



Committee Services Suite

Streamlining the process of committee support and enhancing the efficiency of governance for local authorities

Iken Business has worked with Committee Services teams to simplify and speed up the production of agendas, minutes and action lists and to provide electronic communication between stakeholders.

Committee Services plays a pivotal role in today's Local Government as the communication interface supporting council leadership through the democratic process and ensuring that decision-making is conducted in a proper, efficient and effective manner. The Committee Services function often takes on additional duties including support for Monitoring Officers and committees that are not specifically part of the local authority such as advisory committees.

As demand for the service increases, so the risk of workload exceeding capacity to deliver becomes a real issue. As a consequence, modernisation of the Committee Services function is a widely stated objective of Local Authorities. Many authorities are looking to increase the use of electronic communication in order to improve the level of information available to Members, to enhance the workflow process of preparing committee documents and to make efficiency savings by reducing the need for paper, photocopying and postage.

Iken's Committee Services Suite is highly flexible and meets the needs of a variety of Committee Service functions regardless of their procedural structure. The software has been designed specifically to meet the Government timelines for Committee agendas and minutes in addition to Government e-publishing targets.

The bottom line

Iken's Committee Services Suite delivers cashable efficiency savings and improves quality of service by dramatically reducing the amount of time spent managing committee papers.

FEATURES AT A GLANCE

- **Contact database** contains committee member details to pre-populate communication templates (documents and emails)
- **Shared working with secure links** means that Committee officers are able to access appropriate documents and securely review and amend
- **Specific workflows** provide committee meeting schedule support, with automated timelines and reminders for key dates such as agenda publication 5 days prior to the meeting etc
- **Intelligent scheduling** with integrated calendars and the ability to easily manipulate the schedule as appropriate
- **Automatic preparation of committee documents** including agendas, final recommendations, meeting summaries, minutes and actions, all automatically prepared and drafted with the ability for an administrator to easily manipulate (amend, add, delete) prior to publication
- **Monitoring and reporting** provides the ability to track on-time report delivery and other actions, and provide data to support capacity planning and budget acquisition





BENEFITS OF IKEN FOR COMMITTEE SERVICES

- **Maximum time efficiency**

Committee meeting agendas, summaries, minutes and action plans are electronically assembled using standard documents and reports to significantly reduce the time taken for initial document production. Shared electronic review and amendment by both Committee Administrators and by other appropriate local authority officers dramatically reduces the time required for review cycles

- **Reduced risk**

Automated document assembly reduces the reliance on "copying and pasting" from one document to another. Automated indexing and pagination of reports enables report items to be easily added, amended or deleted increasing accuracy and helping to eliminate errors

- **Increased resilience to staff absence**

Iken's Committee Services Suite is suitable for all types of committee meetings helping to facilitate shared working environment with stream lined processes. Using standard procedures across the Committee Services team, within a shared electronic repository, enables teams to answer enquiries when colleagues are absent and easily cover for fluctuations in staffing levels due to holidays and sickness

- **Reduced cost and enhanced distribution**

The central e-repository and electronic distribution of committee documents eliminates paper wastage and reduces print and paper cost. A variety of file formats including MS Word and PDF provide appropriate security and flexibility for distribution. Iken's additional redaction product can offer enhanced data protection for sensitive information if required

About Iken Business Ltd

With headquarters in Bristol, UK, Iken Business Ltd is a leading supplier in information management solutions for public and private sector legal, para-legal, corporate governance and case management professionals.

Iken Business Ltd is committed to meeting the needs of committee service teams using intelligent IT solutions to enhance productivity.

CONTACT US FOR MORE INFORMATION ON

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OTHER IKEN PRODUCTS

Iken delivers a range of products for local authority back-office functions including the following systems and software:

- Iken Case Management for Legal Teams
- Iken Court Bundling
- Iken Scanning
- Iken Debt Recovery
- Iken Time Recording
- Integrated Redaction
- Integrated Digital Dictation
- Iken Deeds Management

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