



ZZ TEST COMMITTEE (FOR OFFICE USE ONLY)

**Meeting to be held in Civic Hall, Leeds on
Tuesday, 17th September, 2024
at 12.30 pm**

MEMBERSHIP

Councillors

K.Hopps (Chair)

Smith

Elsafi

A G E N D A

Item No	Ward	Item Not Open		Page No
1			MINUTES To confirm the minutes of the Test Meeting held on 17 th August 2024	
2			DECLARATIONS OF INTEREST To receive any declarations of interest from Members	
3			COMMUNICATIONS To receive such communications as Lady Katie, the Leader, Members of the Executive Board or the Chief Executive consider appropriate.	
4			DEPUTATIONS To receive deputations in accordance with Council Procedure Rule 10	
5			REPORTS To consider reports as follows (the Chief Executive Lady Maie considers that these reports are appropriate to be received at this meeting in accordance with Council Procedure Rule 2.2(f))	
6			RECOMMENDATIONS OF THE STANDARDS COMMITTEE To consider the report of the Assistant Chief Executive (Corporate Governance) on recommendations of the Standards Committee	5 - 34
7			MODERN GOV REPORT OFFICE To receive the minutes in accordance with Council Procedure Rule 2.2(o)	



Setting up the Constitution as Committee

Support Email: moderngovsupport@civica.co.uk
Helpdesk No: 01730 895777

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1 Overview

This manual describes the process for Organisations that wish to set up their Constitution as a Meeting, rather than using the Library folders.

The process involves setting up a specific webpage link for the Constitution on the navigation toolbar.

You are here: Meetings, agenda, minutes

Meetings, agendas and minutes

- [Browse the agenda/minutes](#)
- [Search documents](#)

[Calendar](#)

[Committees](#)

[Constitution](#)

[Consultations](#)

[Decisions](#)

2 Constitution Display Options

There are two options for displaying the Constitution, as shown in the following examples.

2.1 Singular Meeting

A link pointing to a singular meeting, please note the following example via the link and screen shot below.

Wigan Constitution webpage:

<http://democracy.wigan.gov.uk/ieListDocuments.aspx?CId=352&MId=2756&Ver=4&Info=1&a=1>

Wigan Council

Resident Business Council

Home / Council / Councillors and Committees / Meetings, agendas and minutes

Information

Constitution
Wednesday, 24th May, 2017

- Frontsheet PDF 84 KB
- Document pack PDF 4 MB

No.	Item
1.	Front page PDF 18 KB
1a	Summary and Explanations: PDF 60 KB
2.	Articles Of The Constitution
	Article 1 The Constitution PDF 6 KB
	Article 2 Composition and Eligibility PDF 56 KB
	Article 3 Citizens and the Council PDF 97 KB
	Article 4 The Full Council PDF 60 KB

IN THIS SECTION

- Councillors and Committees
- Meetings, agendas and minutes
- Calendar
- Committees
- Constitution
- Decisions
- Forward plans
- Forthcoming Decisions
- Meetings
- Outside bodies
- Parish councils
- Petitions
- Search Documents
- Your councillors
- Your MEP's
- Your MP's

If not planning to keep or publish a list of archived versions of the Constitution, the Singular Display option is recommended.

However, it is possible to retain archived versions in the system. Please see **Section 7 – Publishing the Constitution (Singular Meeting)** for more details.

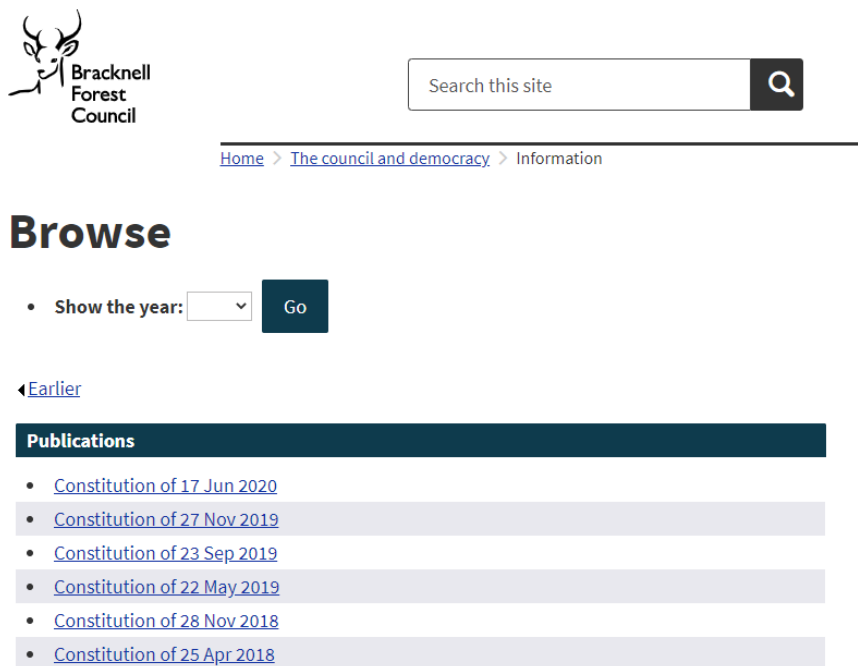
ConstitutionConstitution

2.2 List of Published Versions

A link pointing to a list of published versions, please note the following example via the link and screen shot below.

Bracknell Forest Constitution webpage:

<http://democratic.bracknell-forest.gov.uk/ieListMeetings.aspx?CId=527&info=1>



The screenshot shows the Bracknell Forest Council website. At the top left is the council's logo. To its right is a search bar with the text 'Search this site' and a magnifying glass icon. Below the search bar is a breadcrumb trail: 'Home > The council and democracy > Information'. The main heading is 'Browse'. Below it is a 'Show the year:' dropdown menu with a 'Go' button. A link 'Earlier' is visible. A section titled 'Publications' contains a list of six links, each representing a different version of the constitution with its date.

Bracknell Forest Council

Search this site

[Home](#) > [The council and democracy](#) > [Information](#)

Browse

• Show the year: Go

[Earlier](#)

Publications

- [Constitution of 17 Jun 2020](#)
- [Constitution of 27 Nov 2019](#)
- [Constitution of 23 Sep 2019](#)
- [Constitution of 22 May 2019](#)
- [Constitution of 28 Nov 2018](#)
- [Constitution of 25 Apr 2018](#)

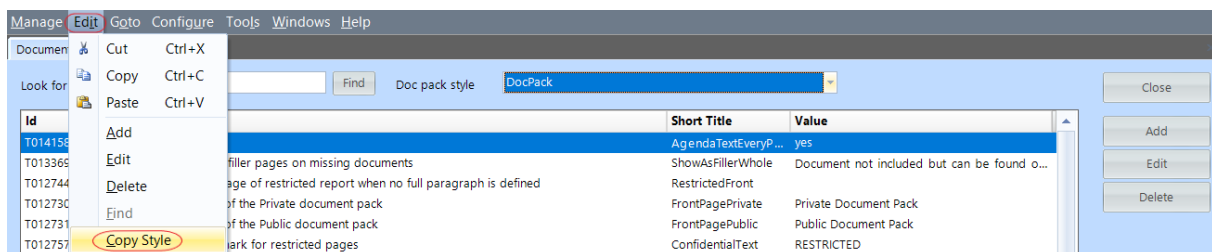
If using this option, a list of archived/older published versions will be visible to members of the public.

