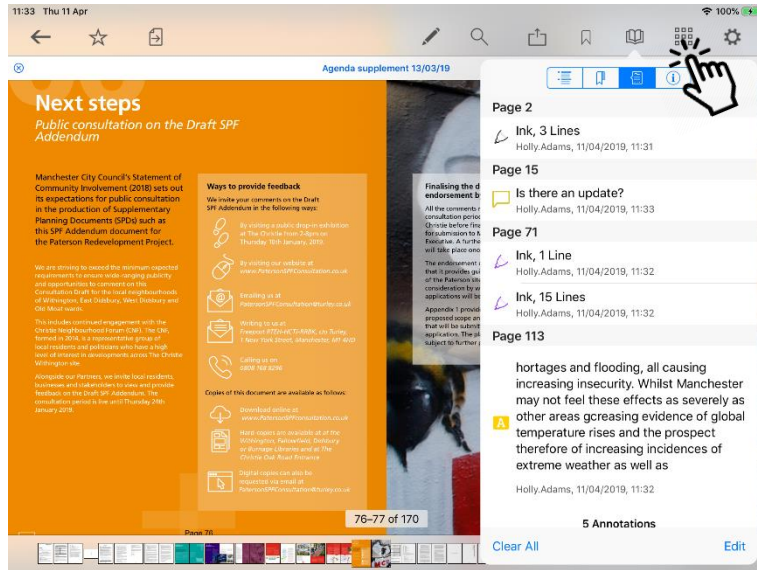
What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
<p>Customise ink settings – colour, thickness, etc.</p>			<p>Tap on Colour and select from one of the pre-set palettes (leave the Background Colour as it is – transparent – unless you intend to obscure the original text!):</p>  <p>(Swipe to change palettes)</p> <p>Or keep swiping through the palettes and define a custom colour:</p>  <p>Drag the slider bar in the menu to change the ink thickness:</p> 
<p>Stylus</p>			<p>(no expansion required – this icon will appear only if you have a Bluetooth-enabled stylus connected to your tablet – tapping this simply lets you switch stylus if you have more than one connected)</p>

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
Undo and redo			(no expansion required)
Move the annotation toolbar			(Press and hold this icon to drag the annotation toolbar elsewhere on the screen. Drag it to the top of the screen to replace the default toolbar; no expansion required)
Close the annotation toolbar			(no expansion required)

It's easy to find all your annotations:

Each annotation becomes a new bookmark (see **Bookmarks: Adding and Navigating**, below)

Text annotations appear in search results (see **Searching within the document**, below)

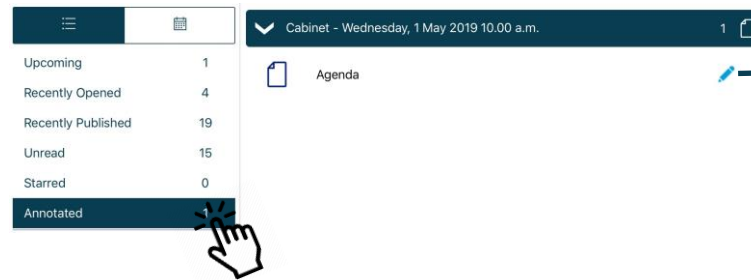


Result from original document text

Result from annotation text

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...and to access all your annotated documents from the main menu:

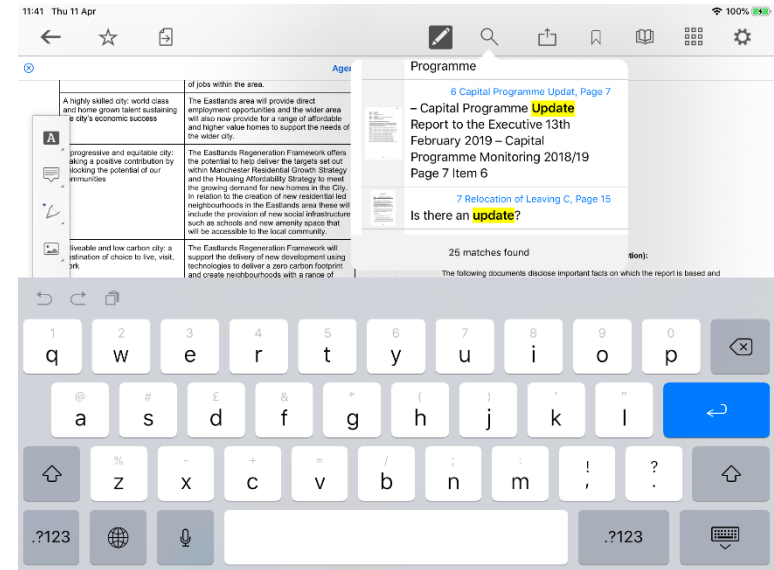


Document has annotations

Searching within the document



Search results will also pick up any typed notes you have added as annotations.



