

Project Documentation

PROJECT INITIATION DOCUMENT (PID)

Replacement of Committee Microphone System

Release:	V1
Date:	24 March 2015
Author:	Buildings and Facilities Services Manager
Approved by:	SLT, Task and Finish Group (Councillors Simon Lloyd-Williams, Peter Clementson, Bob Hayes, Graham Hicks, Gordon McAra). Overview and Scrutiny Committee 17 March 2015

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
23 March 2015	1	Initial draft	JD
23 March 2015		SLT and Portfolio members input	SLT & Portfolio holders
24 March 2015		Cabinet report clearing group	SLT + Legal and Members Services

Consideration by the Corporate Improvement Team

Date	Reviewing Officer	Comments for Consideration
24 March 2015	Andy Buckley	None, relevant support services consulted.

Approvals

This document requires the following approvals:

Name of person, group or committee
Jane Dodsworth, Head of Business Improvement Services.
SLT
Josef Ransley, Cabinet Member for Corporate Services and Communications

Distribution

Name	Job Title
SLT	
Josef Ransley	Cabinet Member for Corporate Services and Communications

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines a project proposal for the replacement of the Committee microphone system.

2. PROJECT DESCRIPTION

The project proposes the replacement of the Council's existing microphone system to provide for:-

- A robust and flexible microphone system that is easy to use
- audio recording of committee meetings
- recording of voting decisions
- potential for future web-casting of committee meetings; and
- compatibility with the Council's on-line committee system

3. BACKGROUND

Due to the ongoing limited life span of the microphone system, £70,000 provision has been made within the Council's Asset Replacement Programme (ARP) for a like-for-like replacement in 2015/16. The ARP was approved by Cabinet on 3 February 2015 as part of the budget spending plans (see Appendix 4 to the Budget report).

In 2012 a scrutiny task and finish group produced a protocol for audio recording of certain Council meetings and although this was not supported by Cabinet at the time, Council considered a recommendation from Cabinet on 23 September 2014 regarding Government regulations on openness of Local Government, which included a requirement to allow any member of the public to take photographs, audio record or film proceedings of all meetings. As a result the Overview & Scrutiny Committee on 18 November 2014 agreed that as Members are the primary users of the microphone system, a task and finish group be set up to consider options around a replacement microphone/audio system and to reconsider future recording of meetings.

4. OUTCOMES TO BE ACHIEVED

A replacement committee microphone system that is capable of supporting the Council in providing open access to debates and decisions at certain committee meetings and is robust enough to meet the on-going needs of the Council over the next 10 years.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

Outputs

- The procurement of a replacement committee microphone system that is future-proofed for a further 10 year period.
- A microphone system that is capable of supporting the Council in the production of audio recording of certain committee meetings
- The ability for Members to record their vote via the microphone system
- For the procured system to be compatible with the production of web-casting of certain committee meetings in the future if required.
- The ability to attach any audio recording of meetings to the Council's online Committee agendas and papers and for members of the public to easily retrieve recordings of interest.
- A system that is portable to enable use at multiple sites
- A system that is secure from external access/interference to ensure confidentiality of Part 2 debates.
- A system that reflects the specification of requirements identified by the Task and Finish Group elected by Overview and Scrutiny Committee on 18 November 2014.

Outcomes

The Corporate Plan has eight guiding principles that underpin the four key Objectives. One of these principles is for the Council "*to be fair, open and transparent*". The provision of audio recordings of certain Committee meetings will support this principle and ensure an accurate and indisputable record of proceedings for members of the public to access. Ensuring that the audio recordings are attached to the Committee report in question and users have the ability to select a particular item of interest easily, will sustain a continued and increasing use of this functionality, enabling customers to self-serve. The potential to extend the system in the future to provide for web-casting of committee meetings, will future-proof the existing system and again, support the principle of openness and transparency, should the Council wish to progress this potential.

Outcome Measures

Procurement of a committee microphone system capable of:-

- audio recording of committee meetings

- recording of voting decisions
- potential for future web-casting of committee meetings; and
- compatibility with the Council's on-line committee system
- reliability

Members of the public self-serving the audio recording of committee meetings.

Dis-benefits

There are no foreseen dis-benefits as a result of the project.

Out of Scope

Procurement of web-casting is out of scope at this time. However, any system procured will need to be capable of extension to provide this functionality.

5. PROJECT CONSTRAINTS

In accordance with Contract Standing Orders procurement of a replacement system will need to be subject to open tender. This may not deliver the replacement system prior to the election of new Members in May 2015.

6. PROJECT ASSUMPTIONS

The specification of requirements is primarily derived from the Task and Finish Group. Tender specifications will be based on these requirements, assuming no additional significant functionality is required in the future.

7. PROJECT COSTS

£70,000 has been made available within the Council's Asset Replacement Programme in 2015-16 for fund this project. On completion of the tender exercise, the Head of Business Improvement Services will award the contract within the project budget in accordance with constitutional delegated powers.

Project Delivery & Phasing

7 April 2015	Cabinet approve PID
w/c 27 April 2015	Tenders invited
w/c 18 May 2015	Tenders analysed
w/c 18 June 2015	Tender awarded
August 2015	Installation of system

8. OPTIONS SUMMARY

This PID is primarily to replace an existing asset that is becoming unreliable and using old technology that reduces the Council's ability to easily deliver emerging obligations to produce audio and video recordings of Committee meetings, debates and decisions. To do nothing will limit the Council in fulfilling these obligations in the future and will result in an increasingly unreliable system.

Officers and the Task and Finish Group have identified the necessary specification of requirements based on the above obligations and on Member experience of using the microphone system. As part of this exercise, a market research exercise were undertaken, demonstrations and quotations were received to inform the PID process. From this research, Members and Officers are confident that the identified requirements outlined within this PID can be procured within the budget identified within the Asset Replacement Programme for 2015-16.

10. PROJECT TEAM

The project will comprise the following:

Project Sponsor	Jane Dodsworth
Project Lead	Roland Robinson
Client Lead	Members Task and Finish Group, supported by Philip Coleman
Procurement	Phil Pickard/Rod Walters

- 1.1. Governance **That the Council be recommended to approve a one year pilot to audio record and publish Council, Cabinet, Planning and Overview and Scrutiny meetings online.**
John Ward