3 Constitution Settings

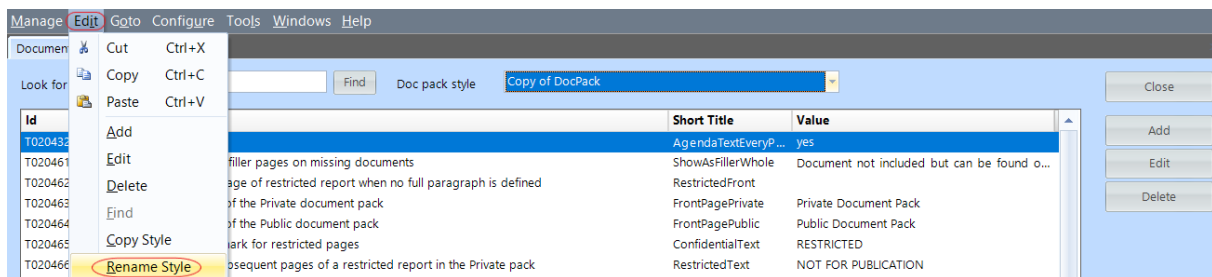
3.1 Constitution Doc Pack Style

It is recommended to set up a doc pack style which will ensure that when the Constitution is merged no agenda item headings, etc, are listed within the document. Additionally, a new template may also be required for the Constitution. Please contact Support if assistance is required with this.

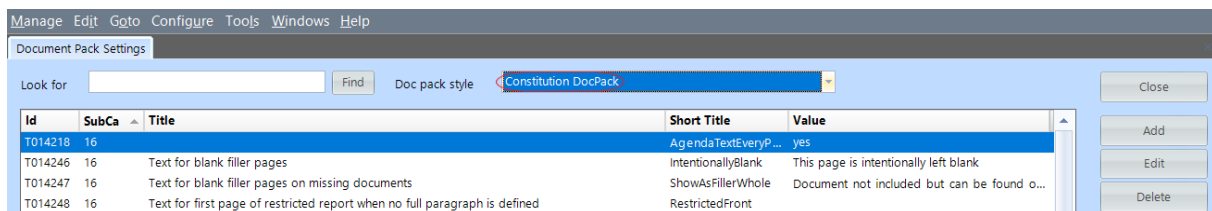
Click **Configure**, followed by **Advanced**, and **Doc Pack Styles**. The original Doc Pack Style should be listed within the Doc Pack Style field (do not amend this version). Click **Edit** (from the top menu), followed by **Copy Style**.



Click **Edit** (from the top menu), followed by **Rename Style**



Name the Doc Pack Style **Constitution DocPack**.



ConstitutionConstitution

Select the item with the Short Title **FrontPagePrivate**, click **Edit**, delete the **Value** text and click **OK**.

The 'Edit' dialog box shows the following fields:

- Description:** Text for front of the Private document pack
- Title:** FrontPagePrivate
- Value:** (Empty text box, circled in red)

Buttons: OK (circled in red), Cancel.

Select the item with the Short Title **FrontPagePublic**, click **Edit**, delete the **Value** text and click **OK**.

The 'Edit' dialog box shows the following fields:

- Description:** Text for front of the Public document pack
- Title:** FrontPagePublic
- Value:** (Empty text box, circled in red)

Buttons: OK (circled in red), Cancel.

Select the item with the Short Title **AIAgendaItem**, click **Edit**, delete the **Value** text. Alternatively, from 'Agenda Item' add 'Part' before %x if you want to keep Part 1, etc on each new document. Click **OK**.

The 'Edit' dialog box shows the following fields:

- Description:** Header for normal agenda item (%x is agenda item number, %r is the attachment reference)
- Title:** AIAgendaItem
- Value:** (Empty text box, circled in red)

Buttons: OK (circled in red), Cancel.

Once the settings have been amended click **Close**.

The 'Document Pack Settings' window shows a table of document pack settings. The 'Close' button is circled in red.

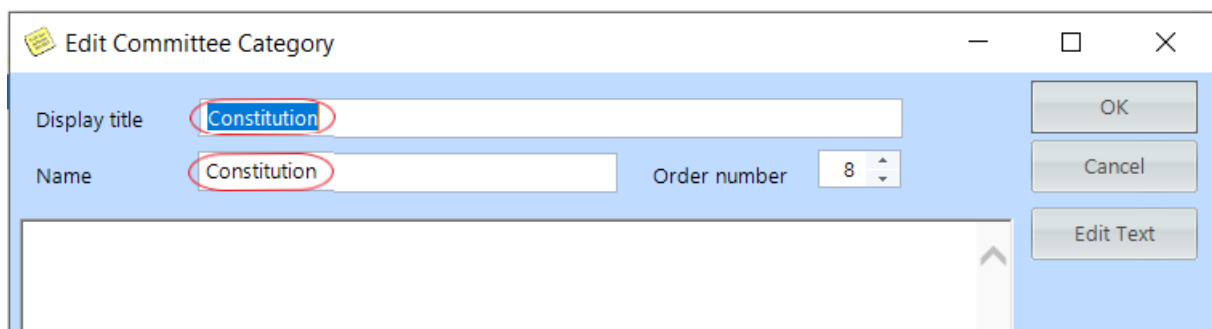
Id	SubCa	Title	Short Title	Value
T014218	16		AgendaTextEveryP...	yes
T014246	16	Text for blank filler pages	IntentionallyBlank	This page is intentionally left blank
T014247	16	Text for blank filler pages on missing documents	ShowAsFillerWhole	Document not included but can be found o...
T014248	16	Text for first page of restricted report when no full paragraph is defined	RestrictedFront	

3.2 Constitution Committee Category

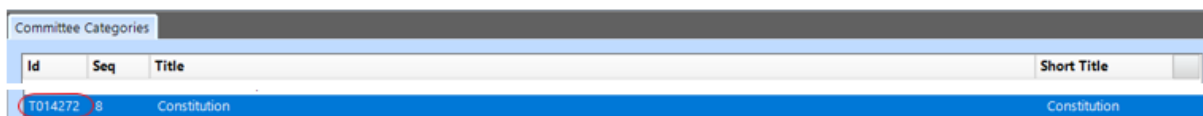
Click **Configure**, followed by **Committee Categories** and **Add**.



Type **Constitution** in the **Display Title** and **Name** and click **OK**.

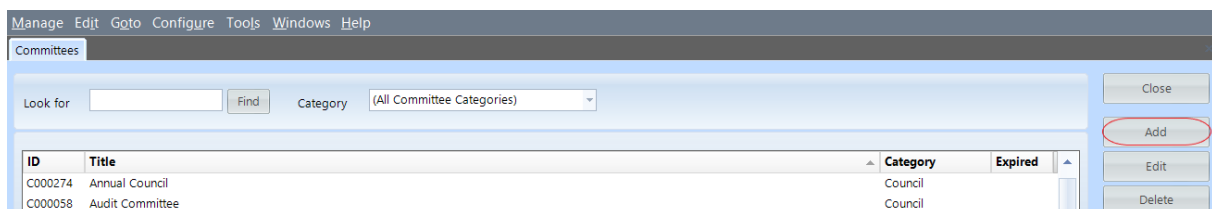


Make a note of the **Committee Category ID** (as Support will need to know this).