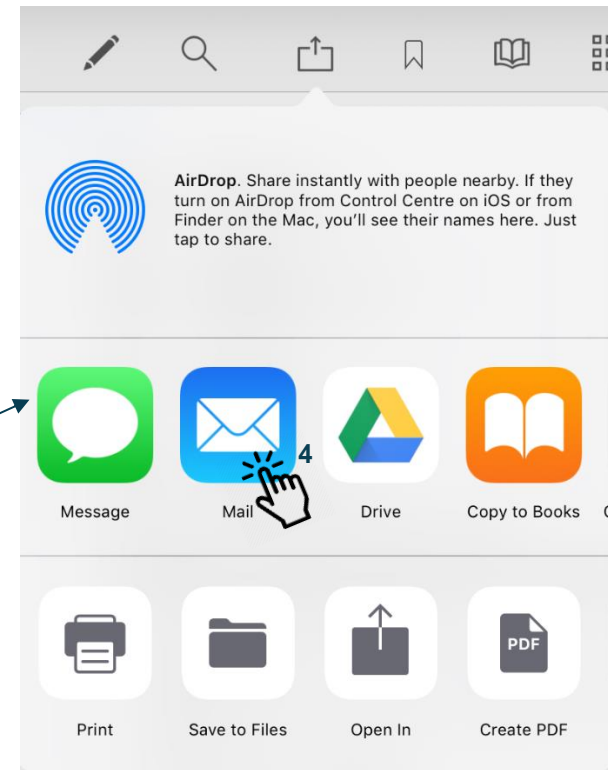
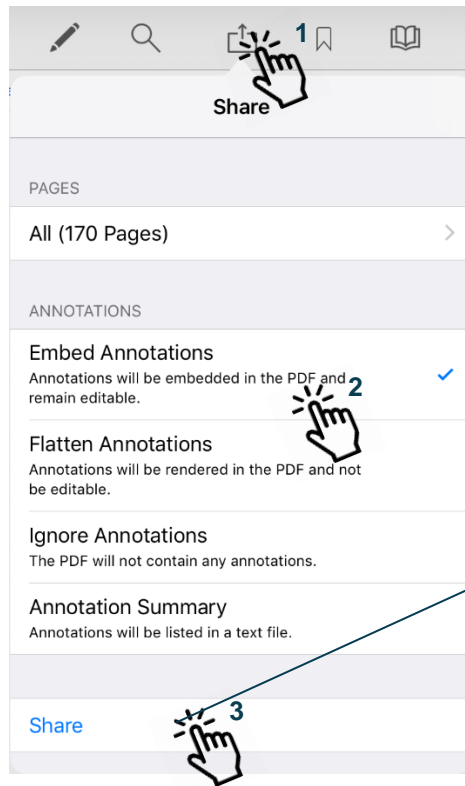
Tap on a result to jump straight to that page.

Sharing and exporting

Share **public** documents or open them in another app, with or without annotations:

First, **tap** the Share icon (1) and select **what** you would like to share (2): the whole document or just certain pages, with or without annotations. Then **tap Share** (3) and choose **how** to share it (4).

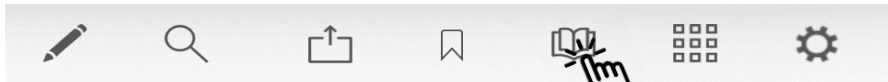
The **Share / Open In...** options you will find for sharing or opening the document in another app will depend upon which other apps you have installed on your device:



Bookmarks: Adding and Navigating

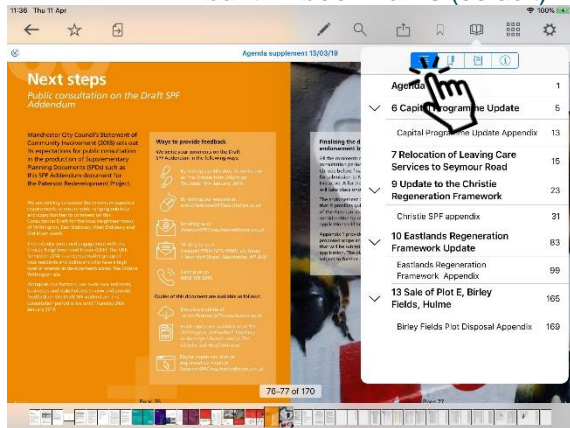


Tap the Add Bookmark icon at any time to add your own bookmarks to the document.

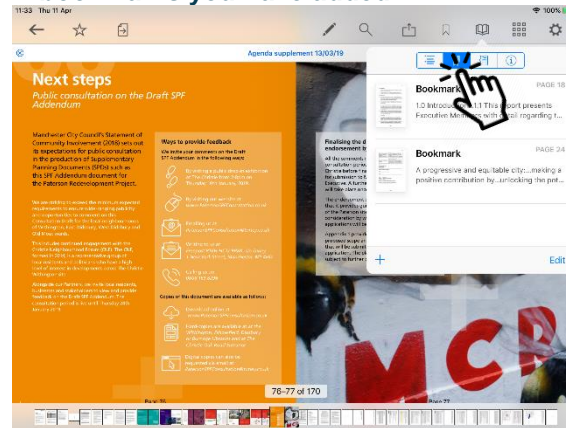


Tap the Bookmark menu to access all bookmarks in the document, then tap the buttons to navigate to a particular place in the document using...

