

COUNCIL – 14 DECEMBER 2021

3. LIVESTREAMING OF COUNCIL/COMMITTEE/SUB-COMMITTEE MEETINGS AND HOLDING HYBRID MEETINGS (CED)

1 Summary

- 1.1 This report is being presented to Full Council as required under Rule 11(6) and outlines a summary of the action taken in relation to the following:
- To livestream Council/Committee meetings.
 - To provide facilities to hold hybrid meetings.

2. Detail

- 2.1 At the P&R Committee on 19 July 2021 and following Rule 11(6) of the Council's Constitution, the Committee received the following motion:

2.1.1 *Proposer: Cllr Alex Hayward, seconded by Councillor Ciaran Reed*

In order to maximise transparency and electoral accountability this Council believes that the residents of Three Rivers should all be able to access the meetings of this Council via live streaming and that this Council looks to implement this facility as soon as possible.

- 2.2 A report was presented to the Committee at this meeting to aid the debate/discussion on the motion and provided some information on livestreaming meetings and holding hybrid meetings. The Council currently has no facilities to livestream or webcast meetings from the Penn Chamber to the internet.
- 2.4 The P&R Committee agreed the motion along with a series of actions which Officers evaluated and summarised into meeting requirements.
- 2.6 Three prospective suppliers were provided a copy of these meeting requirements and asked to supply quotes.
- 2.7 The Council received quotes from the three suppliers, including the supplier of the current technology and sound systems to the Penn Chamber.
- 2.8 In September 2021 the Council were made aware of a grant which was available to us through the Hertfordshire Health Protection Board. The Council put forward a bid for the funding and were successful in their bid for a grant of £60k. As a result of the successful bid an urgent decision form was completed for agreement by the 4 Group Leaders so that officers could action of the motion. The urgent decision was agreed by all 4 of the Leaders on 24 and 27 September. It has been advised by the supplier that they hope to have the installation completed by the end of March 2022.

3. Options and Reasons for Recommendations

3.1 Detailed below are the officer's breakdown of the quotes.

Supplier	Room/Solution Description	Year 1 Cost	Ongoing Annual Maintenance
Supplier A	Penn Chamber - Live Streaming	£39,033	£3,200
	Additional Rooms Dickinson & O'Connor	£3,050	
	Hybrid Meeting Equipment - BYOD - Per room	£2,500	
	Approx Total cost	£44,583	
	Approx Total cost inc all *3 rooms set up for Hybrid	£49,583	
Supplier B	Penn Chamber - Live Streaming	£41,544	Supplied, variable: £13,901 in year 1, inc within Year 1 cost. Year 2 support would be 12,650.
	Additional Rooms Dickinson & O'Connor	Not supplied	
	Hybrid Meeting Equipment - BYOD - Per room	£2,500	
	Total	£44,044	
	Approx Total cost inc all *3 rooms set up for Hybrid	£49,044	
Supplier C	Penn Chamber - Live Streaming	£50,260	Not supplied, but stated as variable.
	Additional Rooms Dickinson & O'Connor	Not supplied	
	Hybrid Meeting Equipment - BYOD - Per room	Not supplied	
	Total	£50,260	

3.2 Following the urgent decision with the Group Leaders, Officers got agreement from the Corporate Management Team (CMT) to proceed with supplier A for the following reasons:

- This supplier already supplies the sound system and associated services within the Penn Chamber. As these systems will link together it makes sense to have a single supplier to do all the support and maintenance. From an officer perspective, there is also a single supplier to manage on an ongoing basis.
- Although the costs are comparable to supplier B, Supplier A is cheaper overall for the supply of the systems to the Penn Chamber.
- Supplier A costs include a 12 month advantage premier support, which includes unlimited telephone support, remote control diagnostics, next day onsite response and an annual maintenance visit.
- Supplier A has included within these services onsite support for the first 2 or 3 Committee meetings.
- Officer training for this system has also been included within the Supplier A quotes.

3.3 Officers are implementing this decision.

3.4 The decision to proceed with Supplier A required an exemption pursuant to the Council's Contract Procedure Rules. A report is to be presented to the P&R Committee at their meeting on 6 December 2021 to note the exemption.

3.5 In respect of the Motion before Council, Rule 11(6) of the Council Rules of Procedure requires that the matter goes back to Council for a final decision on the motion.

