

Constitution Committee

Agenda

Date: Thursday, 23rd March, 2017
Time: 2.00 pm
Venue: Committee Suite 1, 2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and in the report.

It should be noted that Part 1 items of Cheshire East Council decision-making and overview and scrutiny meetings are audio recorded and the recordings will be uploaded to the Council's website.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**
2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the body in question. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

Contact: Paul Mountford, Executive Democratic Services Officer
Tel: 01270 686472
E-Mail: paul.mountford@cheshireeast.gov.uk

4. **Minutes of Previous meeting** (Pages 3 - 6)

To approve the minutes of the meeting held on 13th February 2017.

5. **Annual Review of the Health and Wellbeing Board's Terms of Reference** (Pages 7 - 16)

To review the Health and Wellbeing Board's terms of reference.

6. **Webcasting, Recording of Meetings and the Use of Social Media** (Pages 17 - 24)

To consider a report on the logistical implications of recording, webcasting and providing social media commentary in respect of the Council's decision-making meetings.

7. **Review of the Constitution**

The Director of Legal Services to provide an update to the Committee and recommendations for the review to be taken forward.

THERE ARE NO PART 2 ITEMS

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Constitution Committee**
held on Monday, 13th February, 2017 at Council Chamber, Municipal
Buildings, Earle Street, Crewe CW1 2BJ

PRESENT

Councillor A Martin (Chairman)
Councillor M Beanland (Vice-Chairman)

Councillors G Baxendale, B Burkhill, S Edgar, I Faseyi (for Cllr Mannion)
H Gaddum, S Hogben, D Mahon, R Menlove, G Wait (for Cllr Brooks) and
G Williams

Councillors in attendance

Councillors J P Findlow and D Marren

Officers

Brian Reed, Head of Governance and Democratic Services
Dan Dickinson, Legal Team Manager Corporate and Regulatory
Paul Mountford, Executive Democratic Services Officer

Apologies

Councillors E Brooks, M Deakin, N Mannion and D Newton

27 DECLARATIONS OF INTEREST

There were no declarations of interest.

28 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public wishing to speak.

29 MINUTES OF PREVIOUS MEETING**RESOLVED**

That the minutes of the meeting held on 24th November 2016 be approved
as a correct record.

30 STAFFING COMMITTEE TERMS OF REFERENCE

The Committee received a report on the amended terms of reference of
the Staffing Committee as approved by Council on 15th December 2016.

RESOLVED

That the report be noted.

31 NEW JNC HANDBOOK FOR CHIEF EXECUTIVES AND CONSEQUENTIAL AMENDMENTS TO THE CONSTITUTION

The Committee considered a report setting out the changes made in the new JNC handbook for Chief Executives which reflected changes made to the statutory employment protections for the Head of Paid Service, Chief Finance Officer (the Section 151 Officer) and Monitoring Officer who, together, were referred to as the “Protected Officers”. The report also recommended changes to the Constitution to comply with the new requirements.

The changes were required to comply with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and followed the issuing of the revised JNC handbook in October 2016.

Full details of the proposals were set out in the report and its appendices.

In addition to the report, the Committee had regard to a supplementary paper which set out a number of points of clarification in respect of matters within the main report and its appendices. This had followed discussion with the Chairman of the Staffing Committee who had provided additional helpful perspectives and suggestions on the matter. The clarification paper recommended a number of consequential amendments to the appendices to the report.

The Committee was informed that external solicitors had advised on the constitutional and employment law issues and had contributed to the report. Such external advice had been sought so that the Council could benefit from the experience of a firm that had advised a number of councils on how best to align their constitutions and procedures with the new regulations and JNC handbook. In this respect, the approach recommended in the report reflected best practice.

The Committee discussed the relative merits of a single set of procedures to apply to all three Protected Officers as opposed to one process for the Head of Paid Service and another for the Section 151 and Monitoring Officers. A single approach for all three officers would provide clarity and consistency, and would avoid any unnecessary complexity. If two separate processes were adopted, they would be unlikely to differ to any great extent, given the need to comply with the rules of natural justice. It was not clear what particular benefits would be gained by such an approach. The report therefore recommended a single set of processes for all three Protected Officers.