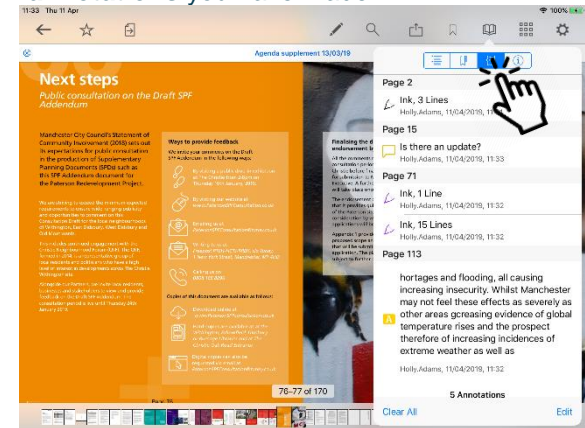
...the document's built-in bookmarks (default):



...bookmarks you have added:



...annotations you have made:

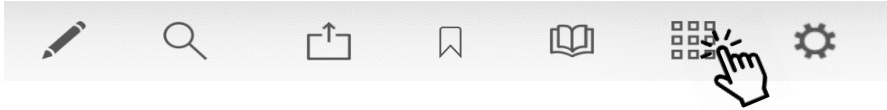


Tap the bookmark or annotation bookmark and jump straight to that place in the document.

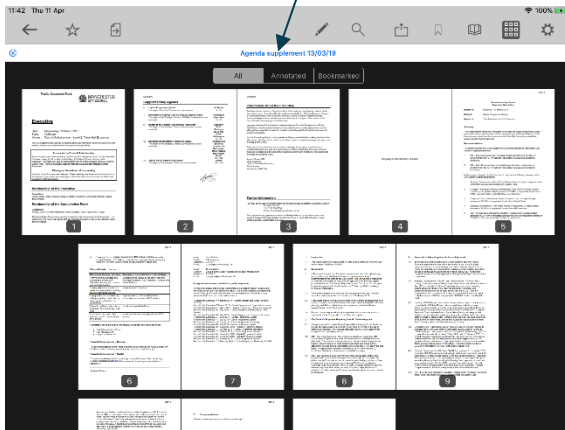
(The fourth button, (i), displays document information – title, date created, etc.)

Thumbnails

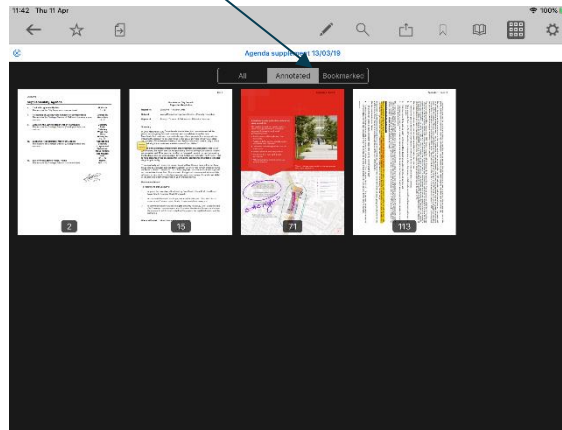
Move quickly around the document using thumbnail images:



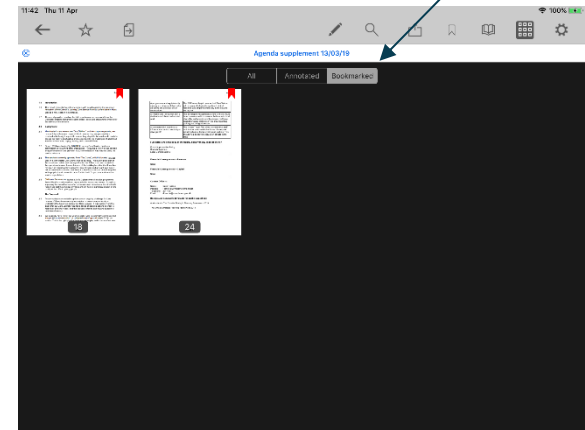
Toggle between seeing **all** pages...



...just the **annotated** pages...