3.3 Constitution Committee

Click **Configure**, followed by **Committees** and **Add**.



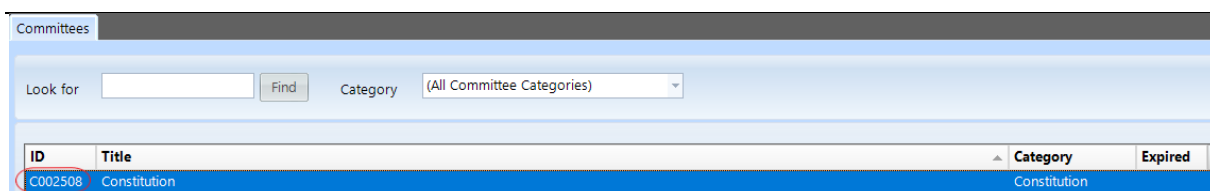
ConstitutionConstitution

Type **Constitution** in the **Title**, set the **Visibility** to **Private** (remember, this will need to be changed to public once the navigation links have been set up), set up the **Support Group** and **Editors Group**, as required, and set the **Category** to **Constitution**.

Please note that members/distribution lists can also be added to the Constitution Committee in order to notify individuals of newly published versions. Please refer to the **Administration manual** for further guidance.

Select the **Styles Tab**, then in the **Agenda pack style field** select the **Constitution DocPack** and click **OK**.

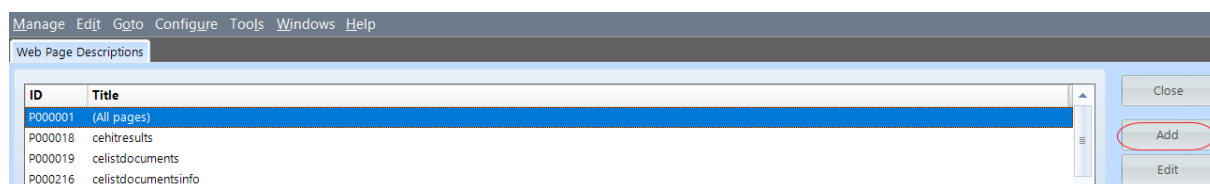
Make a note of the **Committee ID** (as Support will need to know this).



ID	Title	Category	Expired
C002508	Constitution	Constitution	

3.4 Constitution Webpage

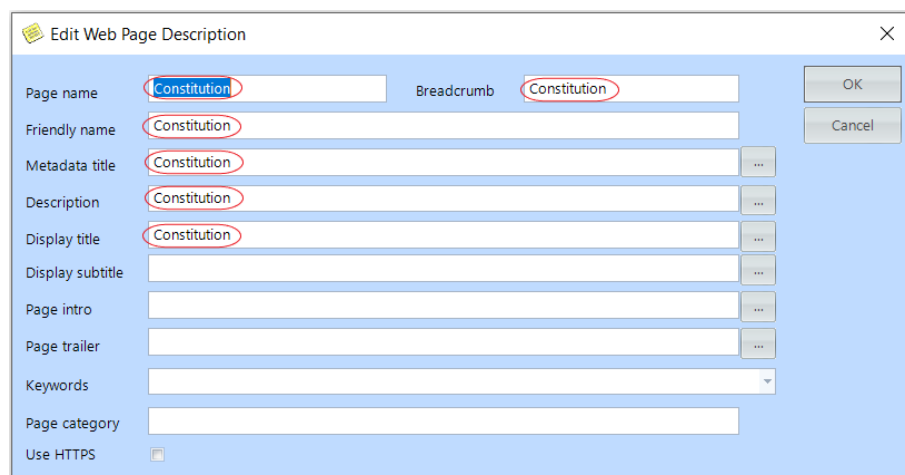
Click **Configure**, followed by **Advanced**, click **Web Page Descriptions** and click **Add**.



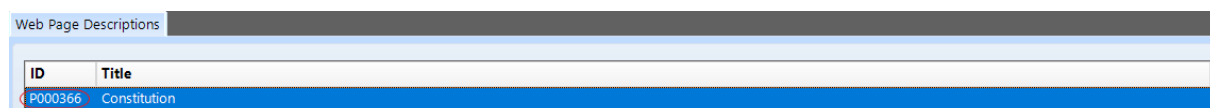
ID	Title	Expired
P000001	(All pages)	
P000018	cehitresults	
P000019	celistdocuments	
P000216	celistdocumentsinfo	

Type **Constitution** into the following fields and click **OK**:

- Page name
- Breadcrumb
- Friendly name
- Metadata title
- Description
- Display Title



Make a note of the **Web Page ID** (as Support will need to know this).



ID	Title	Expired
P000366	Constitution	

Please notify Support when ready to have the Constitution links switched on in the Navigation List, and provide them with the **Committee Category ID**, **Committee ID** and **Web Page ID**. Please note that if publishing the Constitution as a Singular Version the Support Team will also require the **Meeting ID** (which can be viewed in the Manage Meetings > Edit Meeting screen).

ConstitutionConstitution

English Issue Manager .NET [Edit Meeting 01/06/2019, Constitution, M23789]

Manage Edit Goto Configure Tools Windows Help

Manage Meetings Meeting: 01/06/2019

Date	01/06/2019	Time	00:00	Planned finish	00:00	Status	Confirmed	OK
Started	00:00	Finished	00:00	Pre-meeting			00:00	Delete

4 Publishing the Constitution

Click **Manage** followed by **Manage Meetings** and select the **Constitution Committee** from the **Committees** drop down list, then click **Add Meeting**.

Set the **Date**, and set the **Time** as 00:00, then click **OK**.

Remember, for a Singular Published Version of the Constitution, to make a note of the **Meeting ID** (as Support will need to know this).

Click **View Agenda**.

ConstitutionConstitution

Click **Add Item**.

Manage Meetings Agenda: 01/05/2019

Agenda Items

No	Title	Access	Docs	Draft

Outstanding Items Agenda Item Details Supplements

Show items This committee only

Prefer Date Create Date Title

Close Merge Create Pack Publish Add Item Edit Item Edit Document

Add the Constitution heading in the **Title field**, and set the **Issue type field** to Non-Key – Low. If required, click **Add Document**.

Manage Meetings Agenda: 01/05/2019 Agenda Item

Item 1 For Decision Issue type Non-key - Low Show in minutes? ☒

Author Footnote marker Start at Duration mins

Ward Access Inherited

Issue Keywords

Title Part 1 - Introduction

Agenda Text Decision Text Minute Text Declarations Recorded Votes Other Documents Actions Restricted Media

Edit Text

Ite	Title	Pages	Access

Add Document Edit Details Edit Document

The Add Document panel will open. Click **Browse Files...**. Search and select the relevant section of the Constitution, then click **Open**. Type in an appropriate **Document title** and click **OK**.

