

North East Locality Committee

5.00pm, Thursday 26 April 2018

Locality Committee Meetings and Webcasting

Item number	7.5
Report number	
Executive/routine	
Wards	
Council Commitments	

Executive Summary

Options relating to locality committee meeting logistics are presented including timings, location, webcasting and public accessibility.

Locality Committee Meetings and Webcasting

1. Recommendations

- 1.1 To consider the timing of the locality committee meetings and one of the following options:
 - 1.1.1 To agree to option 1, outlined in paragraph 3.1.
 - 1.1.2 To agree to option 2, outlined in paragraph 3.1.
 - 1.1.3 To agree to option 3, outlined in paragraph 3.1, including portable webcasting.

2. Background

- 2.1 The Locality Committee agreed on 21 February 2018 to request a paper exploring options around start time of meetings, use of Council premises and other alternative venues across the locality area considering public accessibility and webcasting capability.
- 2.2 A motion was agreed by Council on 15 March 2018 to agree to investigate costs associated with rolling out webcasting to all council committees and joint boards, these all currently take place within the City Chambers.

3. Main report

Public Accessibility of Meetings

- 3.1 Locality committees are to meet on an eight-week cycle but they can determine where and when they wish to meet within that parameter. The timing of the meeting is also important and should be considered by the Committee. Meetings in the Locality would appear to be more suited to evening meetings which may mean more of the public can attend. A combined option is available, allowing for meetings to be held in the locality periodically. Advantages and disadvantages of each option, including combined option are detailed below.

Option	Advantages	Disadvantages
Option 1 - City Chambers	<p>Meeting rooms are available, with public gallery space and AV capability.</p> <p>Existing webcast infrastructure can be utilised.</p> <p>The City Chambers is well serviced by major public transport routes.</p> <p>All meeting rooms are fully accessible.</p>	<p>Community representatives (NW, NE, SW) would not have locality meetings in their own localities.</p>
Option 2 – In Locality	<p>Meetings are located closer to the communities that they are focused on.</p> <p>There may be a greater opportunity for local people to attend.</p>	<p>Additional webcasting costs will be incurred (circa £4k per annum).</p> <p>Transport links within locality isn't as good as connectivity to centre of town.</p> <p>Possible venues may be limited by webcasting ICT requirements.</p> <p>An additional cost may be incurred based on venue estimated at approximately £200-300 per meeting.</p>
Option 3 - Combination	<p>Regular meetings can be held at City Chambers providing meeting room, webcasting and accessibility benefits.</p> <p>One-off meetings can be held within the locality as required.</p>	<p>Additional webcasting costs would still be incurred if one-off locality meetings were to be webcast</p>

	A flexible option that means that the benefits of both locations can be realised when appropriate.	
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Webcasting

- 3.2 The City Chambers is currently equipped to webcast meetings and it would therefore be possible to webcast live any locality meetings held at the City Chambers. The additional costs for this would be funded from existing budgets.
- 3.3 There would be additional costs associated with portable webcasting, which would be required if meetings were to be webcast from outwith the City Chambers. The cost for a portable webcasting system would be £4k per annum. Microphones would have to be transported from the City Chambers to the locality and there would be minimal additional costs to facilitate this. The additional costs for this could be considered as part of a wider report on webcasting to be submitted to the June 2018 meeting of Council.

4. Measures of success

- 4.1 In line with the Council Performance Framework and the outcomes assigned to each of the strategic aims.

5. Financial impact

- 5.1 Webcasting options within this report are currently unfunded and would require a funding source to be identified before progression and procurement of equipment and software. This could be addressed in the Council report in June 2018 if locality committees ask to take this forward.

6. Risk, policy, compliance and governance impact

- 6.1 None.

7. Equalities impact

- 7.1 Locality committees support the delivery of equalities outcomes and the protected characteristics.
- 7.2 Any third-party committee location will need to be assessed to ensure that it meets accessibility requirements.

8. Sustainability impact

- 8.1 Locality committees will support delivery of sustainability outcomes.

9. Consultation and engagement

- 9.1 Discussions have taken place with council officers and webcasting providers to determine requirements and costs.

10. Background reading/external references

[The City of Edinburgh Council 23 November – Establishment of Locality Committees](#)

[Minute of City of Edinburgh Council – 15 March 2018](#)

Andrew Kerr

Chief Executive

Contact: Ross Murray, Governance Officer

E-mail: ross.murray@edinburgh.gov.uk | Tel: 0131 469 3870

11. Appendices

Appendix 1 – List of possible meeting venues

Appendix 1

List of possible meeting venues

Options for potential venues across the North East Locality which could be used to host future Locality Committee meetings are listed below. The venues include Community Centres, Libraries and School venues. Please note that the date and time of meeting will limit the use of school venues, and some venues may not have sufficient capacity to accommodate these Committee meetings.

Leith and Leith Walk Wards

1. Leith Community Education Centre
2. McDonald Road Library
3. Leith Academy

Craigtinny & Duddingston Ward

4. Northfield & Willowbrae Community Centre
5. Craigtinny Community Centre
6. Portobello High School

Portobello & Craigmillar Ward

7. Jack Kane Community Centre
8. East Neighbourhood Centre
9. Castlebrae High School