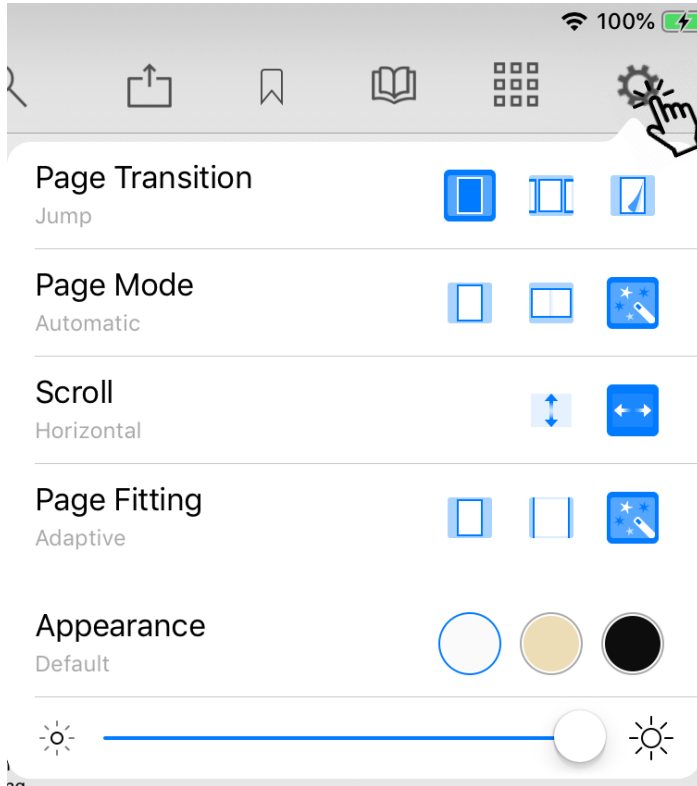


...or the pages **you have bookmarked**.



Appearance and Scrolling

Change your document appearance and scrolling options:



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Select how it looks as you move from page to page: jump (see one page at a time), scroll continuously through the document, curl (animated page turns).

How many pages do you want to see on screen? Single, double or adaptive (the software will choose what it thinks is the best layout).

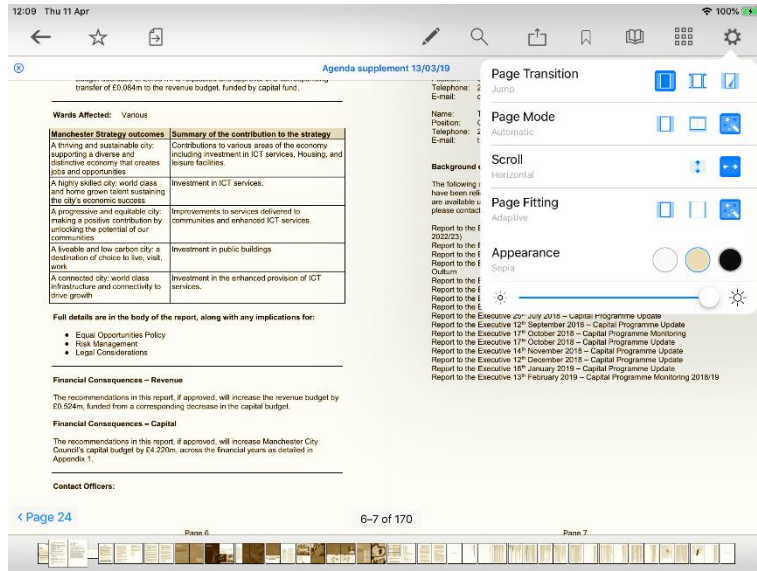
Scroll options: scroll vertically or horizontally through the document.

How should the page fit on your screen: show full height, show full width, or adaptive (the software will choose what it thinks is the best layout)?

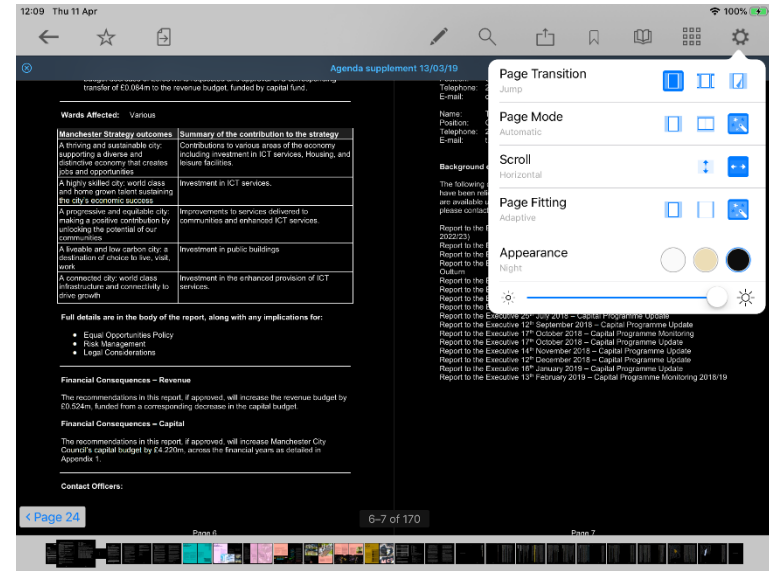
Appearance: default (as published), sepia or night mode – see below.

Screen brightness control (for this app only).