Add Document

Document title
Part 1 - Introduction

Document path
C:\Users\amanda.taylor\Desktop\Manda\Report Documents\Harmony.pdf

☐ Is in draft form? Reference

☐ Is late? Access

☐ Show on facing page? Reason restricted

☐ Include in minutes pack (not Agenda) ?

OK
Cancel
Browse Files...
Browse Meetings
Browse Reports...
Less...

Click **OK** to save the item.

Manage Meetings Agenda: 01/05/2019 Agenda Item

Item 1 For Decision Issue type Non-key - Low Show in minutes? ☒

Author Footnote marker Start at Duration mins

Ward Access

Issue Keywords

Title Part 1 - Introduction

Agenda Text Decision Text Minute Text Declarations Recorded Votes Other Documents Actions Restricted Media

Edit Text

Item	Title	Pages	Access
1	Part 1 - Introduction	0	Inherited

OK
Abandon
Load from Library
Less...
Add Document
Edit Details
Edit Document

Add any additional items, as required.

Manage Meetings Agenda: 01/05/2019

Agenda Items

No	Title	Access	Docs	Draft
1	Part 1 - Introduction	Inherited	1	

Outstanding Items Agenda Item Details Supplements

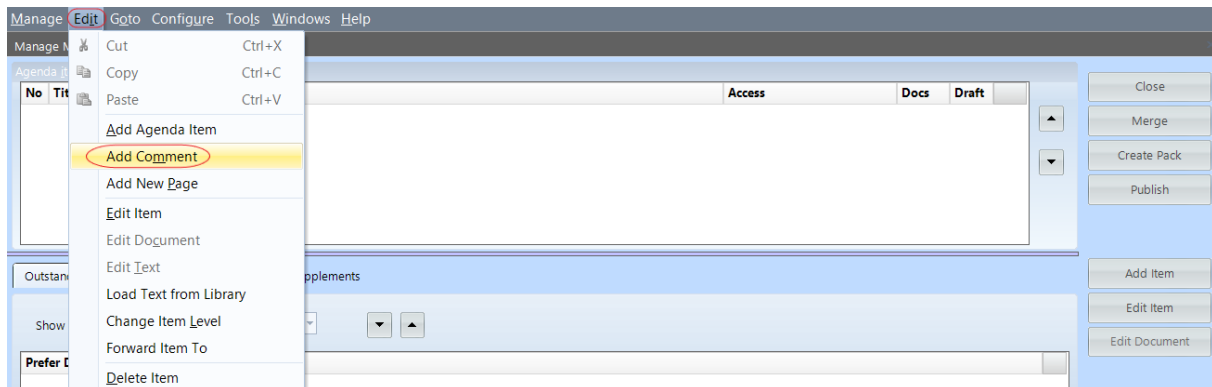
Show items This committee only

Prefer Date Create Date Title

Close
Merge
Create Pack
Publish
Add Item
Edit Item
Edit Document

Please note that Items without numbering can also be added by clicking **Edit** (top menu) followed by **Add Comment**.

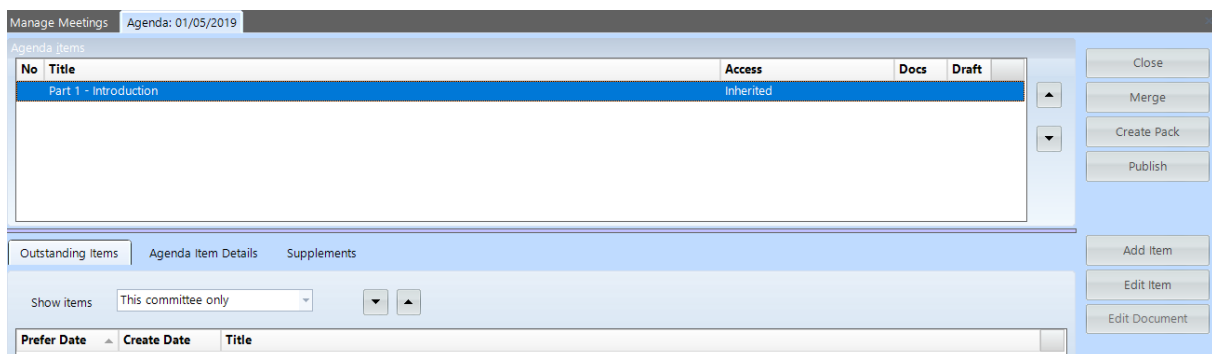
ConstitutionConstitution



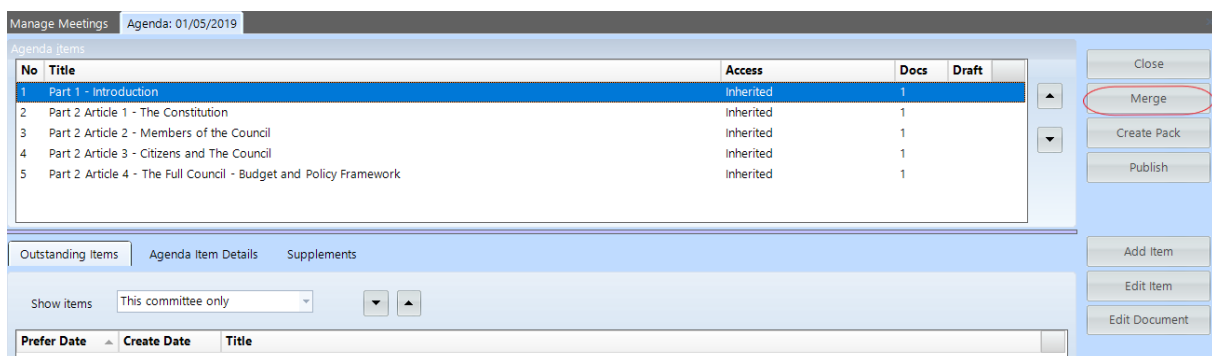
Type the Constitution heading in the **Title** field and click **OK**.



Continue adding Agenda Items/Comments until all Constitution sections have been added.



Once all sections of the Constitution have been added click **Merge**.



Select the relevant **Template** (Agenda Template) from the **Merge Template** drop down list and click **Start Merge**.