RESOLVED

That the Constitution Committee recommends to Council that

1. a single, uniform dismissal and disciplinary procedure as set out in the report be adopted in relation to the Head of Paid Service, the Section 151 Officer and the Monitoring Officer; and
2. subject to the additional recommendations set out in paragraphs 13, 14 and 15 of the clarification paper:
 - a) the Staff Employment Procedure Rules be amended as set out in Appendix 2;
 - b) the Terms of Reference of the Staffing Committee be amended as set out in Appendix 3;
 - c) an Investigation and Disciplinary Committee (comprising 7 elected Members) be established with the terms of reference set out in Appendix 4;
 - d) a Disciplinary Appeals Committee (comprising 7 elected Members) be established with terms of reference as set out in Appendix 5;
 - e) an Independent Persons Panel be established with the terms of reference set out in Appendix 6;
 - f) the Director of Legal Services and Monitoring Officer be authorised to invite the Council's current Independent Persons (being those persons appointed to advise on member conduct complaints under the Localism Act 2011) and if necessary one or more of the Independent Persons of neighbouring authorities (following consultation with the Monitoring Officers of those authorities), to be considered for appointment to the Independent Persons Panel;
 - g) the Constitution Committee be authorised to confirm appointments to the Independent Persons Panel;
 - h) the Constitution Committee be authorised to approve the payment of a reasonable and proper allowance/expenses for the work undertaken by those Independent Persons appointed to the Independent Persons Panel; and
 - i) the Director of Legal Services be authorised to make any further consequential amendments to the Constitution to ensure consistency with the above changes.

The meeting commenced at 2.30 pm and concluded at 3.25 pm

Councillor A Martin (Chairman)

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CHESHIRE EAST COUNCIL

Constitution Committee

Date of Meeting: 23rd March 2017
Report of: Guy Kilminster, Corporate Manager Health Improvement
Subject/Title: Annual Review of the Health and Wellbeing Board's Terms of Reference

1 Report Summary

- 1.1 The Health and Wellbeing Board's Terms of Reference (ToR) include the requirement for them to be reviewed on an annual basis. This provides an opportunity to ensure that they remain fit for purpose and are appropriate for the smooth functioning of the Board. Proposed revisions were brought to the Board for initial consideration in September 2016. These have now been reviewed and agreed by the Board at its meeting in January 2017. The proposed Terms of Reference now have to be considered by the Constitution Committee prior to approval at Council on 17th May 2017. Appendix One incorporates the Board's approved changes.

2 Recommendation

- 2.1 That the Constitution Committee consider the Terms of Reference and approve these for referral to the Council meeting in May 2017.

3 Reason for Recommendation

- 3.1 To ensure that the Health and Wellbeing Board is operating with appropriate Terms of Reference to facilitate its effective functioning.

4 Impact on Health and Wellbeing Strategy Priorities

- 4.1 Strong and effective Terms of Reference for the Board will support the delivery of the Health and Wellbeing Strategy priorities.

5 Background and Options

- 5.1 The current version of the Health and Wellbeing Board's Terms of Reference was approved by Council on 22nd October 2015. This followed a review and proposed amendments to the membership of the Board, which were incorporated into the ToR.

5.2 Following consultation with colleagues internally within the Council and with the Eastern and South Cheshire CCGs, the Terms of Reference have been further amended in collaboration with Legal Services. The changes of significance are highlighted yellow in the Appendix and specified below:

- Under Section two 'Purpose' an additional bullet point has been inserted:

To be a forum that enables member organisations of the Board to hold each other to account for their responsibilities for improving the health of the population.

- Under section five 'Membership' the job titles have been updated.

- Under section six the number of meetings has been reduced from six to four.

