



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# Officer Delegated Decision

27 September 2024

Assistant Director: Governance and  
Public Protection and Monitoring  
Officer

## Renewal of Webcasting Contract

This decision sets out the funding requirements to enable the renewal of the webcasting contract with Public-I, facilitating the continued webcasting of public meetings from the Council Chamber.

### Contact

James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

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<b>Decision made by:</b>	Assistant Director: Governance and Public Protection and Monitoring Officer
<b>Decision:</b>	To award a 5-year contract to Public-I for webcasting and associated maintenance, at a cost of £75,945
<b>Public or Exempt:</b>	Public
<b>Reasons for exemption:</b>	n/a
<b>Conflicts of interest:</b>	No
<b>Policy compliant:</b>	Yes
<b>Details of delegation:</b>	Part 3(c) – 20 – Management of Services

### 1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

## ***Finance***

- 1.1 The annual cost that is detailed in the report can be met from existing budgetary allocations.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

## ***Procurement***

- 1.2 There is no value for money that can be demonstrated by going out to the wider market – there are very few providers of this service to local Councils.
- 1.3 Changing to another supplier would incur additional costs associated with re-installation of new hardware.

Completed by: Helen Baldwin, Procurement Lead

## ***Legal and Governance***

- 1.4 There is no legal requirement for committee meetings to be broadcasted live on the internet, however webcasting assists the Council in its drive for further openness and transparency.
- 1.5 There are few other companies on the market that provide webcasting services to local Councils, and when investigating this for previous renewals they had been unable to compete with the quotes offered by Public-I.
- 1.6 Published webcasts will be available on the Public-I microsite for 6 months, and beyond that they will be available in the Council's YouTube library.

Completed by: James Welbourn, Democratic Services Manager and Deputy Monitoring Officer

## **2. The Purpose of the Report**

- 2.1 Approval of this decision will result in securing webcasting services from Public-I for a 5-year period for £75,945.
- 2.2 As part of this contract, the Council receives regular maintenance to the hardware and software in the Council Chamber associated with webcasting.
- 2.3 The Council is able to stream up to 180 hours of content as part of the contract. Any streaming hours beyond this would be chargeable at £46.50 per hour.

## **3. Available Options Considered**

- 3.1 To not broadcast public meetings.

3.2 To broadcast meetings with another provider, or via another solution.

3.3 To continue broadcasting with the existing supplier.

#### **4. Preferred Option**

4.1 To broadcast with the existing supplier.

#### **5. Reasons for the Decision(s)**

5.1 All Democratic Services Officers are trained on the use of the Public-I solution; transferring to another supplier would likely have meant additional hardware costs, as well as a further training requirement for staff.

5.2 With a previous webcasting solution IT staff were required to manage the broadcasting feed. As Democratic Services staff have been trained on the use of Public-I equipment there is now no requirement for IT officers to be present at meetings, unless there is a major technical fault. Public-I provide maintenance during committee meetings and work with officers to ensure that meeting streams are tested and are working correctly before commencement of the Council's committees.

5.3 Securing the contract for a longer period ensures the best value for money per annum. Signing up for a 1- or 3-year period would have had come with a higher annual cost attached.

#### **6. Consultation**

6.1 Cabinet Members, members of the Central Management Team and the IT Services Manager have been consulted on this decision.

Signed by: **Graham Watts**

Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

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Dated: **27 September 2024**