

# HOW TO SUBSCRIBE TO EMAIL ALERTS FOR AGENDAS AND MINUTES - JANUARY 2016

Following the procedure, set out below, will enable you to subscribe to the receipt of email alerts following the publication of agendas and Minutes on the Council's Committee Management System (Modgov) which can be accessed on the Council's Website.

1. Go to the Sefton Website [www.sefton.gov.uk](http://www.sefton.gov.uk)

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Sefton Council

Home Residents Business Visitors I want to

Sefton Home

**Popular Services**

- Sefton Directory**  
Local services and activities for residents
- Libraries**  
Borrow, renew or reserve items
- Parking**  
Parking, roads and travel information
- Planning & Building Control**  
Planning applications and local plan
- Schools & Learning**  
School terms dates, admissions, community learning
- Sefton Maps**  
Property information on a map
- Sport & Leisure**  
Leisure centres, activities, offers and timetables
- Adults & Older People**  
Health and well-being information and support
- Councillors & Decisions**  
Your local Councillor details, decisions and elections

**Do It Now**

- Find bin collection dates
- Apply for benefit
- Join a gym
- Pay Council tax
- Arrange bulky item collection
- Make a payment
- Apply for a job
- View local plan

**View all >**

**Find my nearest...**

Find nearby schools, libraries, leisure centres, parks, recycling centres, hospitals, doctors and dentists. Get

Aspiring instructors Course

2. **Click** 'Councillors & Decisions'

3. Click 'Councillors'

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Sefton Council

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Your Council > Councillors, Meetings, Decisions

### Councillors, Meetings, Decisions

This section: **Councillors, Meetings, Decisions**

- Area Committees
- Browse meetings
- Cabinet
- Calendar
- Committee structure
- Constitution
- Councillors**
- Decisions
- Elections
- Forward plans
- Library
- Liverpool City Region Combined Authority
- MEPs ext

The Council is composed of **66 Councillors** with one-third elected annually (three years in every four) for a term of four years. Councillors are democratically accountable to residents of their ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

#### Sefton's Political Composition

Political Group	Number of Councillors
Labour	42
Liberal Democrat	16
Conservative	7
Formby Residents Action Group	1
Total	66

**Related links**

- Council Budget and Spending
- Area Committees

**Constitution**  
Further information on the roles and responsibilities of the Council, Cabinet and the various Committees are set out in the [Constitution](#).

**Meetings - Public Access**  
Meetings of the Council, Cabinet and Committees are open to the public except where exempt or confidential matters are being discussed. Government legislation defines categories of information which can, or must, be discussed in private. These are outlined in [Chapter 12 of the Constitution dealing with the access to information principles](#).

4. Click 'Subscribe to updates'

Home Council Services Report, Pay, Apply I want to...

Agendas, Meetings and Minutes - Your Councillors

### Your Councillors


This section: **Councillors & Committees**

- Calendar
- Committees
- Co-opted Members
- Councillors
- Decisions
- Elections
- ePetitions
- Forward Plans
- Library
- Meetings
- MEPs
- MPs
- Officer Decisions
- Outside bodies
- Parish councils
- Search documents
- Subscribe to updates**
- What's new


**Your Councillors**

- [Find your councillor](#)
- [Your councillors alphabetically](#)
- [Your councillors by political party](#)
- [Your councillors by ward](#)
- [Full list of contact details](#)
- [Member attendance summary](#)
- [View councillors in a table](#)


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Cllr Nigel Ashton  
Meols  
Liberal Democrats




Cllr Marion Atkinson  
Molyneux  
The Labour Party  
Cabinet Member -  
Regeneration and  
Skills