Sepia

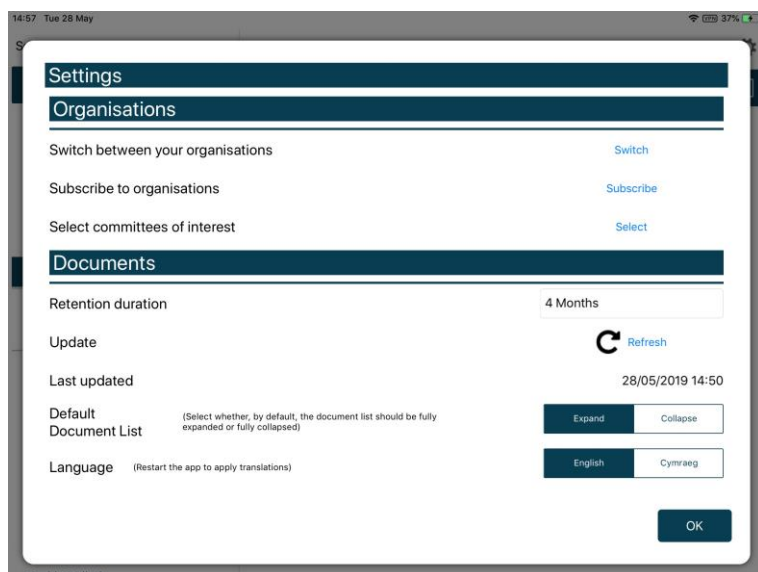


Night mode



The Settings Menu

To access, **tap** the Settings icon at the top right of the home screen (main menu):



Switch between subscribed organisations (if you have subscribed to more than one).

Subscribe to other organisations (or unsubscribe from organisations).

Select committees to follow (or to stop following)

Change how long documents will be stored on your device (see below).

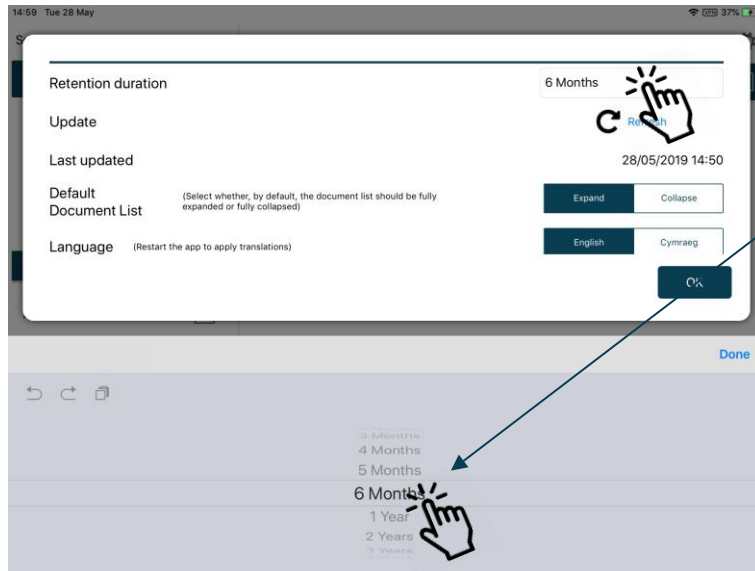
Manual refresh – check for new documents.

Last updated time and date.

Default document display preference: expand or collapse all sections.

Choose either English or Welsh as the app's default language (further information available in **Welsh Language Version**, below).

Retention duration setting:

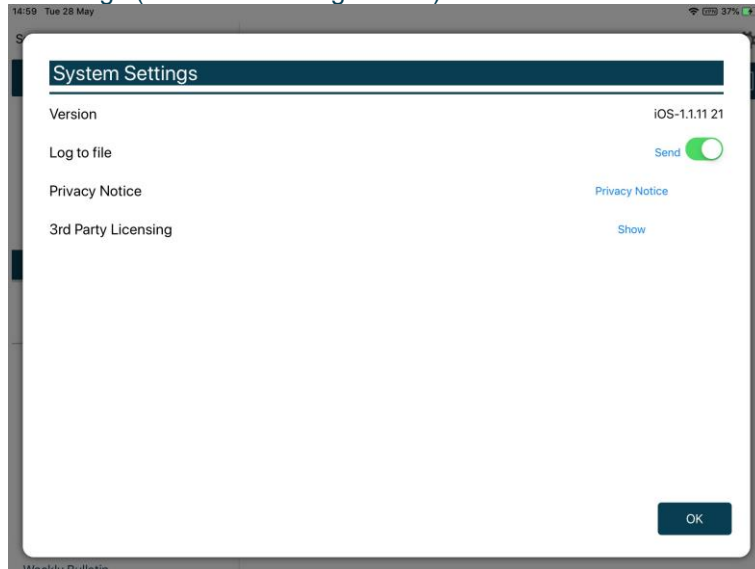


Downloaded documents are automatically removed from your device at the expiration of the retention period.

To adjust this setting, **tap** the duration period and then choose how long from 1 month to 5 years using the options at the bottom of the screen.

Starred documents are exempt from automatic deletion.

System Settings (bottom of Settings menu):



App Version number

Log usage information / send log file to developers

Privacy Notice

3rd Party Licensing – details of all third party software used in this app

Restricted App Registration Process

If your organisation has purchased the restricted version of the app, it will be able to make internal or confidential documents available to certain users. (If you haven't done so already, install the ModernGov app as explained above in **Getting Started**.) **We recommend that you close the app before proceeding with registration.**

Due to the requirement of the app being able to read restricted documents while being offline, there is a possibility that access to the restricted document could be gained from a stolen device. To do so would not be trivial and precautions are in place to mitigate this risk; however, we strongly recommend a Mobile Device Management (MDM) system is used in conjunction with app's own security to reduce the risk further.

Your organisation will contact you directly with your logon details, and, if in use at your organisation, information on its MDM system.

