

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO THE DEMOCRATIC SERVICES COMMITTEE**

**17 OCTOBER 2019**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**WEBCASTING OF COUNCIL, CABINET AND COMMITTEE MEETINGS**

**1. Purpose of Report**

1.1 The purpose of this report is to provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings and provide views on which meetings should be webcasted.

**2. Connection to Corporate Improvement Objectives/Other Corporate Priorities**

2.1 This report assists in the achievement of the following corporate priority/priorities:-

- **Supporting a successful economy** - taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all the people in the county.
- **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
- **Smarter use of resources** – ensuring that all its resources (financial, physical, human, and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

**3. Background**

3.1 The Democratic Services Committee has the following functions and is supported by the Head of Democratic Services as necessary:

- i. Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- ii. Make reports and recommendations to the authority in relation to such provision.

**4. Current situation / proposal**

**4.1 Benefits of Webcasting Council, Cabinet and Committee Meetings**

4.1.1 A webcast is a transmission of audio and video over the Internet. This enables the public to view meetings from any location with internet access. It has been

recognised that the following benefits can be achieved from the webcasting of public Council, Cabinet and Committee meetings:

- Transparent governance and accountability.
- Citizen engagement and understanding of the democratic process, for example understanding of planning decisions.
- Enablement of the Local Government (Wales) Measure 2011 requirement for engaging public in Scrutiny.
- Incentive for high standards of member attendance, engagement and conduct at meetings.
- Effective means of communicating information and decisions to officers and other members. Archived meetings can also be a useful part of officer induction and training.
- Opportunities for members to learn from peer observation and inform potential candidates about their role to encourage democratic renewal.

## 4.2 **Current Webcasting Arrangements**

- 4.2.1 The Council procured and introduced an innovative webcasting service for 2017/18 that combined the existing electronic facilities within the Council Chamber and available broadband technology to webcast Council, Cabinet and Committee meetings. The service arrangements included live streaming, recording and publication of webcast meetings with links to the Bridgend County Borough Council (BCBC) internet website. The service arrangements also enabled for webcast recordings to remain available/accessible to the public for a period of up to 12 months.
- 4.2.2 The service was re-procured for 2018/19 and the same provider was successful. As part of the contract renewal process Dual Language webcasting facilities were procured with installation taking place during August 2018.
- 4.2.3 The 2018/19 contract allowed for up to 30 hours of Council, Cabinet and Committee meetings to be webcast by 31 March 2019, with an extension of the contract permissible for a further 6 months. The contract was extended with the current provider for 6 months commencing on 1 April 2019 expiring on 30 September 2019 for 10 hours of webcasting.
- 4.2.4 With the existing contract expiring on 30 September 2019, the service required re-procuring and quotations were invited for the provision of webcasting services during 2019/20. Quotations were invited from 3 suppliers for webcasting services for 30 hours per annum to commence on 1 October 2019 until 30 September 2020, with the option to extend the contract for a further 12 months duration. Following the closure of the mini competition, 2 bids were received from suppliers, which were then evaluated, based on 40% Quality and 60% Commercial. On conclusion of the evaluation of the quotations, an award was made to the existing supplier.
- 4.2.5 Officers will look at the feasibility during the next contract period of exploring alternative solutions for webcasting, namely through Skype and You Tube.

### 4.3 Webcasting of meetings 2018/19

4.3.1 The following webcast statistics are shown covering 2018/19 year:

	<b>Date</b>	<b>Meeting Name</b>	<b>Live Views</b>	<b>On Demand Views</b>	<b>Total Views</b>
1	30-Aug-18	Development Control Committee	38	51	99
2	17-Sep-18	Subject Overview & Scrutiny Committee 3	11	131	142
3	16-Oct-18	Subject Overview & Scrutiny Committee 1	0	42	42
4	18-Oct-18	Subject Overview & Scrutiny Committee 2	22	47	69
5	18-Dec-18	Cabinet	27	31	58
6	03-Jan-19	Development Control Committee	10	28	38
7	14-Feb-19	Development Control Committee	70	72	142
8	25-Feb-19	Subject Overview & Scrutiny Committee 3	6	10	16
9	18-Mar-19	Subject Overview & Scrutiny Committee 3	10	32	42
10	19-Mar-19	Development Control Committee	55	120	175
<b>Average Views</b>			<b>25</b>	<b>56</b>	<b>82</b>
<b>Total Views</b>			<b>249</b>	<b>564</b>	<b>823</b>

### 4.4 Webcasting of meetings 2019/20

4.4.1 The following meetings have been webcast in 2019/20 to date and webcast statistics are shown:

	<b>Date</b>	<b>Meeting Name</b>	<b>Live Views</b>	<b>On Demand Views</b>	<b>Total Views</b>
1	29-Apr-19	Subject Overview & Scrutiny Committee 1	3	49	52
2	09-May-19	Development Control Committee	6	29	35
3	04-Jun-19	Subject Overview & Scrutiny Committee 1	42	64	106
4	03-Jul-19	Subject Overview & Scrutiny Committee 2	4	31	35
5	05-Sep-19	Subject Overview & Scrutiny Committee 3	15	52	62
<b>Average Views</b>			<b>14</b>	<b>45</b>	<b>57</b>
<b>Total Views</b>			<b>74</b>	<b>225</b>	<b>309</b>

4.4.2 Democratic Services continue to work with the Communications Department to ensure that Council, Cabinet and Committee meetings that are to be webcast are promoted by the Council via its Social Media platforms to encourage citizens to view the webcasts. A link to webcasts is available on the landing page of My Council on the Council's website.

4.4.3 Democratic Services are also working with the Council's webcasting services provider and Modern.gov to provide links on the Council website:

- On the 'Browse meetings' web page
- On the specific agenda page for the meeting to be webcast

4.4.4 Various forward work plans and committee work programmes have been reviewed with a view to establishing what meetings are proposed to be webcast over the next three months. In developing proposals consideration has been given to items that are considered of significant interest to the public. The following meetings are proposed for webcasting until 31 March 2020:

- Development Control Committee – 5 December 2019
- Cabinet – 17 December 2019
- Corporate Overview & Scrutiny Committee TBC - (Budget)

4.4.5 The schedule of meetings to be webcast after March 2020 will be reported to the next meeting of this Committee on 12 March 2020.

4.4.6 The Democratic Services Committee is requested to comment on the above list and provide its views on what future meetings should be webcast.

## **5. Effect upon Policy Framework and Procedure Rules**

5.1 The report does not have any impacts on Policy Framework and Procedure Rules.

## **6. Equality Impact Assessment**

6.1 There are no equality implications arising from this report.

## **7. Well-being of Future Generations (Wales) Act 2015 Implications**

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

## **8. Financial Implications**

8.1 All financial implications contained within this report will be met from existing budgets.

## **9. Recommendation**

9.1 That Democratic Services Committee:

- i. Note the update on arrangements for the webcasting of Council, Cabinet and Committee meetings as detailed in section 4 of the report.
- ii. Comment on the list of meetings that are proposed to be webcast as detailed in section 4.4.4 of the report and provide its views on what future meetings should be webcast.

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**1 October 2019**

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**Background documents:** None