Merge Data into Document Template

Lose previous edits

☐

Count pages

☒

Start Merge

Merge template

Constitution

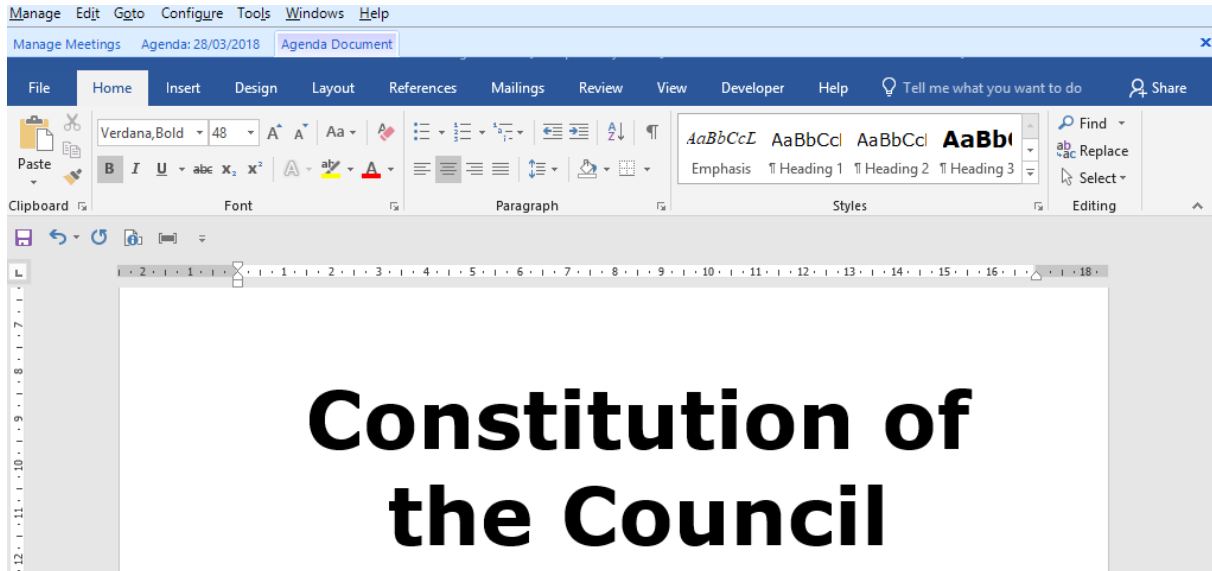
% Complete

0%

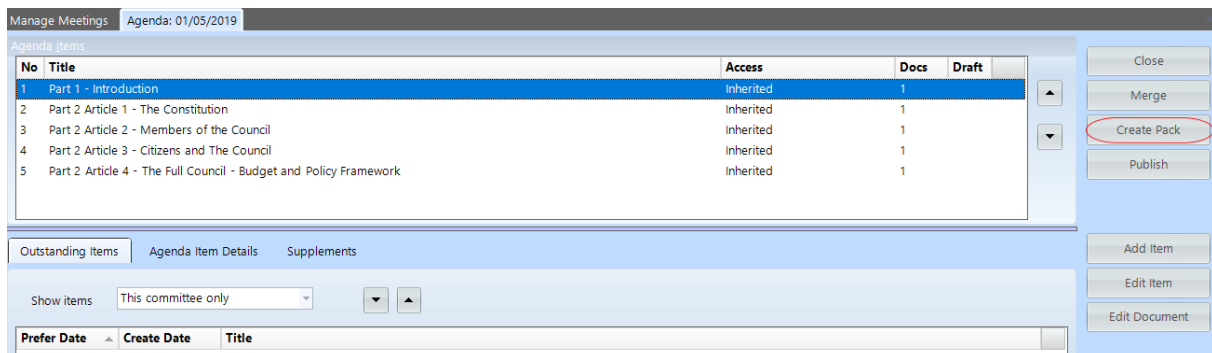
Messages

ConstitutionConstitution

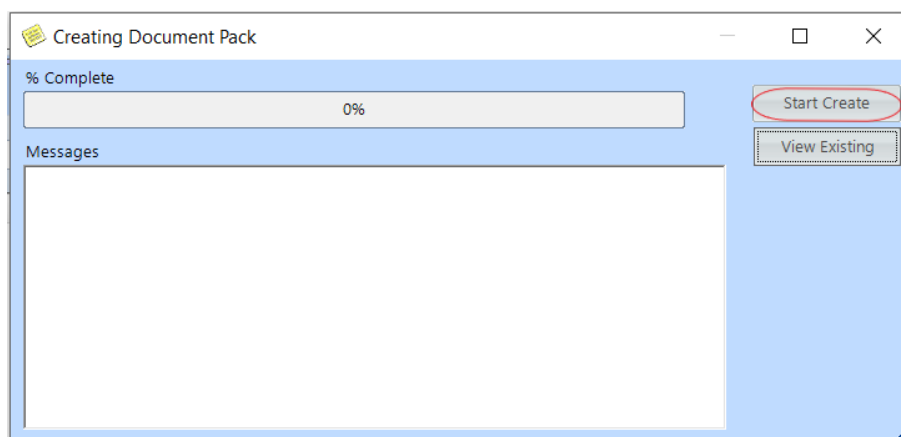
Check the document front sheet then close it.



Click **Create Pack**.

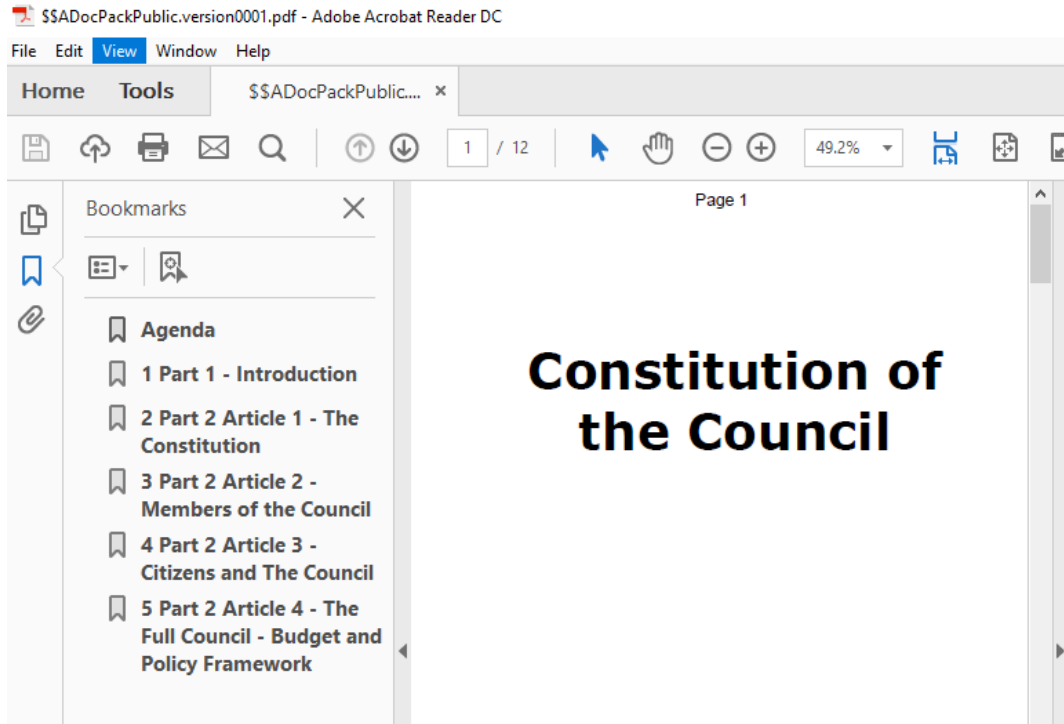


Click **Start Create**.