You will receive an email inviting you to:

[Register this device](#)

Now, open the email on the device with the ModernGov app installed and tap the link in the email.

You will be directed to a website and invited to choose between the new ModernGov app (this one) and the legacy version released several years ago; please select the **New App**.



You will be asked to **confirm** that you want to open the ModernGov app – tap **Open**.



The app will open and invite you to complete the registration process with the logon details provided by your organisation:

Registration

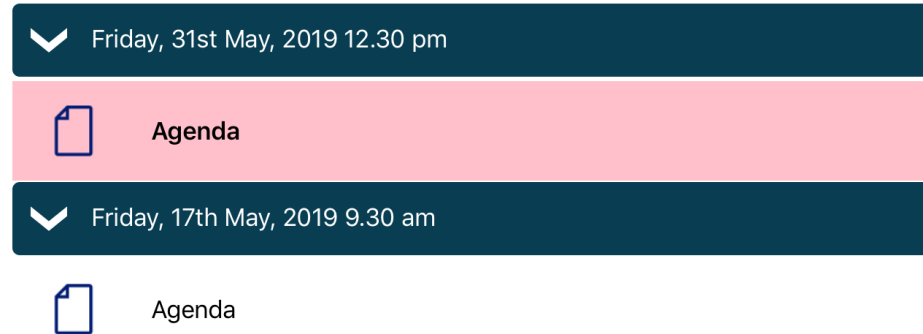
Username or Email	<input type="text" value="Your Username Here"/>
Password	<input type="password" value="••••••••••"/>
Confirm Password	<input type="password" value="••••••~••••"/>

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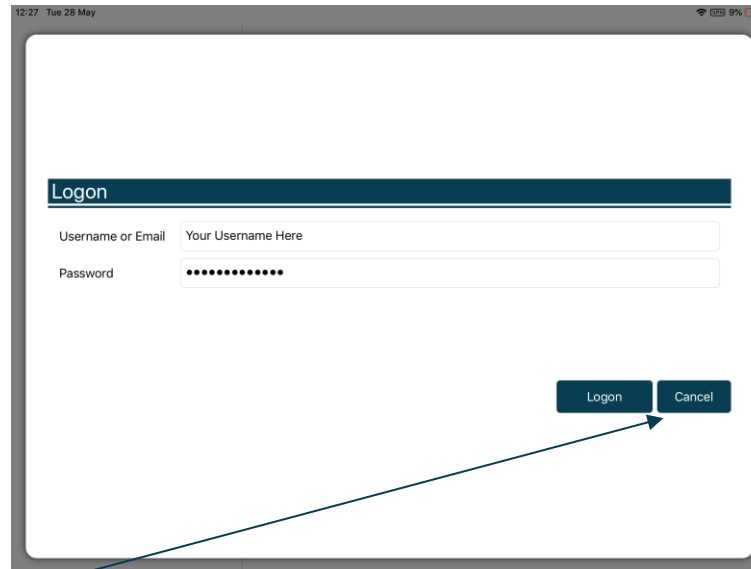
You will then be registered to open, read and annotate documents with restricted access. You will not be able to share restricted documents, nor will you be able to open them in other apps.

Which documents you see will depend upon the access permissions granted by your organisation.

Documents with restricted access appear in menus with a pink background (the documents themselves are not pink):



When you next open the ModernGov app you will be prompted to login:



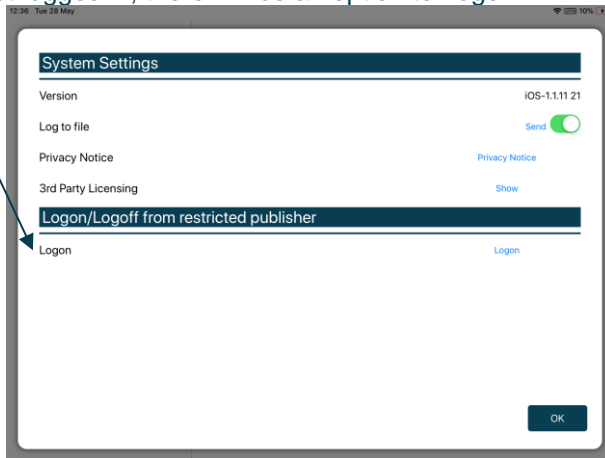
(If you select **Cancel**, you can still use the app, but will have access only to publicly-available documents from public organisations.)

