

# How to use...



## To find out:

Democratic information regarding the Council, including:

- Councillor and Committee information
- Meeting Dates Agendas and Minutes
- Forward Plan
- Cabinet Decisions
- Officer Executive Decisions
- Topic Alerting Registration
- Ward Surgeries

All this is accessible on the Council's Website ([www.stockton.gov.uk](http://www.stockton.gov.uk)) under the heading of Councillors and Council Meeting Information.

This information is published via our E-genda system; and the purpose of this guide is to highlight how, by using this system you can access this wealth of information regarding local democracy.

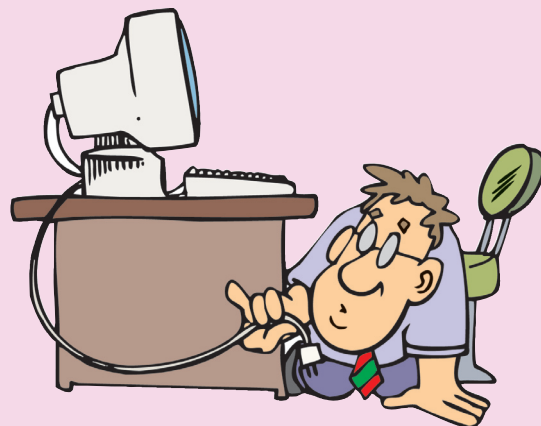


### Democratic Services

Contact: Nigel Hart  
Tel: 01642 526193  
Email: [nigel.hart@stockton.gov.uk](mailto:nigel.hart@stockton.gov.uk)

## How to Access E-Genda

1. Visit the Stockton-on-Tees Borough Council web site @ [www.stockton.gov.uk](http://www.stockton.gov.uk)
2. Once on the home page you will see a number of options. Please go to the E-genda Logo on the screen (as shown on the front of this leaflet) and select "Councillors and Council Meeting Information". In the event that the logo is not on the home page due to other topical events being promoted on the site then just go to the "Quick Links" section which is at the right of the home page and there you will see "Councillors and Council Meeting Information" which you can click on from there.
3. You will now be on the E-Genda page explaining a little about the E-Genda system. As you move down the page you will see there are a number of options as follows:
  - Councillor and Committee Information
  - Meeting Dates Agendas and Minutes
  - Forward Plan
  - Cabinet Decisions
  - Officer Executive Decisions
  - Topic Alerting Registration
  - Ward Surgeries

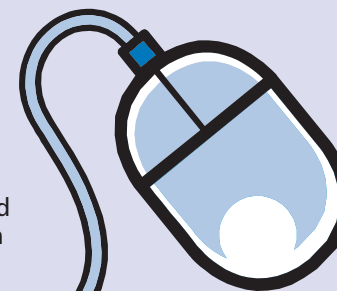


## How to View Councillor Information

1. Follow the instructions to access E-genda.
2. Select Councillor and Committee Information
3. The page displayed automatically lists all of Stockton's Councillors and their wards highlighted in blue.
4. Select the councillor you wish to view the details of by selecting their name highlighted in blue.
5. You will now be able to see information relating to the councillor you have chosen such as, photograph, contact details, ward representation and ward surgeries, committees they sit on etc. Anything which appears in blue type can also be selected which will offer further details.
6. You can also view your ward councillor by selecting the 'search' button and following the instructions which follow.
7. If you do not know the name of the ward in which you live please contact Electoral Registration on (01642) 526196

## How to View Ward Information

1. Follow the instructions to access E-genda.
2. Select Councillor and Committee information
3. The page displayed automatically lists all of Stockton's Councillors and their wards highlighted in blue.
4. Scroll up and down to find the ward you wish to view. Once you have located the ward you are looking for in the list just select it and you will be presented with a list of Councillors representing that ward.
5. You can also view your ward councillor by selecting the 'search' button and following the instructions which follow.
6. If you do not know the name of the ward in which you live please contact Electoral Registration on 01642 526196.



## How to view Committee Information

1. Follow the instructions to access E-genda.
2. Select "Councillor and Committee Information".
3. The page displayed automatically lists all of Stockton's Councillors and their wards highlighted in blue.
4. Towards the top of the screen you will see 3 options as follows:

Members	Committees	Search
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5. Select Committees and a list of committees will be displayed.
6. You can now select any committee you wish to view in detail and will be able to view a list of councillors which sit on the committee you have chosen and gain access to their contact details.

## How to View Committee Meeting Dates Agendas and Minutes

1. Follow the instructions to access E-genda.
2. Select Meeting Dates, Agendas and Minutes
3. You will now see a list of our committees with a schedule of meetings below each committee. The Schedule of meetings tell you when and where a meeting will be held giving you the option to attend if you so wish.
4. Select the meeting you are interested in by clicking on the date highlighted in blue and you will find either an Agenda detailing what is to be discussed at the meeting, or the Minutes detailing what was discussed at the meeting.
5. You will also see within the body of the Agendas/Minutes there maybe various Reports/Appendices which if selected can also be viewed.



## How to View the Forward Plan

1. Follow the instructions to access E-genda.
2. Select "Forward Plan"
3. A list of the Council's Key Decisions to be taken over the next four months will appear. Each individual decision will have a details button to enable you to select and read more about that particular decision.
4. Select the 'details' button against the decision you wish to look at.
5. You can then select the comments button if you wish to send us your comments in relation to that decision.
6. We will then endeavour to pass your comments on to the relevant Officer/Councillor who will acknowledge receipt of your comments and act accordingly.
7. Select the back button to return to the Forward Plan.

