

## How to use EGENDA

### What is EGENDA?

EGENDA is the Council's Committee Management and Information system which provides information regarding:

- Councillors and Committee Information
- Dates and times of meetings
- Agenda items, reports and Minutes
- Forward Plan and Executive Decisions
- Topic Alerting Registration
- On Line Petitions

All the above information can be viewed on Middlesbrough Council's Website at [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) by selecting the green About the Council tab. Select Councillors and Committees then Committee Documents and Information.

If you work for the local authority and you have been given specific access to the system then to log on to the system you will need to access the system by the following link:

<http://it-mc-egenda.mbrodom.net:81/aksmiddlesbrough/users>

You will be prompted to provide your Group id, your User name and your Password to access the system which will be issued by the system administrators.

You can access Egenda via your mobile phone by following the link below:

<http://democracy.middlesbrough.gov.uk/egenda/mobile>

In order to view the information contained within EGENDA the Council has produced this simple guide to help you navigate around the system.

### How to access EGENDA

Log on to Middlesbrough Council's Website at [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) by selecting the green About the Council tab. Select Councillors and Committees then Committee Documents and Information.

This will take you straight into a screen which shows a list of the Council Committees. If you click on the name of the Committee you would like to view it

will give you a list of dates of meetings for that particular Committee. If you click on the link to the date it will display the Agenda and any reports or minutes and access to any reports associated with a particular minute (unless the report is exempt).

### How to view historical Committee Agendas and Minutes

1. To view historical information click on the Committee first, Click on the blue hyperlink for the year you would like to view located at the bottom of the screen. Click on the date of the meeting listed under the heading of Minutes and this will take you into a view of all the agenda items and any associated reports. The recorded minutes of the meeting will be attached at the bottom of the agenda.
2. If the meeting that you are looking has been dissolved, it will be located under the list of Former Council Meetings. Click on the drop down list to locate the name of the Committee you would like to view and it will give you a list of dates of meetings for that particular Committee. If you click on the link to the date it will display the Agenda and any reports or minutes and access to any reports associated with a particular minute (unless the report is exempt).
3. To view historical information, Click on the blue hyperlink for the year you would like to view located at the bottom of the screen and it will give you a list of dates of meetings for that particular Committee. If you click on the link to the date it will display the Agenda and any reports or minutes and access to any reports associated with a particular minute (unless the report is exempt).

### How to view Councillor Information

1. Follow the instructions to access EGENDA. Select Councillors and committee information.
2. If you would like to view information about a particular Councillor click on the name of the Councillor. This will give you a picture of the Councillor with contact details for that particular Member with details of the Ward that the Councillor represents and the Councillor's political affiliation. It will also display a list of Committees and Outside Bodies of which the Councillor is a member. If you want to see which other Councillors are members of a particular committee ward or outside body, click on the name of the outside body or committee or ward.
3. If you do not know the name of the ward in which you live, please contact Electoral Registration on 01642 729771.

## How to view Ward Information

1. Follow the instructions to access EGENDA
2. You will see the view below

Members	Committees	Search	Ward Map
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3. Select the search button and you will see the following options:

Search for Members:

By Part of their Surname  
Or by Ward  
Or by Committee  
Or by Political Party

4. If you do not know the name of the ward in which you live, please contact Electoral Registration on 01642 729771.
1. Select Committees and a list of committees will be displayed.
2. You can now select any committee that you wish to view in detail. You can also view a list of the Councillors who are members of the committee and drill down to the Councillors contact details.

## How to view Single Member Executive Decisions

1. Follow the instructions to access EGENDA.
2. Select Executive Decisions.
3. You will see a list of the Executive decisions taken by Individual Executive Members where a meeting has not taken place. Details of decisions taken by an Individual Executive Member at an advertised meeting or by the full Executive or Executive Sub Committees will be listed under the Committees tab.
4. Select the decision record that you would like to view by clicking on the details button on the right hand side of that decision.

5. The full details of the decision will be displayed and any reports or appendices will be highlighted in blue text which means you are able to view the item by clicking on the blue text.
6. Select the back button to return to the original list of Executive decisions.

### How to view the Forward Plan

1. Follow the instructions to access EGENDA.
2. Click on Forward Plan.
3. A list of the Council's Key Decisions scheduled to be taken over the next four months will appear. Each of the listed decisions will have a details button to enable you to view more information about that particular decision.
4. Select the details button next to the decision that you would like to view.
5. Select the back button to return to the Forward Plan.

### How to view Forthcoming and recent meetings

1. Follow the instructions to access EGENDA.
2. Click on the What's new in meetings agendas and minutes.
3. A list of forthcoming and recent meetings will be displayed to include the name, the date, the time and the venue of the committee. You can view the list of meetings by week, month or year. If you click on the blue hyperlink of the date of the committee it will link to the agenda or minutes for that particular meeting. You may also view historical data for any particular committee from this view.

### How to register for Topic Alerts

By registering for Topic Alerts, members of the public may receive emails with information from published agendas relating to any item considered in a public meeting which may be of particular interest to them.

Each individual can select from a list of pre-determined Keywords relating to the reports being considered by the Council. A maximum of 8 Keywords can be selected.

The EGENDA system will match any published agenda which contains the selected Keywords and will email the individual meeting details including the relevant item/report which will be discussed at the Committee that the item is to be considered.

1. Follow the instructions to access EGENDA.
2. Select Topic Alerting Registration.
3. Follow the instructions for registration. Enter your email address, password details and select 'REGISTER'. You will receive an acknowledgement to confirm that the first stage of registration is complete.
4. Within 24 hours you should receive an email inviting you to select a maximum of 8 topics from a pre-determined list. Follow the instructions and click on the link, re-entering your password, selecting your preferred topics and pressing the submit button. You must select your topics within the first 7 days of your initial registration.
5. Your registration is now complete and you should begin to receive topic alerts for the list of topics you have selected.

## How to create and view On-Line Petitions

You may start a new petition or view or sign an existing petition by following the attached link: <http://democracy.middlesbrough.gov.uk/elps>

You can view existing petitions or sign existing petitions by searching for content or a keyword associated with the petition. Alternatively, you can view petitions by most popular, newly created, recently closed or closing shortly.

When you view the details of any petition that is still open for signature, you will be given the opportunity to sign it. However, you will only be allowed to sign the petition once.

Before you can create or sign a petition you must provide an email address. This helps verify identity and enables the Council to keep you informed regarding any actions that have been taken in response to the petition. Once you have supplied your email address you will be sent an email with a link in the message that will take you to a form to continue the creation or signing of a petition.

If you wish to manage a petition you have created or a petition you have signed you can obtain a list of the petitions involved by using the manage petitions and signings option on the side menu. You must provide an email address to use this facility.