Logon and Logoff options in the Settings Menu

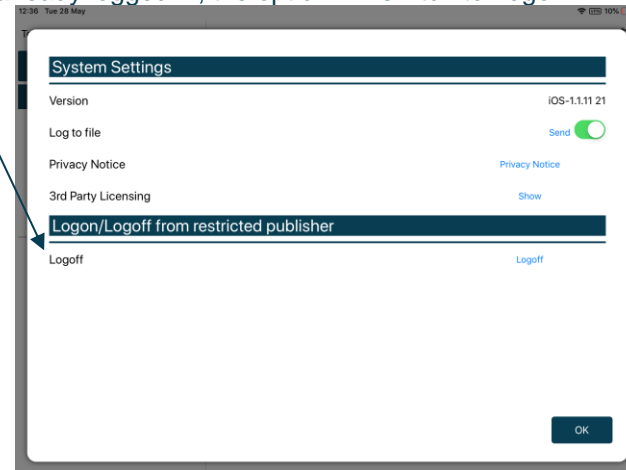
To access, **tap** the Settings icon at the top right of the home screen (main menu):



If you are not logged in, there will be an option to Logon:



If you are already logged in, the option will switch to Logoff:

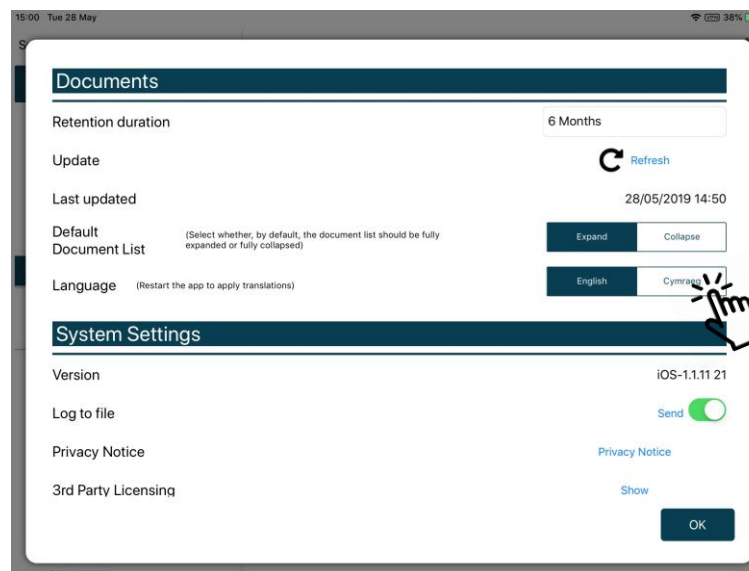


The app will also logoff users automatically when the app has been closed, when the device's screen saver has activated due to inactivity, or when the app has been open but has not registered any activity for two hours.

Welsh Language Version

A Welsh-language version of the app is available. When the app is opened for the first time, it will automatically select the default language you have set for your iPad.

To change the app's default language, open the **Settings** menu and **tap** Cymraeg in the Language section, then **tap** OK.



Restart the app to apply the changes. The app will now open with Welsh as the default language, regardless of your iPad's default language settings.

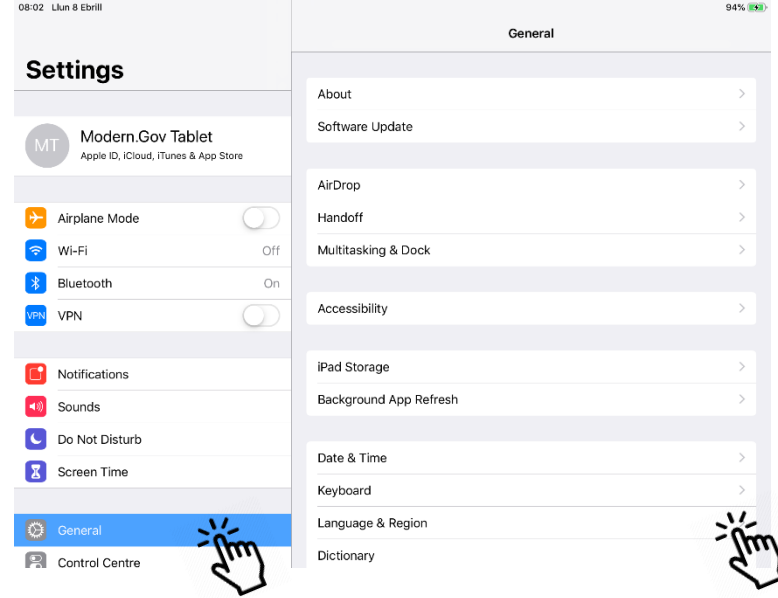
(Important note: documents published to the Modern Gov app will still appear in the language in which they were originally published. If they were originally published in English, they will still appear in English.)

If you wish to change your iPad's default language, close the ModernGov app and **open the iPad Settings**, then follow these steps:

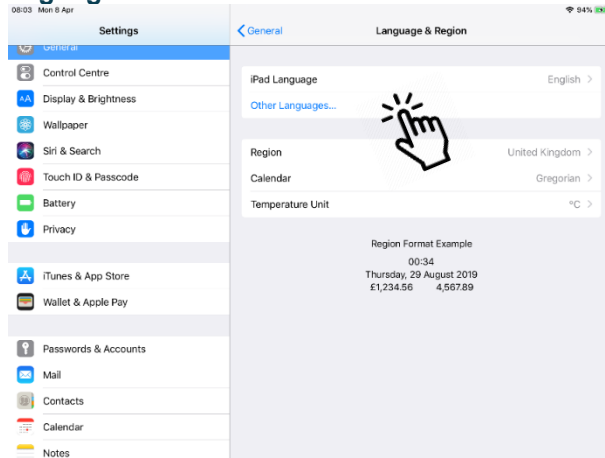
Tap the **iPad's Settings** icon:



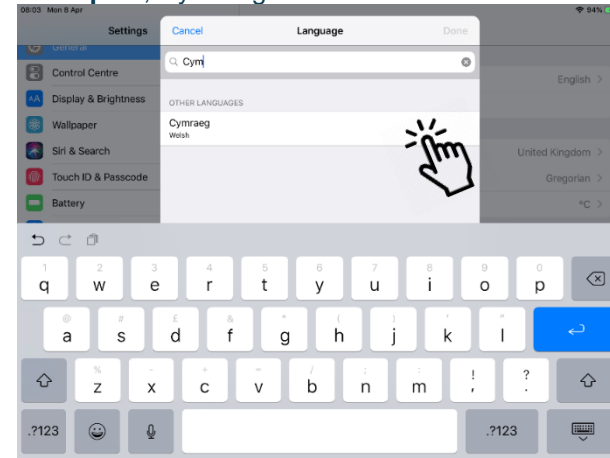
Select **General** (on the left) and then **Language & Region** (on the right):



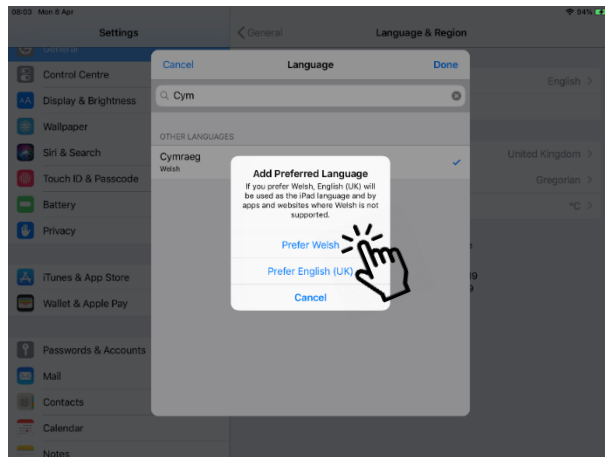
Tap **Other Languages**:



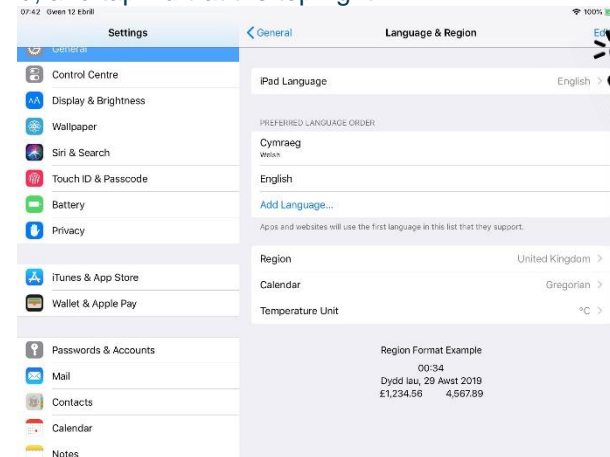
Search for, then **tap** on, Cymraeg:



Select Cymraeg as the preferred language:



If you wish to switch to another language, or to change your default language preference, return to the **iPad Settings**, open the **Language & Region** menu, and tap **Edit** at the top right:



Document Control:				
Version:	Author:	Date:	Comments:	Status:
5.0	Holly Adams	31 May 2019	Application of Civica branding	Complete
5.1	Holly Adams	7 June 2019	Updated cover image	Complete

Agenda Item 7

Chairman's Events June

Date	Event	Venue	Attending
Sunday 23 June	Southend on Sea Annual Civic Service	St Margaret's o Antioch Church, Leigh on Sea	Vice Chairman of Council
Monday 24 June	Basildon BC Annual Civic Service	St Martin of Tours Church, Basildon	Vice Chairman of Council
Monday 24 June	Armed Forces Day		
Friday 28 June	eNgage 19	The Spotlight Theatre, Hoddesdon	Chairman of Council
Saturday 29 June	CRY Screen Event	Grange Farm	Chairman & Vice Chairman of Council
Saturday 29 June	Colchester Garrison Show	Abbey Field, Colchester	Chairman of Council
Saturday 29 June	Harlow Carnival	Market Square, Harlow	Chairman of Council
Monday 1 July	Grand Final Jack Petchey Speak Out Challenge	Cambridge Theatre, London	Chairman of Council
Friday 5 July	High Sheriff of Essex Garden Party	Maldon	Chairman of Council
Monday 8 May	Premier of We R Safe EF Youth Council Project	Civic Offices	Chairman of Council

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EPPING FOREST DISTRICT COUNCIL

Notification of Call-In of Portfolio Holder Decision under Paragraphs 45-52 of Article 6 (Overview & Scrutiny) of the Constitution

This form must be signed and completed and the original returned to the Proper Officer in person no later than the fifth working day following the publication of the decision to be called-in

Decision to be called-in:
Decision reference:
Portfolio:
Description of decision:
Reason for call-in

Members requesting call-in
(3 members of the Overview and Scrutiny Committee or 5 other members)

Members Name:	Signed:
Lead member:	
Office Use Only: Date Received:	

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