- Under section 7 the urgent business paragraph (7.2) has been reworded:

Any voting member of the Board may approach the Chairman of the Board to deal with an item of business which the voting member believes is urgent and under the circumstances requires a decision of the Board. The Chairman's ruling of whether the requested item is considered / tabled or not at the meeting will be recorded in the minutes of the meeting.

5.3 The revised ToR are attached as Appendix One. In line with the Constitution, the proposed amendments need to be agreed by the Constitution Committee prior to referral to Council.

6 Access to Information

6.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Guy Kilminster

Designation: Corporate Manager Health Improvement

Tel No: 01270 686560

Email: guy.kilminster@cheshireeast.gov.uk

Cheshire East Statutory Health and Wellbeing Board

Terms of Reference as approved [To be inserted]:

1. Context

- 1.1 The full name of the Board shall be the Cheshire East Health and Wellbeing Board. (CEHWB)
- 1.2 The CEHWB was established in April 2013.
- 1.3 The Health and Social Care Act 2012 and subsequent regulations provide the statutory framework for Health and Wellbeing Boards (HWB).
- 1.4 For the avoidance of doubt, except where specifically disapplied by these Terms of Reference, the Council Procedure Rules (as set out in its Constitution) will apply.

2. Purpose

- To work in partnership to make a positive difference to the health and wellbeing of the residents of Cheshire East through an evidence based focus on improved outcomes and reducing health inequalities.
- To prepare and keep up to date the Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs), which is a duty of local authorities and clinical commissioning groups (CCGs).
- To lead integrated working between health and social care commissioners, including providing advice, assistance or other support to encourage arrangements under section 75 of the National Health Service Act 2006 (ie lead commissioning, pooled budgets and/or integrated provision) in connection with the provision of health and social care services.
- **To be a forum that enables member organisations of the Board to hold each other to account for their responsibilities for improving the health of the population**
- To assist in fostering good working relationships between commissioners of health-related services and the CEHWB itself.
- To assist in fostering good working relationships between commissioners of health-related services (such as housing and many other local government services) and commissioners of health and social care services
- To undertake any other functions that may be delegated to it by the Council under section 196(2) of the Health and Social Care Act 2012.

Such delegated functions need not be confined to public health and social care.

- To provide advice assistance and support for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services.

3. Roles and Responsibilities

- 3.1 To work with the Council and CCGs effectively to ensure the delivery of the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.
- 3.2 To work within the CEHWB to build a collaborative partnership to key decision making that embeds health and wellbeing challenge, issue resolution and provides strategic system leadership.
- 3.3 To participate in CEHWB discussions to reflect the views of their partner organisations, being sufficiently briefed to be able to make recommendations about future policy developments and service delivery.
- 3.4 To champion the work of the CEHWB in their wider work and networks and in all individual community engagement activities.
- 3.5 To ensure that there are communication mechanisms in place within partner organisations to enable information about the CEHWB's priorities and recommendations to be effectively disseminated.
- 3.6 To share any changes to strategy, policy, and the system consequences of such on budgets and service delivery within their own partner organisations with the CEHWB to consider the wider system implications.

4. Accountability

- 4.1 The CEHWB carries no formal delegated authority from any of the individual statutory bodies.
- 4.2 Core Members of the CEHWB have responsibility and accountability for their individual duties and their role on the CEHWB.
- 4.3 The CEHWB will discharge its responsibilities by means of recommendations to the relevant partner organisations, which will act in accordance with their respective powers and duties.
- 4.4 The Council's Core Members will ensure that they keep Cabinet and wider Council advised of the work of the CEHWB.
- 4.5 The CEHWB may report and be accountable to Full Council and to both NHS Clinical Commissioning Groups (CCG's) Governing Bodies by ensuring access to meeting minutes and presenting papers as required.

