

Written statement of a non-key officer decision
Director for economy, communities and corporate

Title	Adoption of audio casting and recording of public meetings
Decision maker	Director for economy, communities and corporate
Date of decision	19 February 2018
Report exemption class	Open
Purpose	Herefordshire Council has successfully trialled the use of 'audio streaming and recording' - a service that allows live audio-casting of public meetings over the internet and creates recordings for later playback. Following that trial this report seeks to gain approval to formally adopt Audio Minutes as the successful contractor into the suite of democratic services offered by the council.
Decision	<p>That:</p> <p>(a) Audio Minutes be appointed to supply Herefordshire Council's public meeting audio casting and recording services at a cost of £3,900 per annum starting in February 2018 to March 2020;</p> <p>(b) a tablet and mobile microphone be purchased at a cost of not more than £500; and</p> <p>(c) the new standardised minute taking guide (issued in appendix a) for public meetings be adopted and phased in over a period of not more than 6 months to allow for full implementation of audio casting.</p>
Reason for the decision	As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50023926
Consultation	Chairmen and committee members of scrutiny, full Council, planning and regulatory and cabinet were consulted, and took part in, the trial of Audio Minutes which ran from may to October 2017. In addition, group leaders have been consulted on the outcome of the of the 6 month trial.
Options considered	<p>1. Do nothing: Herefordshire Council maintains the current minimum legal standards of providing a public record of meetings and decisions. This is not recommended. Herefordshire Council has a stated objective to ensure that those making decisions and delivering services are</p>

	<p>accountable for them. To support effective accountability the council is committed to ensuring stakeholders are able to understand and respond as the council plans and carries out its activities in a transparent manner. While Herefordshire Council is compliant in this regard, we can enhance our ways of working with new technologies to reach new audiences.</p> <p>2. Do something different: Video streaming and recordings have been considered. This option has been rejected at the current time due to the high costs, compared to audio options, and the need for consistent fast broadband coverage to ensure a reliable service across the county.</p>
Declarations of interest	N/A
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	23 February 2018

<p>Officer:</p> <p>Director for economy, communities and corporate (Geoff Hughes)</p>	<p>Date 19 February 2018</p>
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