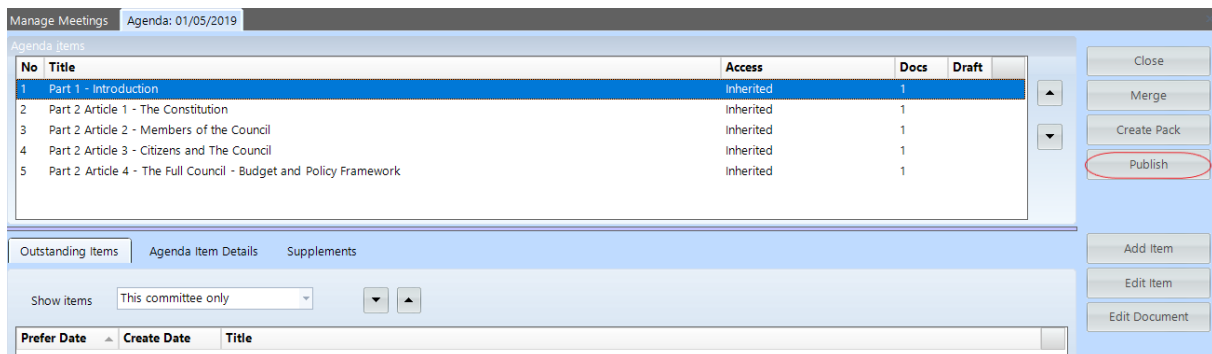


ConstitutionConstitution

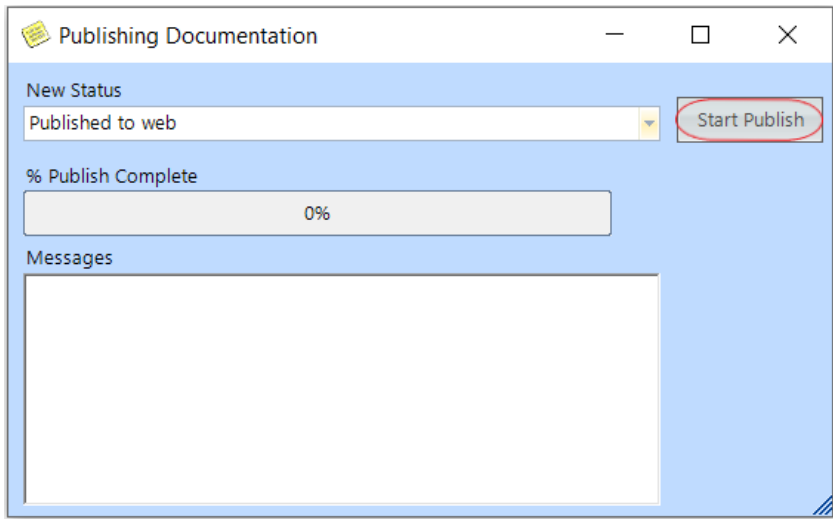
Check the document then close it.



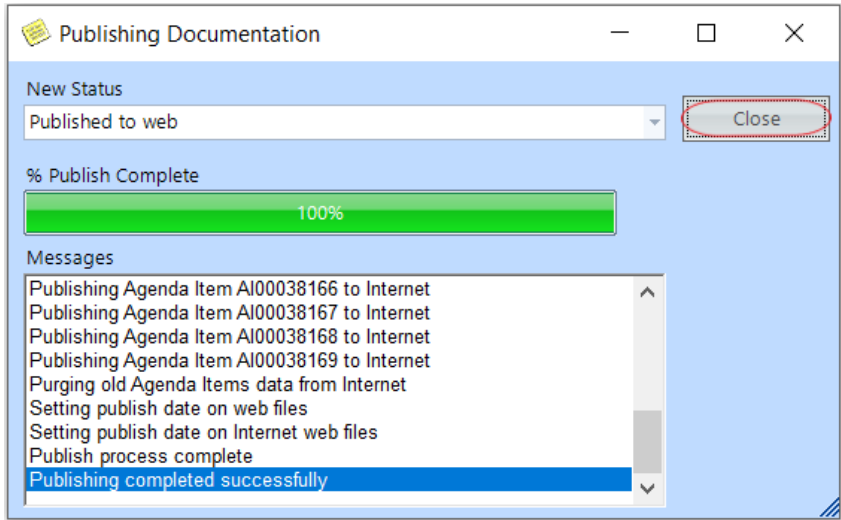
Click **Publish**.



Click **Start Publish**.



Click **Close**, then select **Yes** or **No** to the **Print Unit** and **Notify Users Prompts**, as required.



Please refer to the **Meeting Management manual** for further guidance on setting up a meeting.

ConstitutionConstitution

4.1 Updating the Constitution (as a Singular Version on the Web)

The website links have been set up to point directly to the published Constitution. Therefore, it is important, when updating the Constitution, not to affect the links.

Click **Manage**, followed by **Manage Meetings**, and select **Constitution** from the **Committees list**, then click **Add Meeting**.

Manage Meetings

Committee: Constitution

Between: 01/05/2019 and 30/04/2020

Matching Meetings: 1

Date	Agenda Status	Decision Sheet Status	Minutes Status	Status
01/05/2019, 00:00	Published to web	Does not exist	Does not exist	

Buttons on the right: Close, Find, Add Meeting (circled in red), Edit Meeting, Delete Meeting, View Agenda, View Decisions, View Minutes, Add Agenda Item.

Set the **meeting date** as the published Constitutions original publication date, set the **start time** as 00:00, add a **Special Title** i.e. Archived or Superseded, then click **OK**.

Meeting: 01/06/2019

Date: 01/05/2019 Time: 00:00 Planned finish: 00:00 Status: Confirmed

Started: 00:00 Finished: 00:00 Pre-meeting: 00:00

Room: Booked: ☐

Location: Contact: Special title: Archived Comment: Access: Public access Attendee order: Alphabetic

Buttons on the right: OK (circled in red), Delete, Find Room, Print Attendees, Print Labels, Check Clashes, Add Attendee, Edit Attendee, Delete Attendee.

Name	Busy	Role	Party	Attendance	Representing
------	------	------	-------	------------	--------------

Select the newly added meeting and click **View Agenda**.