Agreed by Board 31/01/2017
Appendix One

- 4.6 The CEHWB will not exercise scrutiny duties around health or adult social care services directly. This will remain the role of the Cheshire East Health and Adult Social Care Overview and Scrutiny Committee and in respect of children's health, the Children and Families Overview and Scrutiny Committee. Decisions taken and work progressed by the CEHWB will be subject to scrutiny by the Health and Adult Social Care Overview and Scrutiny Committee.
- 4.7 The CEHWB will provide information to the public through publications, local media, and wider public activities by publishing the minutes of its meetings on the Council's website. The CEHWB is supported by an Engagement and Communications Network across HWB organisations to ensure this function can operate successfully.

5. Membership

- 5.1 The Core membership of the CEHWB will comprise the following:

Voting members:

- **Three** councillors from Cheshire East Council
- **The Strategic Director of Adult Social Care and Health**
- The Director of Children's Services
- A local Healthwatch representative
- Two representatives of NHS Eastern Cheshire CCG
- Two representatives of NHS South Cheshire CCG
- Independent NHS representative (nominated by the CCGs)

Non-voting members

- The Chief Executive of the Council
- The Director of Public Health
- A nominated representative of NHS England

The councillor membership of the CEHWB is nominated by the Leader of the Council. The Leader can be a member of the CEHWB as one of the three councillors who are voting members.

- 5.2 The Core Members will keep under review the Membership of the CEHWB and if appropriate will make recommendations to Council on any changes to the Core Membership.
- 5.3 The above Core Members ¹ through a majority vote have the authority to appoint individuals as Non Voting Associate Members of the CEHWB. (Committee Procedure Rule 20.1 refers). The length of their membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting "AGM" of the CEHWB. Associate Members will assist the CEHWB in achieving the priorities agreed within the Joint Health and

¹ Regulation 5(1) removes this restriction in relation to health and wellbeing boards by disapplying section 104(1) of the 1972 Act to enable the local authority directors specified in the 2012 Act to become members of health and wellbeing boards

Agreed by Board 31/01/2017
Appendix One

Wellbeing Strategy and may indeed be chairs of sub structure forums where they are not actual Core Members of the CEHWB.

- 5.4 The above Core Members ² through a majority vote have the authority to recommend to Council that individuals be appointed as Voting Associate Members of the CEHWB. The length of their membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting “AGM” of the CEHWB.
- 5.5 Each Core Member has the power to nominate a single named substitute. If a Substitute Member be required, advance notice of not less than 2 working days should be given to the Council whenever practicable. The Substitute Members shall have the same powers and responsibilities as the Core Members.

6. Frequency of Meetings

- 6.1 There will be no fewer than four public meetings per year (including an AGM), usually once every three months as a formal CEHWB.
- 6.2 Additional meetings of the CEHWB may be convened with agreement of the CEHWB’s Chairman.

7. Agenda and Notice of Meetings

- 7.1 Any agenda items or reports to be tabled at the meeting should be submitted to the Council’s Democratic Services no later than seven working days in advance of the next meeting. Generally, no business will be conducted that is not on the agenda.
- 7.2 Any voting member of the Board may approach the Chairman of the Board to deal with an item of business which the voting member believes is urgent and under the circumstances requires a decision of the Board. The Chairman’s ruling of whether the requested item is considered / tabled or not at the meeting will be recorded in the minutes of the meeting.
- 7.3 In accordance with the Access to Information legislation, Democratic Services will circulate and publish the agenda and reports prior to the next meeting. Exempt or Confidential Information shall only be circulated to Core Members.

8. Annual General Meeting

- 8.1 The CEHWB shall elect the Chairman and Vice Chairman at each AGM, the appointment will be by majority vote of all Core Members present at the meeting.
- 8.2 The CEHWB will approve the representative nominations by the partner organisations as Core Members.

