

BROADCASTING COUNCIL MEETINGS - COSTS

1.0 INTRODUCTION

- 1.1 At the Council meeting in September 2017, Members agreed that officers should bring back to a future meeting of the Council details of the costs involved in the live broadcasting of meetings held in the chamber, and expanding this functionality to all venues used by area committees. This report provides an outline of the costs to deliver the service using the UK's leading Council Chamber broadcast service from Public-I.

2.0 RECOMMENDATIONS

- 2.1 Members are requested to consider the costs for broadcasting meetings as outlined in appendix 1 and how they wish to progress this matter.

3.0 DETAIL

- 3.1 The Council chamber in Kilmory is already equipped with audio and video technology to allow a range of connectivity options such as Video Conferencing, Skype Conferencing, audio conferencing and presentations. The chamber contains a number of HD wall mounted cameras and a microphone system capable of focusing on and identifying each speaker. The system was designed to provide a feed to a webcasting solution should the Council decide this was an option they wished to pursue in the future.
- 3.2 Public-I are based in Hove in East Sussex and they broadcast live and recorded meetings for 110 local authorities in the UK including 10 in Scotland. They offer a hosted service which connects to Council websites, all familiar social media platforms, and is fully integrated with the Modern.gov committee document management system which the Council already uses for all committee meetings.
- 3.3 Representatives from Public-I have completed a survey of the Kilmory chamber and have confirmed they can install a fixed encoder in the chamber and take a feed from the existing cameras and audio system. They have provided an outline budgetary proposal for the system as detailed in **appendix 1** and range from £15900 for a 1 year contract to £49800 for 5 years.

The system offers a basic 50 hours of webcasting, hosted and streamed over a 12 month period with access to six months' worth of archived material. Additional hours of material can be hosted and streamed at a cost of £46.50 per hour per annum. The Head of Governance and Law has indicated that there are currently 33 scheduled Council and committee meetings in the chamber in a calendar year. In practice there will also be additional special meetings, the number of which cannot be predicted. Taking the scheduled 33 meetings, if the average meeting time was say 3 hours then that would be 99 hours of broadcast per annum, or if the average was 4 then closer to 120 hours for broadcast costings, with the time for additional meetings having to be added to that. As noted above each hour of broadcast time over the basic 50 would be at an additional cost of £46.50.

- 3.4 In terms of broadcasting Area Committee meetings, this offer also includes access to Public-I's "Connect Anywhere" portable streaming software. The software can be downloaded to a windows laptop or tablet and will give the flexibility to stream from other locations connected to the council's network using basic one camera setups. Any content captured using Connect Anywhere would be available alongside other Council meetings in the library listings on the Council's website. Alternatively Public-I can provide a more complete mobile solution which can have up to 4 cameras with an additional encoder. Either area solution will not offer the quality of broadcast which could be provided from the Council Chamber.

The number of hours required to broadcast area meetings has not been estimated at this stage but as a general indicator the same costs for hosting and streaming meetings from the Council Chamber can be assumed - £46.50 per hour.

- 3.5 The advice from the supplier and from research undertaken by IT staff is that the broadcast presentation is best undertaken with manual intervention to tag contributions from each speaker. This is a function we don't currently undertake and would require an additional staff resource requirement within Governance and Law of approximately 40 days per annum which could not be absorbed into the service's delivery model given the recent reductions in staff within the Governance teams. It is also unlikely that it would be possible to simply add a member of staff for 1 day a week as few people would wish to work such a pattern.
- 3.6 Any adoption of broadcasting would also require a revision to the protocol in the Standing Orders. It is recommended that if the scheme is adopted, then the IT service should make provision to retain recordings for a further 6 months after the external provider has ceased to hold them i.e. after the initial one year period.
- 3.7 Any adoption of broadcasting should not include hearings under the Civic Government Scotland Act as the publication of personal information that can

arise at such hearings can give rise to issues around ECHR and GDPR compliance. Such meetings have not been included into the estimates for broadcast hours above.

- 3.8 If the system is adopted then Members will be required to sit in the same seat in the Council Chamber on each occasion that they attend a meeting. Name badges would be produced and laid out at the start of each meeting. This is to ensure that pre-configured automatic settings for the cameras and microphones correctly identify individual members when they are speaking.
- 3.9 The broadcasting of meetings will not replace the primacy of the formal committee minute in determining and recording the decisions reached. It is an optional addition to the formal record of the minute.

4.0 IMPLICATIONS

5.1 Policy	The broadcasting of meetings is an optional extra and will not replace the primacy of the formal committee minute in determining and recording the decisions reached
5.2 Financial	Additional costs as outlined in appendix 1 plus administrative costs for Governance administrative support
5.3 Legal	None
5.4 HR	None
5.5 Equalities	None
5.6 Risk	None
5.7 Customer Service	Possible positive impact should more customers engage in the Council's public meetings

Executive Director of Customer Services

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Attachments
Appendix 1 – Outline Costs

Pricing for HD Lease for 12 months. Item	Description	Cost
Leased hardware	1 fixed encoder in the Council Chamber with Just in Time Slides and tablet	£1,325
Public-i Software Licence	Public-i Software Licence	£6,500
Data Storage	50 hours webcasting hosting and streaming, 6 months archive	£1,350
Live Support	Monitoring (helpdesk support for each meeting)	£975
Annual Support	Maintenance & Hardware Software Upgrades	£1,150
Installation Project Management and training	Delivery, installation, commissioning, project management and training	£4,600
<u>Total 1 year contract</u>	<u>Cost for 1 year lease and streaming</u>	<u>£11,300</u>
	<u>Installation</u>	<u>£ 4,600</u>
	<u>Total Costs</u>	<u>£15,900</u>
2 year contract	Cost for 2 years lease and streaming	£20,566
	Installation	£ 4,600
	Total Costs	£25,166
3 year contract	Cost for 3 years lease and streaming	£28,137
	Installation	£ 4,600
	Total Costs	£32,737
4 year contract	Cost for 4 years lease and streaming	£36,612
	Installation	£ 4,600
	Total Costs	£41,212
5 year contract	Cost for 5 years lease and streaming	£45,200
	Installation	£ 4,600
	Total Costs	£49,800

Appendix 1