

**MINUTES of MEETING of SHORT LIFE WORKING GROUP - MEDIA PLATFORMS held in the
COMMITTEE ROOM 1, KILMORY, LOCHGILPHEAD
on THURSDAY, 31 JANUARY 2013**

Present: Councillor Louise Glen Lee (Chair)

Councillor Gordon Blair	Councillor Len Scoullar
Councillor Michael Breslin	Councillor John Semple
Councillor Aileen Morton	

Attending: Douglas Hendry, Executive Director – Customer Services
Laura Cameron, Directorate Support Officer
Patricia O’Neill, Central Governance Manager
Lorne MacBrayne, Website Manager
Robert Miller, IOD Project Officer
Gerry Wilson, IT Infrastructure Services Manager
Aileen McNicol, Communications Officer

The Chair welcomed everyone to the meeting and introductions were made. The Chair apologised for problems with the scheduling of meetings and confirmed that dates for future meetings would be agreed at the end of the meeting.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

**(a) SHORT LIFE WORKING GROUP - MEDIA PLATFORMS HELD ON 19
NOVEMBER 2012**

The Minutes of the meeting of the Short Life Working Group – Media Platforms held on 19 November 2012 were approved as a correct record.

It was noted that decision 2 at item 5 of the Minutes, with regard to branding and launch of the Looking Local Service, had not gone ahead.

**(b) SHORT LIFE WORKING GROUP - MEDIA PLATFORMS: REPORT IN THE
ABSENCE OF A QUORUM FROM MEETING HELD ON 17 DECEMBER 2012**

The report by the Executive Director of Customer Services in the absence of a quorum for the Short Life Working Group – Media Platforms held on 17 December 2012 was noted.

(c) SHORT LIFE WORKING GROUP - MEDIA PLATFORMS: REPORT IN THE ABSENCE OF A QUORUM FROM MEETING HELD ON 17 JANUARY 2013

The report by the Executive Director of Customer Services in the absence of a quorum for the Short Life Working Group – Media Platforms held on 17 January 2013 was noted.

4. SCOPE FOR URTV, WEBCASTING AND VIDEO CONFERENCING - OUTCOME OF DISCUSSIONS BETWEEN IT INFRASTRUCTURE MANAGER AND UHI AND INITIAL BUSINESS CASE

The Short Life Working Group considered a report outlining the Council's current video conferencing service and usage; and potential options available including a service managed by UHI and a redesigned internal service. The IT Infrastructure Services Manager, who spoke to the report, noted that he was not aware the report was to include URTV and Webcasting and advised that this information would be made available for the next meeting of the Group.

Decision

The Short Life Working Group –

1. Noted the report.
2. Noted that information with regard to URTV and Webcasting would be provided to the next meeting.
3. Noted that information would be provided to inform the final report on Governance issues associated with Councillors attendance at meetings via video conferencing.
4. Requested that further information be provided with regard to the Services that could be offered by UHI to record and stream video conferencing meetings; to include the costs of such services; and their potential flexibility in the provision of a 24/7 support service for video conferencing.
5. Requested that arrangements be put in place to obtain feedback on video conferencing for a period of one month to identify failure issues.
6. Requested that information on estimated costs of officer travel time be provided in relation to attendance at an Area Committee; either in the Oban, Lorn and the Isles area or the Mid Argyll, Kintyre and the Islands area, for a period of 1 month.

(Reference: Report by IT Infrastructure Services Manager dated 14 December 2012, submitted)

5. WEBCASTING EXPERIENCES IN OTHER SCOTTISH COUNCILS

The Short Life Working Group considered a report which explored the experience of other Scottish Councils in the use of webcasting; and in particular how beneficial this approach had been in terms of democracy and efficiencies.

Councillor Scoullar left the meeting at this point.

Decision

The Short Life Working Group –

1. Noted the report.
2. Requested that any additional costs outwith those contained within the report are identified and reported back to the Group for potential inclusion in the final report.

(Reference: Report by Customer Management Project Manager dated December 2012, submitted)

6. RANGE OF COUNCIL MEETINGS POTENTIALLY SUITABLE FOR VIDEO CONFERENCING

It was noted that this would be taken into account as part of the information provided on Governance issues requested under item 4 of this Minute.

7. USE OF GAELIC ON THE COUNCIL'S WEBSITE AS PART OF THE GAELIC LANGUAGE ACTION PLAN

The Short Life Working group considered a report which looked at the possibility of increasing the use of Gaelic on the Councils website.

Decision

The Short Life Working Group -

1. Noted the report.
2. Agreed that it be recommended that use of Gaelic on the Councils website should be considered as part of the Gaelic Plan.

(Reference: Report by Executive Director – Customer Services dated 9 November 2012, submitted)

8. MULTIMEDIA OPPORTUNITIES

A report which provided initial views of the Communications Team on how the Council may use multimedia was considered.

Decision

The Short Life Working Group noted the report.

(Reference: Report by Executive Director – Customer Services dated 8 November 2012, submitted)

9. USE OF WEBCASTING - COMMUNITY PLANNING PARTNERS AND OTHER LOCAL AUTHORITIES

The Short Life Working Group considered a report on how community planning partners and other local authorities make use of webcasting was considered.

Decision

The Short Life Working Group noted the report.

(Reference: Report by Executive Director – Customer Services dated 8 November 2012, submitted)

10. DATE OF NEXT MEETING

It was agreed that the next meeting would be held on 26 February 2013 at 10.30am and at this meeting all the information available to the Group would be gathered together to inform a draft report.

It was agreed that a further meeting would be held on 28 March 2013 at 10.30am and the draft report would be considered at this meeting.