² Regulation 5(1) removes this restriction in relation to health and wellbeing boards by disapplying section 104(1) of the 1972 Act to enable the local authority directors specified in the 2012 Act to become members of health and wellbeing boards

9. Quorum

- 9.1 Any full meeting of the CEHWB shall be quorate if there is representation of any four of the following statutory members: – NHS Eastern Cheshire CCG, NHS South Cheshire CCG, Local Health Watch, a Councillor and an Officer of Cheshire East Council.
- 9.2 Failure to achieve a quorum within fifteen minutes of the scheduled start of the meeting, or should the meeting become inquorate after it has started, shall mean that the meeting will proceed as an informal meeting but that any decisions shall require appropriate ratification at the next quorate meeting.

10. Procedure at Meetings

- 10.1 General meetings of the CEHWB are open to the public and in accordance with the Council's Committee Procedure Rules will include a Public Question Time Session. Papers, agendas and minutes will be published on the Cheshire East Health and Wellbeing website.
- 10.2 The Council's Committee Procedure Rules will apply in respect of formal meetings subject to the following:-
- 10.3 The CEHWB will also hold development/informal sessions throughout the year where all members are expected to attend and partake as the agenda suggests.
- 10.4 Core Members are entitled to speak through the Chairman. Associate Members are entitled to speak at the invitation of the Chairman.
- 10.5 With the agreement of the CEHWB, subgroups can be set up to consider distinct areas of work. The subgroup will be responsible for arranging the frequency and venue of their meetings. The CEHWB will approve the membership of the subgroups.
- 10.6 Any subgroup recommendations will be made to the CEHWB who will consider them in accordance with these terms of reference and their relevance to the priorities within the Joint Health and Wellbeing Strategy and its delivery plan.
- 10.7 Whenever possible decisions will be reached by consensus or failing that a simple majority vote by those members entitled to vote.

11. Expenses

- 11.1 The partnership organisations are responsible for meeting the expenses of their own representatives.
- 11.2 A modest CEHWB budget will be agreed annually to support engagement and communication and the business of the CEHWB.

Agreed by Board 31/01/2017
Appendix One

12. Conflict of Interest

- 12.1 In accordance with the Council's Committee Procedure Rules, at the commencement of all meetings all CEHWB Members shall declare disclosable pecuniary or non-pecuniary interests and any conflicts of interest.
- 12.2 In the case of non pecuniary matters Members may remain for all or part of the meeting, participate and vote at the meeting on the item in question.
- 12.3 In the case of pecuniary matters Members must leave the meeting during consideration of that item.

13. Conduct of Core Members at Meetings

- 13.1 CEHWB members will agree to adhere to the seven principles outlined in the CEHWB Code of Conduct when carrying out their duties as a CEHWB member [Appendix 1].

14. Review

- 14.1 The above terms of reference will be reviewed every two years at the CEHWB AGM.
- 14.2 Any amendments shall only be included by consensus or a simple majority vote, prior to referral to the Constitution Committee and Council.

January 2017

Agreed by Board 31/01/2017
Appendix One

Definition

Exempt Information

Which is information falling within any of the descriptions set out in Part I of Schedule 12A to the Local Government Act 1972 subject to the qualifications set out in Part II and the interpretation provisions set out in Part III of the said Schedule in each case read as if references therein to “the authority” were references to “CEHWB” or any of the partner organisations.

Confidential Information

Information furnished to, partner organisations or the CEHWB by a government department upon terms (however expressed) which forbid the disclosure of the information to the public; and information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court are to be discussed.

Conflict of Interest

You have a Conflict of interest if the issue being discussed in the meeting affects you, your family or your close associates in the following ways;

- *The issue affects their well being more than most other people who live in the area.*
- *The issue affect their finances or any regulatory functions and*
- *A reasonable member of the public with knowledge of the facts would believe it likely to harm or impair your ability to judge the public interest.*

Associate Members

Associate Member status is appropriate for those who are requested to chair sub groups of the CEHWB.

Health Services

Means services that are provided as part of the health service.