Cllr Mrs Pat Ball  
Dukes  
Conservative Party




Cllr David Barton  
Dukes  
Conservative Party




Cllr Jo Barton



Cllr Maria Bennett

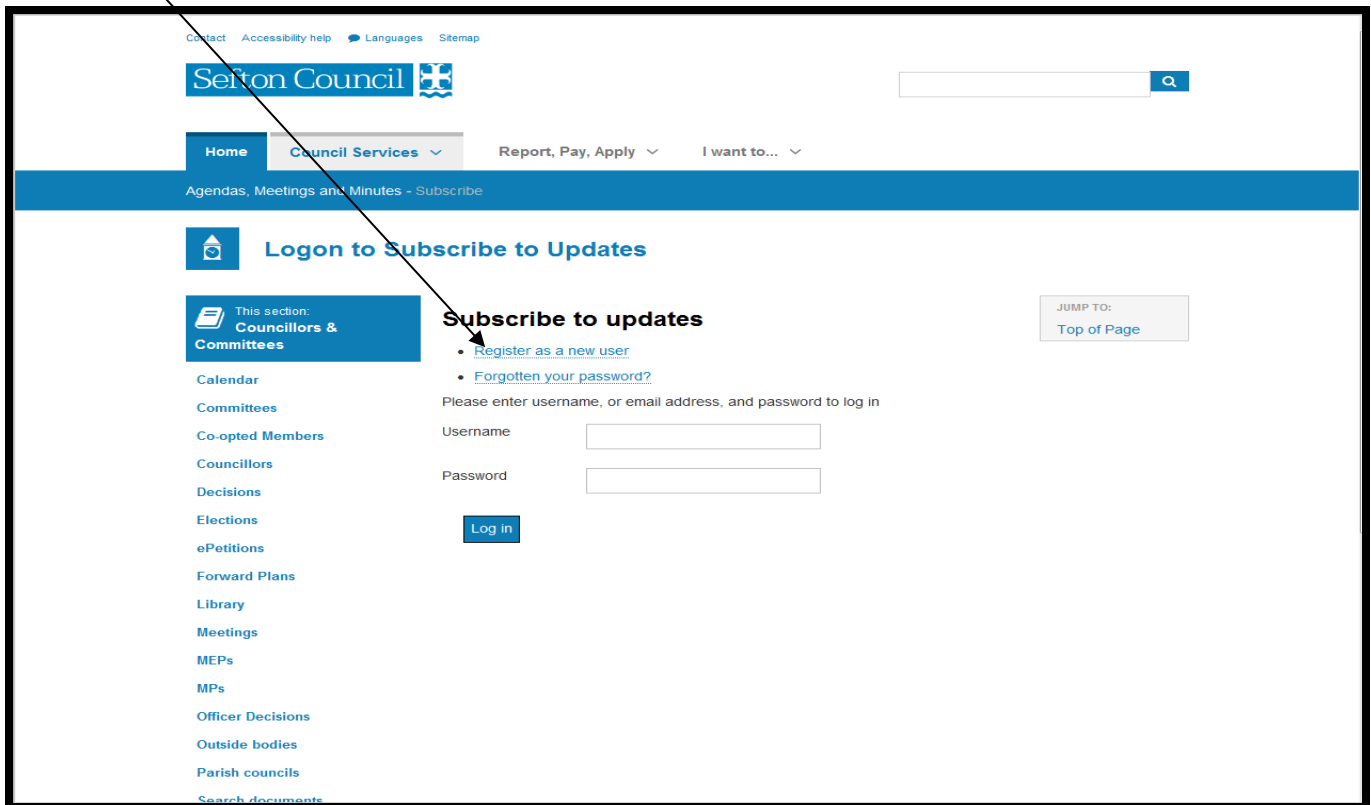


Cllr Vanessa

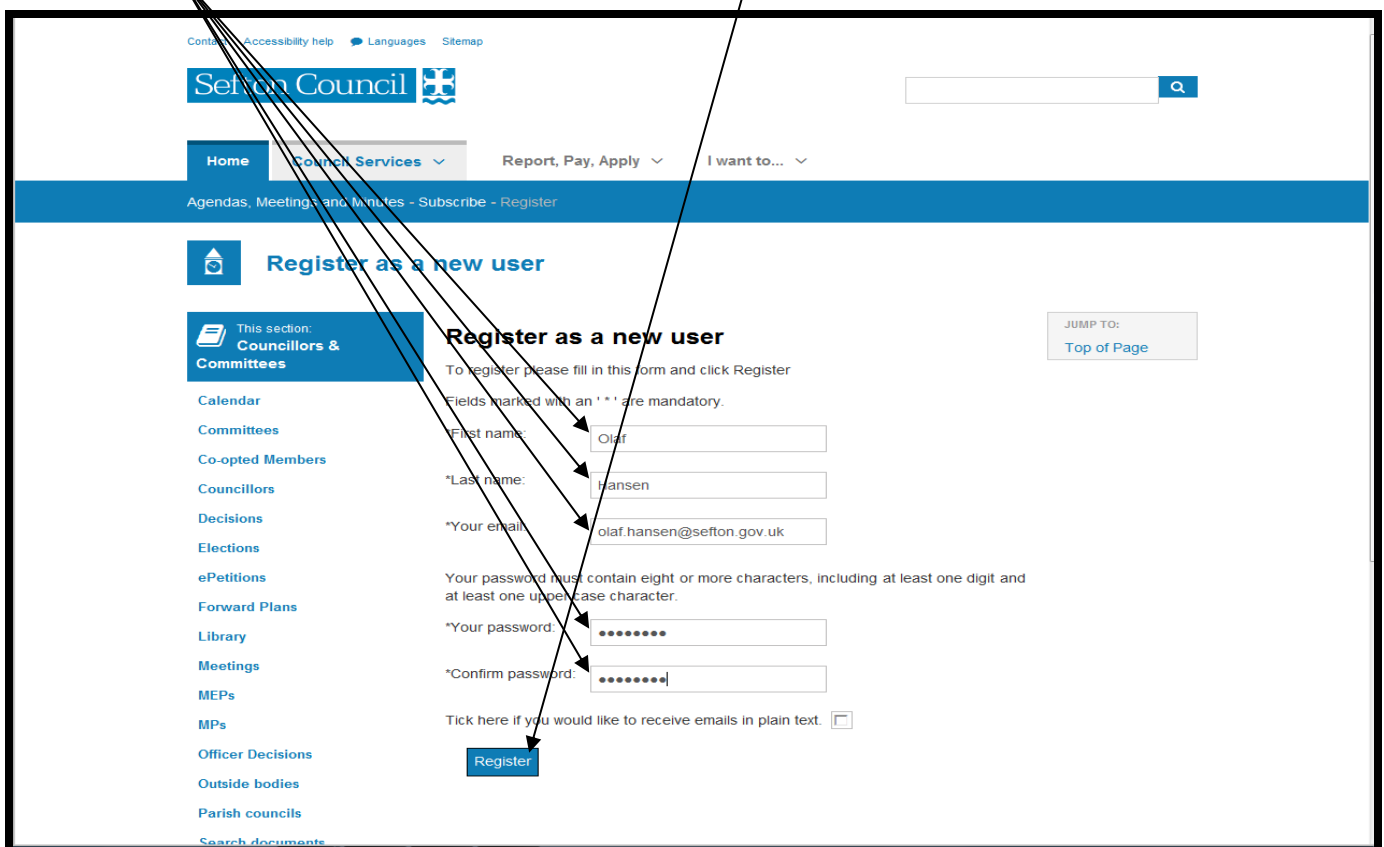


Cllr Harry Bliss

5. Click 'Register as a new user' or, if you have already registered, go to step 8.



6. Complete the mandatory information then Click 'Register'



N.b. you only need to register on the first time you subscribe. An email containing your Username will be sent to you.

**Keep a note of username and password for future use.**

7. Click 'Continue'

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Sefton Council

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Agendas, Meetings and Minutes - Register

### Register as a new user

This section: Councillors & Committees

#### Register confirmation

Your registration was successful. You can now log on as billy.bob@sefton.gov.uk

Please keep a safe note of your password for future access to the system.

Continue

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8. Enter your Username and Password, then Click 'Log in'

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Sefton Council

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Agendas, Meetings and Minutes - Subscribe

### Logon to Subscribe to Updates

This section: Councillors & Committees

#### Subscribe to updates

- Register as a new user
- Forgot your password?