Manage Edit Goto Configure Tools Windows Help

Manage Meetings

Committee: Constitution

Between: 01/05/2019 and 30/04/2020

Matching Meetings: 2

Date	Agenda Status	Decision Sheet Statu	Minutes Status	Status
01/05/2019, 00:00	Published to web	Does not exist	Does not exist	
01/05/2019, 00:00	Under construction	Does not exist	Does not exist	Archived

Close

Find

Add Meeting

Edit Meeting

Delete Meeting

View Agenda

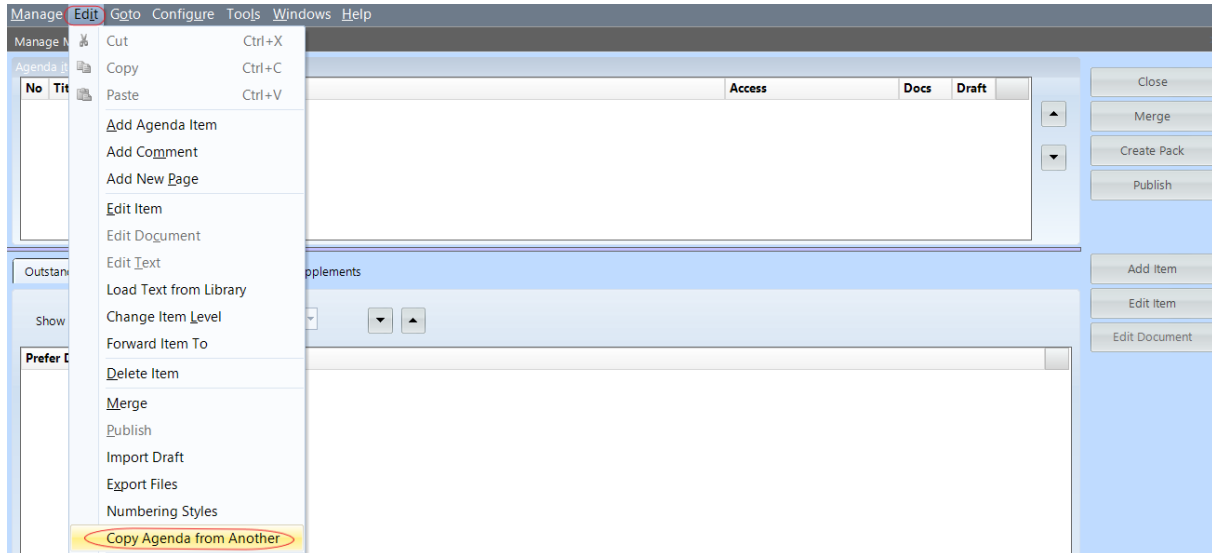
View Decisions

View Minutes

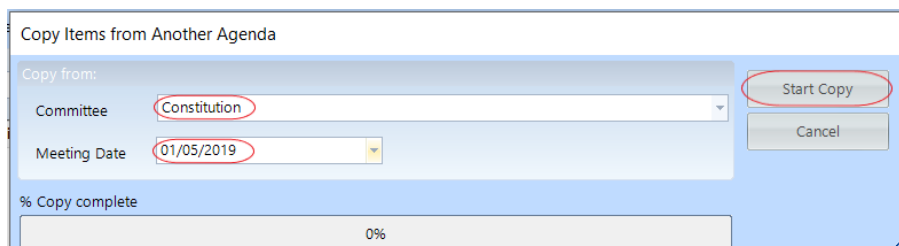
Add Agenda Item

ConstitutionConstitution

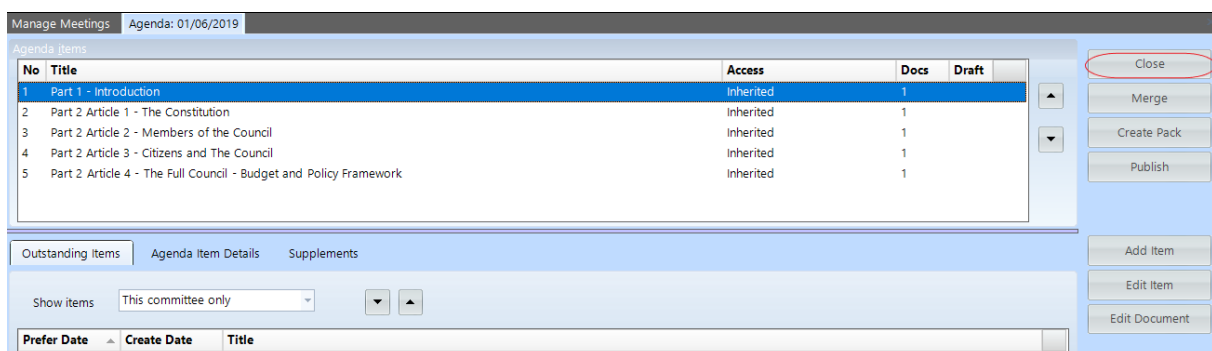
Click **Edit** (from the top menu), followed by **Copy Agenda from Another**.



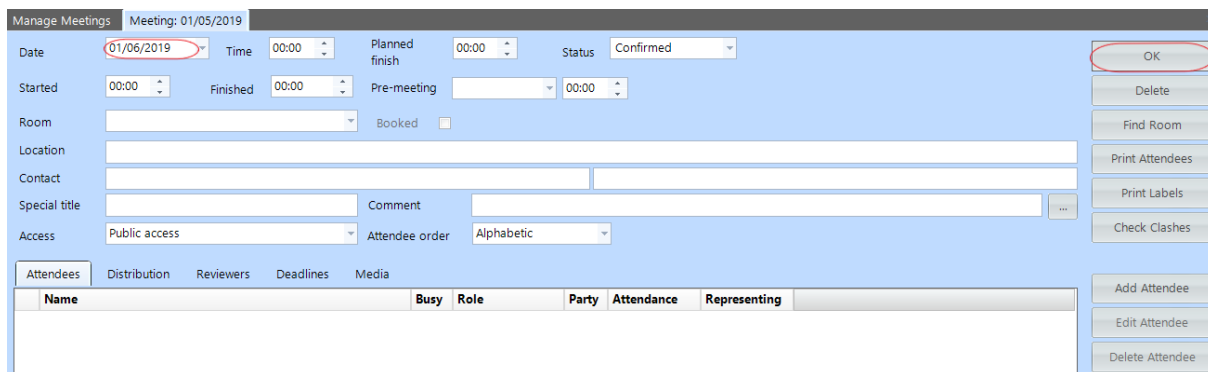
Select the **Constitution Committee**, select the **date** of the published Constitution, and click **Start Copy**.



Click **Close**.

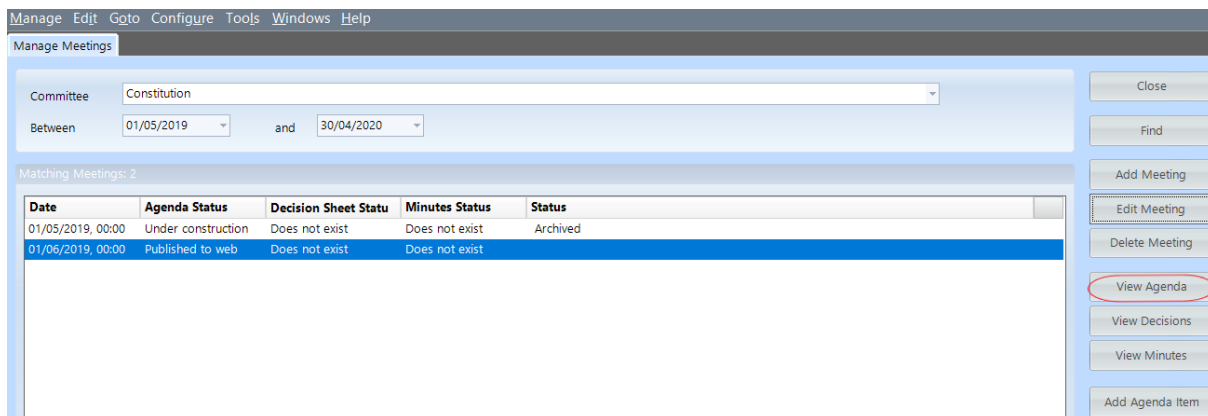


Select the meeting with the Published Constitution, click **Edit Meeting** and change the date to the new date of publication, then click **OK**.