Health-Related Services *means services that may have an effect on the health of individuals but are not health services or social care services.*

Social Care Services

Means services that are provided in pursuance of the social services functions of local authorities (within the meaning of the Local Authority Social Services Act 1970

Appendix 1

CEHWB Member Code of Conduct

1. Selflessness

Members of the Cheshire East Health and Wellbeing CEHWB should act solely in terms of the interest of and benefit to the public/patients of Cheshire East. They should not do so in order to gain financial or other benefits for themselves, their family or their friends

2. Integrity

Members of the Cheshire East Health and Wellbeing CEHWB should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties and responsibilities as a CEHWB member

3. Objectivity

In carrying out their duties and responsibilities members of the Cheshire East Health and Wellbeing CEHWB should make choices based on merit and informed by a sound evidence base

4. Accountability

Members of the Cheshire East Health and Wellbeing CEHWB are accountable for their decisions and actions to the public/patients of Cheshire East and must submit themselves to whatever scrutiny is appropriate

5. Openness

Members of the Cheshire East Health and Wellbeing CEHWB should be as transparent as possible about all the decisions and actions that they take as part of or on behalf of the CEHWB. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands

6. Honesty

Members of the Cheshire East Health and Wellbeing CEHWB have a duty to declare any private interests relating to their responsibilities and duties as CEHWB members and to take steps to resolve any conflicts arising in a way that protects the public interest and integrity of the Cheshire East Health and Wellbeing CEHWB

7. Leadership

Members of the Cheshire East Health and Wellbeing CEHWB should promote and support these principles by leadership and example

CHESHIRE EAST COUNCIL

Constitution Committee

Date of Meeting:	23 rd March 2017
Report of:	Head of Governance and Democratic Services
Subject/Title:	Webcasting, Recording of Meetings and the Use of Social Media

1.0 Report Summary

- 1.1 At its meeting on 24 November 2016 the Constitution Committee requested that consideration be given to the logistical implications of recording, webcasting and providing social media commentary in respect of the Council's decision making meetings.
- 1.2 This report begins to develop the options that were requested by the Committee.

2.0 Recommendations

- 2.1 That Constitution Committee consider how this matter should be taken forward.

3.0 Background and Options

- 3.1 For over two and a half years Cabinet meetings have been live webcast. Viewers have been able to view the webcast for the following six months, accessing the recording from the Council's website. Both live webcasts and recordings are linked into the Council's Committee administration system (Modern.Gov), meaning that viewers can read reports and clearly see which item the meeting is discussing. They can also move to a particular agenda item at the click of a mouse.
- 3.2 In 2016 Cheshire East Council began to audio record all decision making meetings, with an MP3 (audio file) being posted on the Council's website after the meeting. The cost of audio recording is relatively low. Equipment has been purchased and it is proving relatively straightforward to operate and is producing recordings of an adequate quality.
- 3.3 Council can rightly say that it is now more transparent than has ever been the case, with all decision making meetings being recorded and accessible via the website.
- 3.4 Webcasting is currently undertaken by Public i, the company who provide the service to almost all local authorities who webcast meetings. The cost of webcasting Cabinet meetings is £30,000 a year. Cheshire East pay more for webcasting than most local authorities. This is because the

Council does not have a dedicated Council Chamber or Committee Room where cameras, microphones and other equipment are permanently installed. Such equipment has to be brought in and set up each time a meeting is held, with the equipment being operated by a technician supplied by Public i.

- 3.5 Webcasting has not been without some minor problems, with the sound quality not always being perfect, especially when speakers have failed to use the microphones provided. On a small number of occasions recordings have had to be edited, to remove comments made by speakers. This is currently undertaken by Public i for a small additional fee.
- 3.6 Viewing figures for Cabinet webcasts are relatively low; October's Cabinet was watched live by 65 people and the archived version by 141 separate viewers. In total this webcast has been viewed on 357 occasions.
- 3.7 There is no consistent pattern in relation to webcasting by other local Councils. However; the majority of larger authorities, such as Cheshire East, would appear to webcast some of their meetings.
- 3.8 Initial research would suggest that there are no local authorities who webcast all of their meetings.
- 3.9 The table below gives a number of examples from a range of local authorities across the county.