## How to View Cabinet Decisions

1. Follow the instructions to access E-genda.
2. Select Cabinet Decisions
3. You will then see a comprehensive list of the Councils Cabinet decision records.
4. Select the decision record you wish to view by clicking on the details button on the right hand side of that decision.
5. The full details will then be displayed and any reports or appendices will also be highlighted in blue text which you can select for viewing also.
6. Select the back button to return to the original list of Cabinet decision records.
7. Should you wish to know more about how the Council's Cabinet works, visit [www.stockton.gov.uk/yourcouncil/constitution/](http://www.stockton.gov.uk/yourcouncil/constitution/) ; or contact Democratic Services on (01642) 526193.



## How to View Officer Executive Decisions

1. Follow the instructions to access E-genda.
2. Select "Officer Executive Decisions"
3. You will then see a comprehensive list of Officer Decisions in order of date and service/department.
4. Select the decision record you wish to view by clicking on the details button located on the right hand side of that decision.
5. The full details will then be displayed for you to view.
6. Select the back button to return to the original list of Officer Executive decision records.
7. Should you wish to know more about how the Council's Cabinet works, visit [www.stockton.gov.uk/yourcouncil/constitution/](http://www.stockton.gov.uk/yourcouncil/constitution/) ; or contact Democratic Services on (01642) 526193.

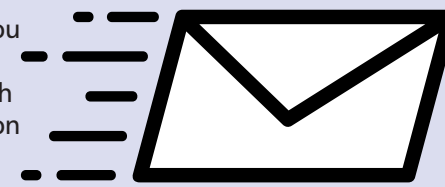
## How to Register for Topic Alerts

Topic Alerts is a facility which allows members of the public to receive e-mails with information from published agendas relating to public meetings which are of particular interest to them. Each individual is given a list of pre-determined keywords (relating to topics the Council is involved with), of which a maximum of eight can be chosen. The system will match any published agenda containing keywords chosen by the individual and will e-mail the individual meeting details including the relevant item/report which will be discussed at that particular meeting.

1. Visit the Stockton-on-Tees Borough Council Web Site @ [www.stockton.gov.uk](http://www.stockton.gov.uk).



2. Once on the home page you will see a number of options. Please go to the E-genda Logo on the screen (as shown above) and select "Councillors and Council Meeting Information". In the event that the logo is not on the home page due to other topical events being promoted on the site then just go to the "Quick Links" section which is at the right of the home page and there you will see "information about councillors and council meetings" which you can click on from there.
3. You will now be on the E-Genda page explaining a little about the E-genda system. As you move down the page you will see there are a number of options. Please select "Topic Alerting Registration".
4. The next page will instruct you on the first stage of registration. Please read these instructions and enter your e-mail address, password details and select "REGISTER" you will instantly receive a thank you to confirm the first stage is complete.
5. Within 24 hours you will be e-mailed with an invitation to select a maximum of 8 topics from a predetermined list. Follow the instructions and click on the link, re-entering your password, selecting your topics and pressing the submit button. (Please note that you must select your topics within 7 days of first registration).
6. Your Registration is now complete.



## How to View Ward Surgeries

1. Follow the instructions to access E-genda.
2. Select "Ward Surgeries"
3. You will then be presented with a list of all the wards in the Borough of Stockton.
4. Click on the links to access information on the councillors who represent each ward and the dates, times and venues of ward surgeries.
5. If you wish to view more ward surgery information simply select any other ward you wish to view.
6. E-mail and contact addresses are also provided for each Ward Councillor.

If you would like this information in any other format or languages for example large print or audio please contact the 'Democratic Services' on 01642 526193

### Arabic

إذا كنت ترغب الحصول على هذه المعلومات بلغات أو بأشكال أخرى على سبيل المثال بالطبعة الكبيرة أو بالشرط المسجل فالرجاء الإتصال 'بدايفرستي تيم' Democratic Services على هاتف رقم 01642 526193

### Mandarin

欲要這份資訊的其它語言版或其它版式例如大字體印刷/錄音帶，請致電 01642 526193 接洽 '多元化隊' (Democratic Services)

### Farsi

اگر شما این اطلاعات را به زبان یا شکل دیگری مثلا چاپ بزرگ یا بصورت صدا میخواهید لطفا با تیم دایورسیتی (گوناگونی) Democratic Services یا شماره 01642 526193 به تماس شوید

### French

Si vous souhaitez obtenir ces informations dans d'autres langues ou sous un autre format, par exemple, en gros caractères / version audio, veuillez contacter l'équipe "Democratic Services" au n° 016 42 52 61 93

### Kurdish

ئەگەر تۆمەت لێ بە ئەم زانیاریە بە دەستت نەگەت بە زمانەکانی تر یان بە شێوەیەکی تر بۆ نمونە چاپی کۆمەر/یان بە تێبێی تۆمارکراو تکانە بە یۆهەندی بگە بە 'تیمی دایفیرستی' (Democratic Services) 01642 526193 بە تەلەفۆن 01642 526193

### Punjabi

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਬਦਤਰ ਜਾਂ ਬੋਲੀ ਵਿੱਚ, ਵੱਡੀ ਛਪਾਈ ਵਿੱਚ ਜਾਂ ਟੇਪ/ਸੀ ਡੀ 'ਤੇ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ "Democratic Services" ਨੂੰ 01642 526193 ਨੰਬਰ ਉੱਤੇ ਫੋਨ ਕਰੋ।

### Urdu

اگر آپ ان معلومات کو کسی بھی اور زبان یا اندازہ مثلاً بڑے پرنٹ/آڈیو ٹیپ وغیرہ میں حاصل کرنا چاہیں، تو ذرا نیچے 'Democratic Services' کو اس نمبر پر فون کیجئے 01642 526193