UPDATING YOUR ELECTRONIC REGISTER OF INTERESTS ON MODERN.GOV

To enable you to update your register of interests while we are working remotely we have transferred your current paper register of interests form to an electronic form on Modern.gov.

Your electronic register of interests is available to view in the same place as the paper one, which is on your individual councillor page on the website.

Babergh Councillors Web Page

Mid Suffolk Councillor Web Page

1. To make amendments to your register of interests you can access it through the Modern. Gov tile in the members area on Connect



or by this link Modern.Gov Intranet

2. On the Democratic Services Home page you need to select the 'Work to Do' link which is located under Navigation: on the right hand of the page:

Home > Democratic Services Home

Democratic Services Home

In this section you can access a wide range of information and documents relating to the council's decision making processes, find out about forthcoming Council meetings and decisions and obtain details for your local political representatives.

Committee meeting information

Information regarding Council and committee meetings. You can find the agendas, minutes of previous meetings, as well as officer reports discussed at previous meetings. Information is also provided on dates of future meetings, and issues that will be discussed in future.

How to get involved

It is possible to subscribe to updates in order to receive information via e-mail regarding particular issues and committee meetings.

To view documents in pdf format you will require the free Adobe Acrobat Reader software

Navigation:

Democratic Services Home Babergh District Councillors

Mid Suffolk District Councillors

Find Your Councillor

Babergh District Council Calendar

Mid Suffolk District Council Calendar

Joint Meetings Calendar

Babergh District Council

Mid Suffolk District Council

Constitution

Committees

Decisions Library

Mootings

Outside bodies

Parish Councils

Subscribe to updates

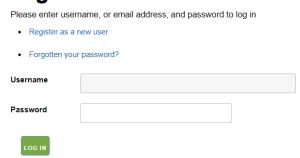
MPs

What's New



This link will take you to the sign in page for Modern.gov 3.

Logon

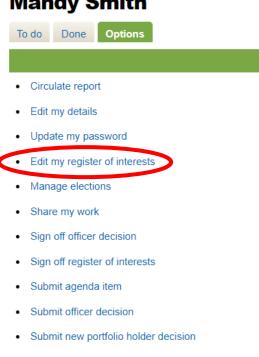


Your username will be Firstname. Surname (for example mine would be Mandy. Smith) Your password will be the same password you use to access the Modern.gov App (if you need a reminder of your password, please contact me or a member of the Committees Team)

4. On the Work to Do page select the options tab, then select the 'Edit my register of interests' link (please note you will not see all the options shown in the screen shot below)

Work to do

Mandy Smith



- · Submit plan item
- · Subscribe to updates
- · View calendars

5. This will take you to an editable version of your electronic register of interest form

Register of interests

IT Strategic Support

Please enter information

ADD EXTRA ROWS

- 6. The form does not need to be completed in one go, if the form is to be completed at a later date, click one of the **Save and Finish later** buttons that appears either at the top or bottom of the form. This will save the form so that it can be edited later. To edit the saved form follow steps 1 to 4 of this document then Click the **Edit Interests** link to display the editable version of the Register of interests page.
- 7. Once you have made all of the amendments needed click on the 'Submit for Signoff' button that appears at the top and the bottom of the form.
- 8. This will send an email to the Monitoring Officer (and Deputy Monitoring Officers) advising them that the Register of Interests form has been submitted for approval.
- 9. The Monitoring Officer (or Deputies) will check through the form and then publish the amended form to the website. (Please note until the Register of Interests form has been approved and published by the Monitoring Officer, it cannot be viewed by members of the public on the Internet