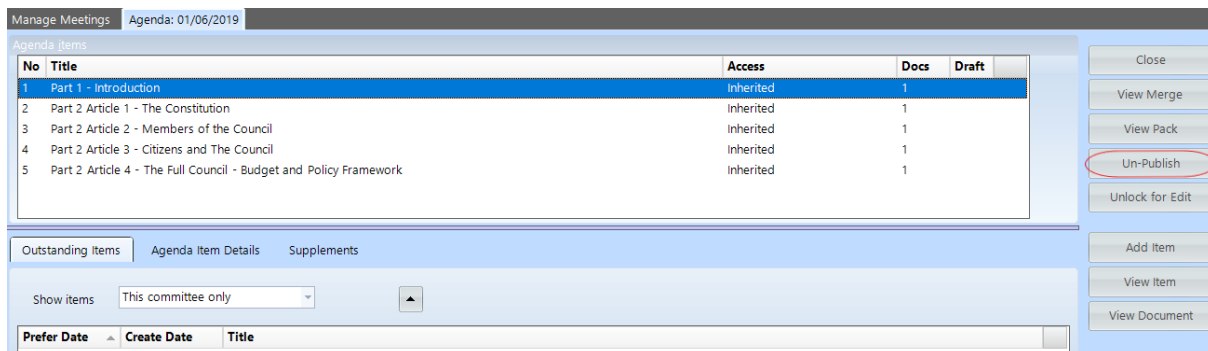
Click **Yes** or **No** to the **Meeting Date Changed** and the **Notify Users Prompts**, as required.

Select the meeting with the Published Constitution and click **View Agenda**.



Date	Agenda Status	Decision Sheet Status	Minutes Status	Status
01/05/2019, 00:00	Under construction	Does not exist	Does not exist	Archived
01/06/2019, 00:00	Published to web	Does not exist	Does not exist	

Click **Unlock for Edit**, make the required amendments, merge, pack and re-Publish the Constitution.



No	Title	Access	Docs	Draft
1	Part 1 - Introduction	Inherited	1	
2	Part 2 Article 1 - The Constitution	Inherited	1	
3	Part 2 Article 2 - Members of the Council	Inherited	1	
4	Part 2 Article 3 - Citizens and The Council	Inherited	1	
5	Part 2 Article 4 - The Full Council - Budget and Policy Framework	Inherited	1	

ConstitutionConstitution

Once the new link has been added to the Navigation List, click on it to display the Consitution, as follows:

You are here: Meetings, agenda, minutes

Meetings, agendas and minutes

- [Browse the agenda/minutes](#)
- [Search documents](#)

[Calendar](#)

[Committees](#)

[Constitution](#)

[Consultations](#)

[Decisions](#)

Information

Constitution Saturday 1st June 2019

- [Frontsheet](#)  PDF 220 KB

Items

No.	Item
1.	Part 1 - Introduction  PDF 18 KB
2.	Part 2 Article 1 - The Constitution  PDF 18 KB
3.	Part 2 Article 2 - Members of the Council  PDF 18 KB
4.	Part 2 Article 3 - Citizens and The Council  PDF 18 KB
5.	Part 2 Article 4 - The Full Council - Budget and Policy Framework  PDF 18 KB

4.2 Updating the Constitution (as a List of Published Versions on the Web)

The website links have been set up to point to the list of published versions of the Constitution.

Click **Manage**, followed by **Manage Meetings**, and select **Constitution** from the **Committees list**, then select the most recently published Constitution meeting, click **Edit Meeting**.

Manage Edit Goto Configure Tools Windows Help

Manage Meetings

Committee: Constitution

Between: 01/05/2019 and 30/04/2020

Matching Meetings: 1

Date	Agenda Status	Decision Sheet Status	Minutes Status	Status
01/05/2019, 00:00	Published to web	Does not exist	Does not exist	

Buttons: Close, Find, Add Meeting, **Edit Meeting**, Delete Meeting, View Agenda, View Decisions, View Minutes, Add Agenda Item

Add a **Special Title** i.e. Archived or Superseded, then click **OK**.

Manage Meetings Meeting: 01/05/2019

Date: 01/05/2019 Time: 00:00 Planned finish: 00:00 Status: Confirmed

Started: 00:00 Finished: 00:00 Pre-meeting: 00:00

Room: Booked: ☐

Location:

Contact:

Special title: **Archived** Comment:

Access: Public access Attendee order: Alphabetic

Buttons: OK, Delete, Find Room, Print Attendees, Print Labels, Check Clashes, Add Attendee, Edit Attendee, Delete Attendee

Name	Busy	Role	Party	Attendance	Representing
------	------	------	-------	------------	--------------

Click **Add Meeting**.

Manage Edit Goto Configure Tools Windows Help

Manage Meetings

Committee: Constitution

Between: 01/05/2019 and 30/04/2020

Matching Meetings: 1

Date	Agenda Status	Decision Sheet Status	Minutes Status	Status
01/05/2019, 00:00	Published to web	Does not exist	Does not exist	

Buttons: Close, Find, **Add Meeting**, Edit Meeting, Delete Meeting, View Agenda, View Decisions, View Minutes, Add Agenda Item

Set the **meeting date**, set the **start time** as 00:00, and click **OK**.

Manage Meetings Meeting: 01/05/2019

Date: 01/06/2019 Time: 00:00 Planned finish: 00:00 Status: Confirmed

Started: 00:00 Finished: 00:00 Pre-meeting: 00:00

Room: Booked ☐

Location:

Contact:

Special title: Comment:

Access: Public access Attendee order: Alphabetic

Buttons: OK, Delete, Find Room, Print Attendees, Print Labels, Check Clashes, Add Attendee, Edit Attendee, Delete Attendee

Select the newly added meeting and click **View Agenda**.

Manage Meetings

Committee: Constitution

Between: 01/04/2019 and 30/04/2020

Matching Meetings: 2

Date	Agenda Status	Decision Sheet Status	Minutes Status	Status
01/05/2019, 00:00	Under construction	Does not exist	Does not exist	Archived
01/06/2019, 00:00	Does not exist	Does not exist	Does not exist	

Buttons: Close, Find, Add Meeting, Edit Meeting, Delete Meeting, View Agenda, View Decisions, View Minutes, Add Agenda Item

Click **Edit** (from the top menu), followed by **Copy Agenda from Another**.

Manage Meetings Edit Goto Configure Tools Windows Help

Manage Meetings

Buttons: Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Add Agenda Item, Add Comment, Add New Page, Edit Item, Edit Document, Edit Text, Load Text from Library, Change Item Level, Forward Item To, Delete Item, Merge, Publish, Import Draft, Export Files, Numbering Styles, Copy Agenda from Another

ConstitutionConstitution

Select the **Constitution Committee**, select the **date** of the published Constitution, and click **Start Copy**.

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