4. Policy/Budget Reference and Implications

4.1 The recommendations in this report are within the Council's agreed policy and budgets.

5. Financial Implications

5.1 A grant was applied from the Health Protection Board, and Three Rivers District Council was awarded £60K. It is proposed that the set up costs and year 1 maintenance costs be funded from this grant.

5.3 Future year's budget for maintenance costs will be managed within existing budgets from the Facilities Management cost centres.

6. Legal Implications

6.1 There is no legal requirement to livestream meetings.

6.2 If meetings continue to be held in person the requirement for the public to have access to the meeting would be complied with and if the livestreaming was disrupted in any way there would be no legal requirement to ensure it continued to run as we are already legally compliant.

6.3 Where a project is valued at between £5K and £50K, there is no requirement for a formal tender process. It would be necessary to advertise the requirement and invite at least three, and usually no more than six, written quotations or tenders demonstrating value for money through a combination of cost and quality.

6. Equal Opportunities Implications

7.1 Relevance Test

Has a relevance test been completed for Equality Impact?	Yes
Did the relevance test conclude a full impact assessment was required?	No

Impact Assessment

Not applicable.

7. Staffing Implications

8.1 This solution does not require additional staff. Assumptions have been made that all relevant officers, including the officers that manage or lead meetings, both Committee meetings and Officer meeting's will be trained in order to setup and manage the meetings themselves.

9. Environmental Implications

9.1 To livestream meetings and hold hybrid meetings will reduced travel by Councillors (non-committee members), Parish Councillors, County Councillors, members of the public, external organisations and officers to attend meetings as the option to watch live from a computer would be provided therefore this would have a positive benefit to the Council's Climate Change Strategy.

9.2 In addition it would be possible for Officers, Partners and Consultants to attend the meeting remotely to present a report or item of business without the need to be physically present. Advice has been obtained from Counsel that it would not be legally possible at this time for Members who are making the decisions or public speakers who could affect that decision to not attend the meeting in person.

10. Community Safety and Public Health implications

10.1 None specific.

11. Customer Services Centre Implications

11.1 All CSC staff would be provided with details on the livestreaming of meetings. A CSC mailbox will need to be notified when an agenda is published through mod.gov. CSC will then be aware that the agenda is on the website and therefore, the livestreaming link will also be available (for all Part I business of the meeting).

12. Communications and Website Implications

12.1 To livestream all Council/Committee and Sub-Committee meetings the website will be updated to advise accordingly and all agendas would be provided with a livestream link to watch the meeting on publication. Social media channels will also be used to publicise the option to livestream the meeting.

13. Risk and Health & Safety Implications

13.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council’s duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

13.2 The subject of this report would be covered by the Committee service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Not livestreaming our meetings, not providing remote attendance at meetings or provision for hybrid meetings	Public participation and other bodies in meetings would reduce and would reduce democratic representation	To install the equipment to livestream our meetings and have remote attendance To have facilities to hold Hybrid meetings	Treat	1

Supply chain issues, specifically technology parts are delayed e.g. chipsets.	Delays the implementation of this equipment.	Place the order as quickly as possible, but tolerate the risk and communicate the impact to the services.	Tolerate	8
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13.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- ▼ Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
	Low	Low	Medium	High
	2	4	6	8
	Low	Low	Low	Low
	1	2	3	4
	Impact			
	Low	-----▶		Unacceptable

Impact Score

4 (Catastrophic)

3 (Critical)

2 (Significant)

1 (Marginal)

Likelihood Score

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Unlikely (6-20%))

1 (Remote (≤5%))

13.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

14. Recommendation

- 14.1 Pursuant to Rule 11(6) that Council determines whether to pass or reject the motion at Paragraph 2.1.1.
- 14.2 If the motion is passed, that Council agrees to livestream our Council/Committee and sub-committee meetings and have the ability to hold hybrid meetings.

Report prepared by: Sarah Haythorpe, Principal Committee Manager and Emma Tiernan, Head of ICT

Data Quality

Data sources: P&R Committee report – 19 July 2021, Confidential Quotes from Company A and Company B

Data checked by: Sarah Haythorpe, Tracy Langley, Caroline Harris, Emma Tiernan

Data rating:

1	Poor	
2	Sufficient	X
3	High	

Background Papers –

APPENDICES / ATTACHMENTS

None