

Meeting: Cabinet **Date:** 19 April 2022

Wards affected: All Wards

Report Title: Award of Contract for Live Streaming and Hybrid Meetings

When does the decision need to be implemented? 1 May 2022

Cabinet Member Contact Details: Councillor Carter, Cabinet Member for Corporate and Community Services

Director/Divisional Director Contact Details: Anne-Marie Bond, Chief Executive, anne-marie.bond@torbay.gov.uk

1. Purpose of Report

- 1.1 To award a contract to enable the Council to live stream our Council meetings and provide hybrid meeting facilities for the Cabinet and Planning Committee meetings to enable increased public engagement and participation. The value of the contract exceeds £50,000 and requires formal Cabinet approval.

2. Reason for Proposal and its benefits

- 2.1 The proposal in this report will provide new ways for people to participate in our key decision-making meetings.
- 2.2 The reasons for the decision are to enable the Council to undertake live streaming and providing hybrid facilities for some of its key meetings through this contract to help determine a long term solution.

3. Recommendation(s) / Proposed Decision

1. That the preferred supplier be awarded a contract for live streaming and hybrid meetings from 1 May 2022 until 31 July 2023.

Background Documents

None

Supporting Information

1. Introduction

- 1.1 The Council had temporary arrangements in place from May to July 2021 for hybrid meetings because of Covid-19 restrictions. This mainly took place with decision-makers in attendance in the Assembly Room in the Town Hall with other participants joining the meeting via Zoom. There were a number of technical issues experienced during this time and learning from this experience, initial investigations were carried out with three suppliers to see if we could install permanent equipment in our Meadfoot Room to enable us to use hybrid meeting facilities for the longer term.
- 1.2 The solutions involved fixing equipment to the building, which is a Listed Building, which was not deemed appropriate at the time and there was no approved budget so this was not taken forward.
- 1.3 As part of the budget setting process for 2022/23 the Council approved a budget to live stream our Council meetings at the Riviera International Conference Centre and use hybrid functionality for our Cabinet and Planning Committee. For a full evaluation to be undertaken and ensure a suitable permanent solution is identified, taking into account the latest technology, it is proposed to put in temporary arrangements up until July 2023 so as to trial these arrangements at the Riviera International Conference Centre and in the Meadfoot Room at the Town Hall, Torquay.
- 1.4 The proposed arrangements will start in May 2022.

2. Options under consideration

- 2.1 Go out to the market for a solution, this was discounted as the process requires a minimum of four months and we want to start trailing the arrangements from May, before agreeing the long term future requirements and specification.

3. Financial Opportunities and Implications

- 3.1 The Council approved the funding for this on 3 March 2022.

4. Legal Implications

- 4.1 None.

5. Engagement and Consultation

5.1 This is an internal process and officers within Procurement, Governance Support, the Chief Executive, Section 151 Officer and Directors have been consulted and involved in the development of this proposal.

6. Purchasing or Hiring of Goods and/or Services

6.1 Not applicable.

7. Tackling Climate Change

7.1 The award of the contract will have a positive impact on climate change as it will reduce the number of people who need to attend meetings in person as they will either be able to join remotely or watch a live stream.

8. Associated Risks

8.1 None

9. Equality Impacts - Identify the potential positive and negative impacts on specific groups

	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people			There is no differential impact.
People with caring Responsibilities			There is no differential impact.
People with a disability			There is no differential impact.
Women or men			There is no differential impact.
People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)			There is no differential impact.
Religion or belief (including lack of belief)			There is no differential impact.

People who are lesbian, gay or bisexual			There is no differential impact.
People who are transgendered			There is no differential impact.
People who are in a marriage or civil partnership			There is no differential impact.
Women who are pregnant / on maternity leave			There is no differential impact.
Socio-economic impacts (Including impact on child poverty issues and deprivation)			There is no differential impact.
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			There is no differential impact.

10. Cumulative Council Impact

10.1 None

11. Cumulative Community Impacts

11.1 None