Council	Number of live webcasts in January 2017	Comments
Cheshire West and Chester	5	Includes Council, Cabinet, Overview and Scrutiny and Planning
City of Leicester	4	Includes Planning and Scrutiny. Council also webcast
Kent County Council	9	Including Council, Cabinet and Scrutiny Meetings
Solihull Council	2	Including Cabinet, and Holocaust Memorial Day Service
Manchester City Council	11	Including Executive, Planning and Scrutiny Meetings
Bath and North East Somerset Council	1	Most months 2 or 3 meetings are webcast, including Cabinet

Cornwall Council	3	Inc. Cabinet and Council
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3.10 Cheshire East’s near neighbour, Cheshire West and Chester Council are one of the more active authorities in relation to webcasting. They have cameras and microphones permanently set up in two locations (HQ in Chester and Wyvern House in Winsford) together with a mobile system which is, on occasion, used to provide a service to other organisations. They employ their own technicians to administer each webcast, with the technician being present for the duration of the meeting. The staff used have broader roles with the Council, but have become expert in webcasting.

Social media

3.11 The majority, if not all, Local Authorities use social media as a way of communicating with their residents and other stakeholders. Most Councils that webcast meetings appear to provide some form of commentary on the meeting using social media; particularly Twitter. In providing a commentary staff need to ensure that it is politically neutral and factually accurate.

Option 1 - Retain the current webcasting arrangement

3.12 The first option would be to continue with the current arrangement whereby a fully managed service is procured in respect of Cabinet meetings only. A technician from an outside supplier brings in and sets up the equipment (including microphones) for each meeting and takes full responsibility for its operation.

3.13 The current arrangement whereby the Council procure a fully managed webcasting facility from a commercial company is expensive. It would not be practical or affordable to extend the current arrangement to a wider range of meetings.

3.14 Whilst a procurement exercise would need to undertaken, it is likely that the cost would be similar to the current contract, with no savings being achieved. If additional meetings were webcast the cost would increase, roughly in proportion to the number of additional meetings covered.

Option 2 – Retain audio recording and stop webcasting meetings

3.15 As indicated above, since 2016 all decision making meetings have been recorded and can be accessed via the website. Improvements to the functionality of the system; providing a link to modern.gov could be provided for approximately £4,000 a year.

Option 3 - Install a permanent basic webcasting system into the Westfields Committee Suite (or elsewhere)

- 3.16 The cost of such a system would be very significantly less than a fully managed system. A procurement exercise would need to be undertaken and a detailed specification developed; but excluding the cost of purchasing a microphone system (see paragraph 3.18 below) it is estimated that annual costs to webcast Cabinet meetings would reduce to about £11,500 a year (plus installation and configuration costs in year one). If this second option were adopted it would be possible for other meetings to be webcast from the Committee Suite at a very reasonable additional cost. There would be some additional costs if the total number of webcasting hours exceeded that which had been contracted each year.
- 3.17 Such a system would deliver excellent quality sound and adequate pictures, but would not have as much flexibility over camera angles as the current, fully managed system.
- 3.18 For such an option to be viable a microphone system would need to be purchased for use at Westfields. A traditional committee microphone system (such as the one currently used at Cabinet meetings) would cost approximately £15,500 to purchase, but have a life expectancy of over ten years.
- 3.19 A permanently installed system would necessitate Cheshire East staff operating the equipment in the way that the Public i technician does at present. This would need to be an additional member of staff. It would not be realistically possible for the Committee Clerk supporting the meeting to undertake this role, which they can with audio recording. When the issue was considered three years ago, the need for staff to set up and operate the system was one of the factors that led to the Council opting for a fully managed service. Whilst technology has moved on, it should not be underestimated how time consuming setting up and operating webcasting equipment would be.

Option 4 – Mobile system

- 3.20 Should there be a desire to webcast meetings not held in the Committee Suite as Westfields this would be possible by leasing a mobile webcasting system, comprising of cameras and a mobile digital controller. Such a system would be covered by the Council's existing licence (assuming that a system was already being leased) and technical support.

