



**REPORT of
DIRECTOR OF RESOURCES**

**to
ANNUAL COUNCIL
12 MAY 2022**

**SOUTH EASTERN AREA PLANNING COMMITTEE – BURNHAM TOWN COUNCIL
OFFICES LIVE STREAMING**

1. PURPOSE OF THE REPORT

- 1.1 To determine the feasibility for the setup and support of live streaming from Burnham Town Council (BTC) Offices for the South Eastern Area Planning Committee following the decision of Council to move the meeting back to the Town Council Offices.

2. RECOMMENDATIONS

- (i) That Members recommend BTC implement a solution at their cost, utilising their own Information Communication Technology (ICT) provider and providing funding for their chosen solution;

Or:

- (ii) That Members allocate funding for the costs of Maldon District Council (MDC) Officers to implement the preferred Option 4 (as set out in **APPENDIX A**);

Or:

- (iii) That Members review the costs and confirm that meetings of the South Eastern Area Planning Committee return to BTC without streaming, noting this will go against wider Council decisions / practices and could impact access to this meeting.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council voted on 24 February 2022 to continue live streaming for all Committee meetings (Minute No. 538 refers).
- 3.2 Members took a vote to move the South Eastern Area Planning Committee back to Burnham Town Council Offices on 31 March 2022 and requested a review by the MDC ICT specialist team to advise on Committee meeting live streaming options for the venue.
- 3.3 The report at **APPENDIX A** sets out the findings and options obtained by a detailed site survey, engagement with Burnham ICT team and IT analysis, including cost implications and risks.

- 3.4 In the 2021 / 22 municipal year there have been 12 meetings scheduled of the South Eastern Area Planning Committee, of which two were cancelled due to lack of business. All other Committee meetings currently take place in the Council Chamber at the Princes Road office, where Officers are also due to implement a permanent streaming solution.

4. CONCLUSION

- 4.1 The report at **APPENDIX A** illustrates the options and additional information for delivering streamed planning meetings at Burnham Town Council Offices.
- 4.2 Within each option costs, resource and an overview are provided.
- 4.3 To minimise risk to current MDC Council Chamber setup and operations, separate hardware is required as well as ongoing IT support. With consideration to the additional cost, resource, risk to Council priorities and taking into account BTC's commissioned IT support we would recommend Members use this provision to support the live streaming setup.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Good meeting practises contribute to Performance and Efficiency.

6. IMPLICATIONS

- (i) **Impact on Customers** – Risk to Corporate goals if IT resource is diverted from current priorities.
- (ii) **Impact on Equalities** – Risk to equality of access to Council meetings if meetings are moved and venue is not equipped.
- (iii) **Impact on Risk** – Public access / consistency is at risk if meetings move and if streaming is not achievable.
- (iv) **Impact on Resources (financial)** – Funding from MDC researched at £6,000 to £8,000 would be needed to gain all required hardware to provide sufficient quality to the live stream. Additional resource for set up and support would require ongoing additional funding. This will further increase the budget deficit.
- (v) **Impact on Resources (human)** – Two support staff are needed for each live streamed meeting taking resource away from current ICT Strategy and Committee resource to MDC.
- (vi) **Impact on the Environment** – Increased travel requirements for support staff and councillors / public to attend each meeting.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None.

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