

APPENDIX A

Summary of advantages and disadvantages

From the above options, it appears that the most tested solutions are either to audio record meetings or to install a webcasting system for video recording and broadcasting meetings. Therefore a summary of advantages and disadvantages of audio recording and live webcasting is as follows :-

Audio Recordings and uploaded to website following the meeting	
Advantages	Disadvantages
Helps to go some way to meet public expectations of Council transparency	To be a user must have computer and internet availability and it is probably the older generations who may not have this access
Provides potential for increased public understanding of decision-making	Recording quality can be affected by low bandwidth from the user's internet connection. Many rural parts of the Borough do not get high speed broadband
Allows people to listen to proceedings from a wide range of locations rather than having to attend the meeting – this is a benefit given the geographic spread of the Borough	Uploaded recording needs to be accompanied by linked agenda, reports etc to help people understand what they are listening to and the procedures being followed. This is an extra administrative workload as well as queries that may follow from it
Provides an audio record of meeting for a wide range of subsequent purposes including evidence	Potential cost for public speaking/media training for Members and Officers involved at recorded meetings (although this is expected to be in-house learning)
Delayed public availability of recording allows for editing if required	Equipment will only cover meetings in CC1 and CC2 (individually or as one)
Low cost option as mainly uses equipment and resources already available	

Webcasting system for live broadcasting meetings	
Advantages	Disadvantages
Helps to meet public expectations of Council transparency	There is no budgetary provision for webcasting and due to the current pressure on budgets, other activities may have to be reduced to accommodate this new service
Provides potential for increased public understanding of decision-making	To be a user must have computer and internet availability and it is probably the older generations who may not have this access
Allows people to view proceedings from a wide range of locations rather than having to attend the meeting – this is a benefit given the geographic spread of the Borough	Webcast video quality can be affected by low bandwidth either from the broadcast venue or the user's internet connection. Many rural parts of the Borough do not get high speed broadband
High quality visual record of meeting showing individual speakers from best angle using different camera positions. Can be used for a wide range of subsequent purposes including evidence	Webcasting needs to be accompanied by linked agenda, reports etc to help people understand what they are watching and the procedures being followed. This is an extra workload as well as queries that may follow from it.
Equipment can be used for other unlimited internal purposes such as sharing training, briefings at no extra cost	Additional staff member needed at meetings to operate equipment
Delayed webcasting available if preferred or required at a particular meeting	Potential cost for public speaking/ media training for Members and Officers involved at recorded meetings (although this is expected to be in-house learning)
Real time remote support provided by both webcasting companies during live broadcasting	Potentially low levels of 'live' viewing for most meetings based on experience at other Councils and level of public attendance at meetings generally
	Equipment will only cover meetings in CC1 (and CC2 when screen is open)
	Staff training on use of equipment