3.21 Summary of estimated costs.

Option	Estimated Costs	Comments																						
Option 1, retain the current arrangement	£30,000 a year	Additional webcasts would increase cost																						
Option 2, move to an audio only system.	To retain the current audio system would have no additional costs. A link into modern.gov could be provided for approximately £4,000 a year.																							
Option 3, permanently installed system	<table> <tr> <td>Lease of encoder</td> <td>£1,725</td> </tr> <tr> <td>Lease of 4 SD Cameras</td> <td>£ 920</td> </tr> <tr> <td>Licence</td> <td>£6,500</td> </tr> <tr> <td>60 Hours of webcasting</td> <td>£1,080</td> </tr> <tr> <td>Helpdesk and monitoring</td> <td>£1,170</td> </tr> <tr> <td>Service and maint.</td> <td>£1,150</td> </tr> <tr> <td>Total <u>annual</u> cost</td> <td>£11,415</td> </tr> <tr> <td colspan="2">One off costs, including equipment build, installation, delivery, training</td> </tr> <tr> <td></td> <td>£7,850</td> </tr> <tr> <td>Total cost in year one</td> <td>£19,265</td> </tr> <tr> <td>Bosch dual user microphone system, (8 units / 16 users)</td> <td>£15,425</td> </tr> </table>	Lease of encoder	£1,725	Lease of 4 SD Cameras	£ 920	Licence	£6,500	60 Hours of webcasting	£1,080	Helpdesk and monitoring	£1,170	Service and maint.	£1,150	Total <u>annual</u> cost	£11,415	One off costs, including equipment build, installation, delivery, training			£7,850	Total cost in year one	£19,265	Bosch dual user microphone system, (8 units / 16 users)	£15,425	<p>High definition system available for £14,344</p> <p>All costs plus VAT</p> <p>Microphone system could be expected to have a life expectancy of in excess of 10 years</p>
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Option 4, mobile system	A mobile system would cost approximately £8,000; in addition to the costs outlined above.																							

3.22 Summary position in relation to webcasting / audio recoding.

- Current system is expensive and limited to Cabinet meetings.
- Expanding the current system to a wider range of meetings would be extremely expensive.

- Installing permanent cameras and equipment in the Committee Suite at Westfields would now appear to be an option. This would allow other meetings to be webcast from the Committee Suite should that be required.
- Purchase of a mobile webcasting system would allow meetings from other locations to be webcast, but would be more complex to set up and take more staff time.
- Audio recording of meetings is working well, sound quality is adequate but there is no connectivity into the Committee system (modern.gov)

3.23 Whilst webcasting could be said to improve the transparency of decision making, the question does need to be asked if webcasting is needed at all if meetings are audio recorded. Webcasting could be seen to:

- Provide some individuals with the opportunity to “showboat”.
- Reduce attendance at meetings by the public and journalists.
- Be subject to occasional technical failure, and
- Require additional staffing recourses (should the Council move away from a fully managed solution).

3.24 In addition, at a time of austerity, webcasting could be seen as being too expensive.

4. Wards Affected and Local Ward Members

4.1. All Wards.

5. Implications of Recommendation

5.1. Policy Implications

5.1.1. There are no specific policy implications.

5.2. Legal Implications

5.2.1. There are no specific legal implications.

5.3. Financial Implications

5.3.1. The estimated costs of a range of options are identified in this report.

5.4. Human Resources Implications

5.4.1. The staffing implications of undertaking webcasting are indented in this report.

5.5. Equality Implications

5.5.1. There are no equality implications.

5.6. Rural Community Implications

5.6.1 There are no implications for the rural community.

5.7. Public Health Implications

5.7.1. There are no public health implications.

6. Risk Management

6.1. There are no risk management implications.

7. Background Papers

7.1. There are no background papers.

8.0 Access to Information

The background papers relating to this report can be inspected by contacting the report author:

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