

Webcasting Council Meetings - Briefing Note

This briefing note is in support of the report of the Head of Civic, Democratic & Legal Services and in response to the points raised at EBS on Tuesday 22nd July 2008,

Impacts on staff resources and other projects if the proposal to introduce web casting was approved?

- 1) There are resource implications for Democratic Services, Corporate Procurement, Neighbourhood Services and ITT to establish and then manage web casting services from within the Council Chamber.
- 2) Staff resource time would be required to manage the cabling and additional electrical point installation, arrange a dedicated connection into the Guildhall and to work with the Corporate Procurement team to manage the procurement quotation stage and agree a contract.
- 3) A full requirements specification will need to be drawn up and agreed to issue to a minimum of three suppliers to provide responses and costs.
- 4) The full quotation stage will take around 8 weeks in total from issuing the quotation documents to contract signature and this will require approx 6 days of procurement officers time, 8 days of a business development officers time and 6 days of democratic officers time.
- 5) This requirement is not currently in either the business development or the corporate procurement teams work plan, and the impacts of this procurement will need to be assessed in accordance with both to identify any risks to the delivery of existing projects based upon when the work on this project if approved and funded would commence. But in terms of other IT Development projects, this proposal would have minimal impacts given the low number of days required from ITT.
- 6) The on going resource implications would be 1x Democratic Services officer required to control and manage the recording of the meetings
- 7) All of the above implications are based upon the option of procuring a managed and hosted service as outlined in the report of the Head of Civic, Democratic & Legal Services

Impacts of delivering the solution/service internally?

- 8) The option to deliver this service internally would introduce risks to the overall solution design and service provision as Council staff have no knowledge or experience of designing or providing these very specialised broadcasting services. These risks include;

- A fragmented procurement of the different components required could lead to compatibility or integration problems.
 - Any fault investigation and resolution would be more problematic and protracted.
- 9) Internal delivery of the service would also require upgrades to the Council's infrastructure that would need further investigation to provide accurate costs for the items identified below, but as a guide, some recent work to explore the costs of the increasing the Council's internet provided costs of approx £25K connection charge and an ongoing additional revenue cost of approx £40K per annum. This would need some in-depth design work before we could provide a definitive price
- A significant upgrade to the Council's internet link to cope with the increased demand.
 - Additional server and storage capacity to deliver the new service from and to store recordings including archived material.

Breakdown of the take up of this service at other Council's?

- 10) It's impossible to identify where the viewers of this service are based, as their pc id would be linked back to their internet provider. But this information could be secured through an on line web site survey or customer surveys if required.
- 11) Another Council who are already providing web casting services confirmed that their Planning meetings are attracting the most interest to date.

Secure experience/involvement from local organisations

- 12) Officers have noted this request and have started the engagement process to establish if there are some benefits or experiences to be gained from any collaborative working with our local organisations that may have already deployed this service.

Contact Details

Author
Roy Grant
 Head of ITT Operational Services
 Tel: 01904 551966