Please enter username, or email address, and password to log in

Username

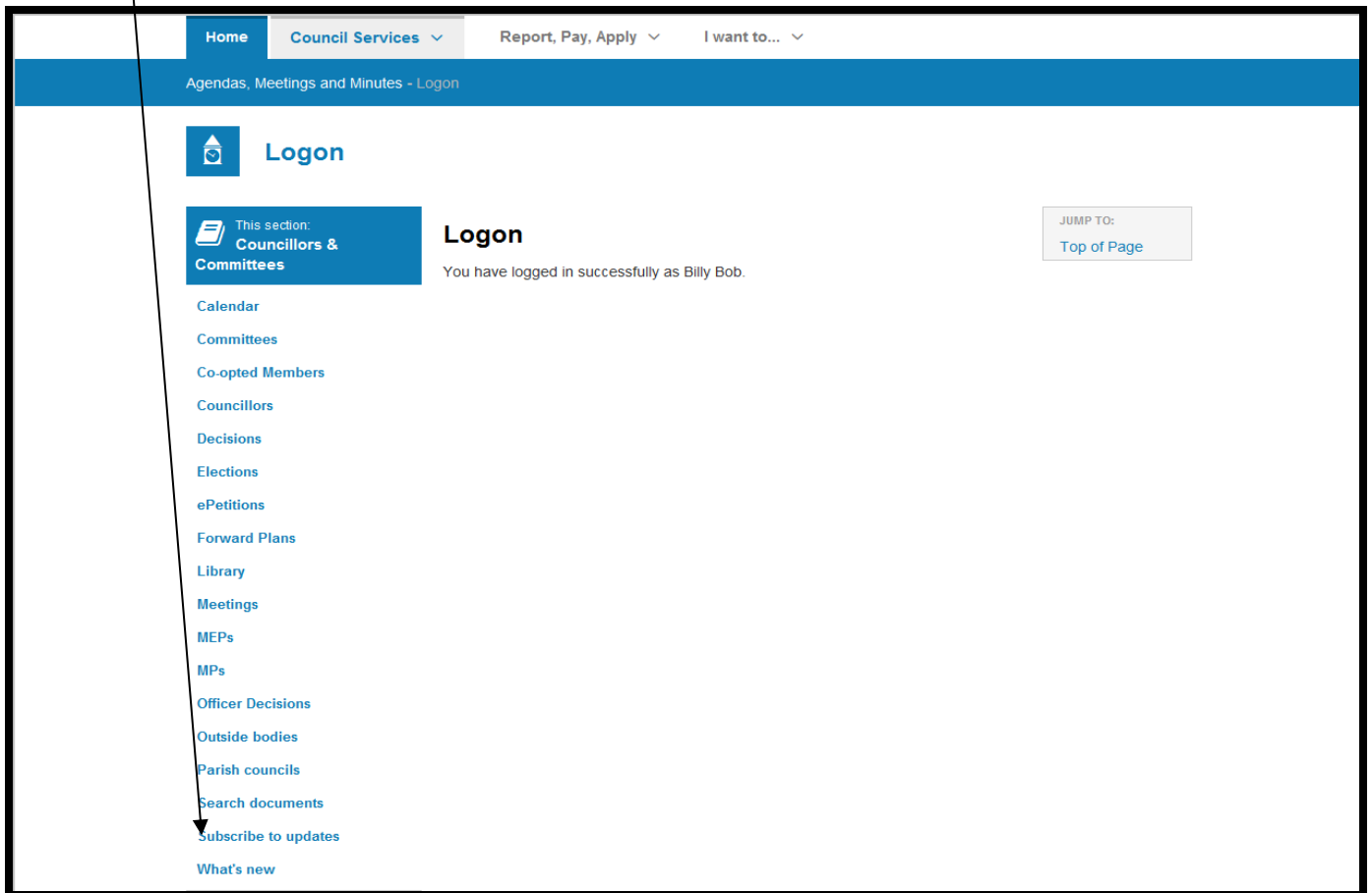
Password

Log in

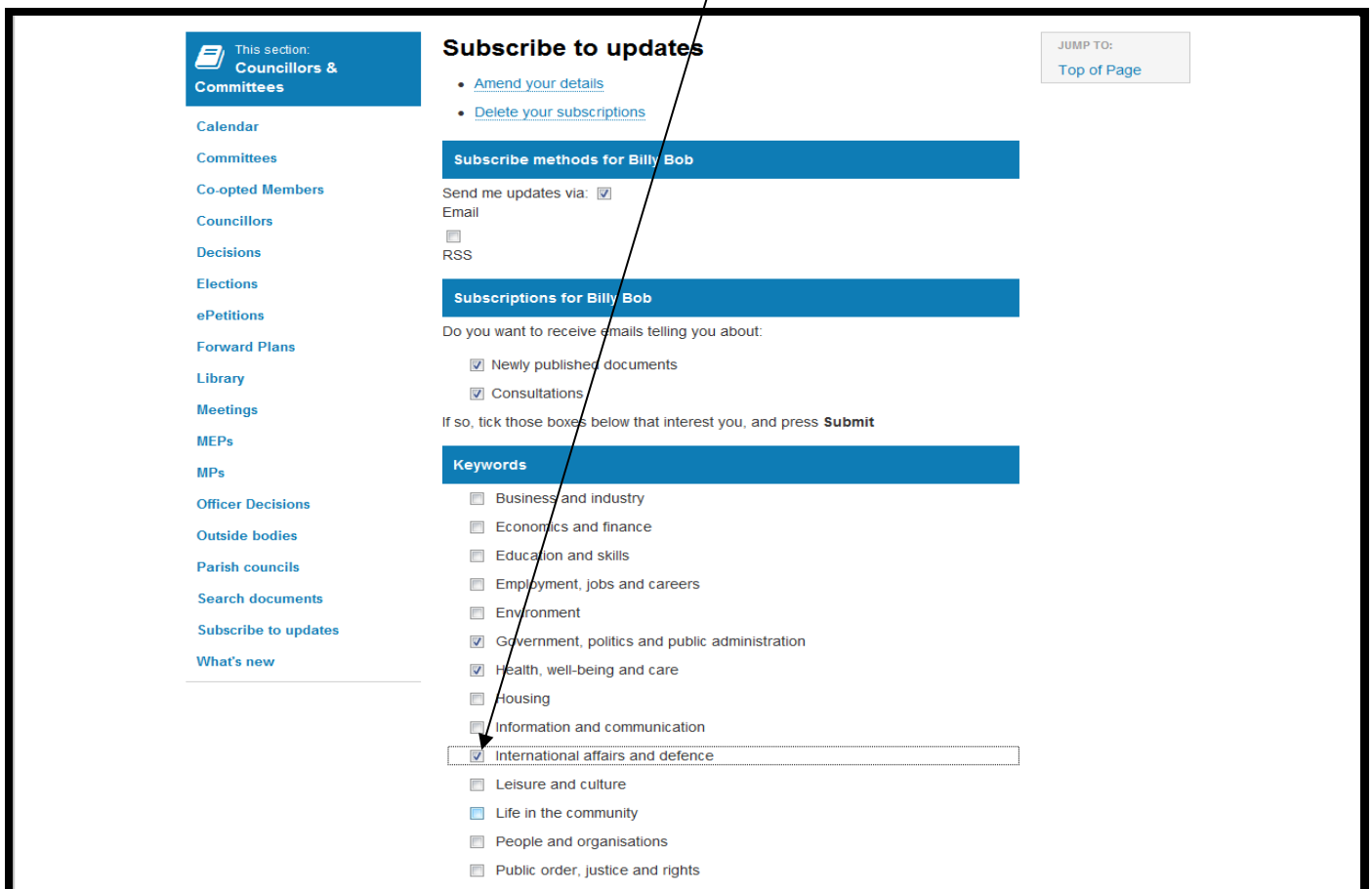
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9. Click 'Subscribe to updates'



10. Select the updates you wish to receive by clicking the box next to the area/subject in which you are interested



11. Once you have completed your desired updates **Click** 'submit'

This screenshot shows the 'Councillors & Committees' section of a website. On the left is a navigation menu with items like 'Calendar', 'Committees', 'Co-opted Members', etc. The main area contains a list of checkboxes for various locations: Birkdale, Blundellsands, Cambridge, Church (checked), Derby, Dukes, Ford, Harington, Kew (checked), Linacre, Litherland, Manor, Meols, Molyneux, Netherton and Orrey, Norwood, Park (checked), Ravenmeols, St. Oswald (checked), Sudeil, and Victoria. Below this list is a 'Saved Searches' section with a search input field, a 'Rules:' dropdown menu set to 'All words, any order', and a blue 'Submit' button. An arrow points from the 'Submit' button in the instruction above to the 'Submit' button on the page. At the bottom, there is a note: 'Tick the checkboxes you are interested in, and press Submit'. A 'JUMP TO: Top of Page' link is visible in the top right corner.

12. An email will be sent to you confirming your registration

13. **Click** 'Continue'

This screenshot shows the 'Submit subscribe to update' page on the Sefton Council website. The page header includes the council logo, navigation links like 'Home' and 'Council Services', and a search bar. The main content area features a blue header 'Submit subscribe to update' and a section titled 'Subscribe to updates'. A confirmation message reads: 'Billy Bob, your subscription has been updated.' Below this message is a blue 'Continue' button. An arrow points from the 'Continue' button in the instruction above to the 'Continue' button on the page. A 'JUMP TO: Top of Page' link is visible in the top right corner. The left navigation menu is also present.

14. Your registration and subscriptions to email alerts are now complete. You can alter, amend or cancel your subscription at any time.
15. If you have any query contact the Democratic Services Team on 0151 934 2070 ([kerrie.bond@sefton.gov.uk](mailto:kerrie.bond@sefton.gov.uk)) or 0151 934 2067 ([olaf.hansen@sefton.gov.uk](mailto:olaf.hansen@sefton.gov.uk)).