

## **Item: 14**

**Orkney and Shetland Valuation Joint Board: 3 March 2022.**

**Live Streaming of Meetings.**

**Report by Clerk to the Board.**

### **1. Purpose of Report**

To consider arrangements for live-streaming meetings of the Orkney and Shetland Valuation Joint Board.

### **2. Recommendations**

The Board is invited to note:

#### **2.1.**

That the 2020/21 Annual Audit Report includes a recommendation that the Board should consider how technology can be utilised to further encourage stakeholders and demonstrate continuous improvement in its journey of increasing openness and transparency, including live streaming meetings or permitting remote live access to meetings.

#### **2.2.**

That, during the pandemic, in-person meetings ceased, and recordings of meetings were placed on the webpages of the constituent Council.

#### **2.3.**

That, from 1 October 2021, live broadcasting of Board meetings took place.

#### **2.4.**

That Orkney Islands Council currently provides live audio-casting of Board meetings.

#### **2.5.**

That facilities for live streaming meetings are in the early stages of implementation in Shetland Island Council and therefore not currently available for meetings of the Board.

**It is recommended:**

#### **2.6.**

That the Board adopts a policy of live streaming all meetings of the Board, subject to the availability of live streaming facilities and for those items of business which do not contain exempt or confidential information.

## **3. Background**

### **3.1.**

In the 2020/21 Annual Audit Report, a recommendation was made that the Board should consider how technology can be utilised to further encourage stakeholders and demonstrate continuous improvement in its journey of increasing openness and transparency, including live streaming meetings or permitting remote live access to meetings.

### **3.2.**

In general, live streaming of video or audio makes Board business more open and accessible for interested parties, particularly for those who are unable to travel to attend a Board meeting in person. As well as live broadcasts, a listen-again service can be provided via the relevant Board webpages on the constituent Councils' websites.

### **3.3.**

During the pandemic, in-person meetings ceased, and recordings of meetings were placed on the webpages of the constituent Councils. However, from 1 October 2021, the Board was no longer able to exclude the public from meetings of the Board for Coronavirus-related reasons. Accordingly, live broadcasting of Board meetings took place.

### **3.4.**

Since audio casting was first introduced for public meetings of the constituent Councils, the media has regularly made use of the facility to broadcast 'clips' of meetings as part of their news coverage, giving their audience a clearer insight of the decision-making process.

## **4. Audiocasting of Board Meetings**

### **4.1.**

The current technology available to the Board is reliant on that provided by the constituent Council facilities in which meetings of the Board are held. This may be video or audio casting.

### **4.2.**

Orkney Islands Council (OIC) currently provides live audio-casting of Board meetings, and it is proposed that, for future meetings of the Board which are held in-person, these are continued to be audio-cast using OIC facilities.

### **4.3.**

Shetland Islands Council (SIC) are currently at the early stages of implementation of live streaming and therefore until this facility is available, it may not be possible to live stream in-person meetings of the Board which are held in Shetland.

#### **4.4.**

As facilities for live streaming meetings exist in both constituent Councils, it is proposed that the Board adopt a policy of live streaming all meetings of the Board for those items of business which do not contain exempt or confidential information.

### **5. Equalities Impact**

An Equality Impact Assessment has been undertaken and is attached as Appendix 1 to this report.

### **6. Financial Implications**

There are no financial implications arising from this report as the current provision of audio casting is contained within the support services provided to the Board from the constituent Councils.

### **7. Governance Aspects**

#### **7.1.**

The content and implications of this report have been reviewed and, at this stage, it is deemed that the Board **DOES NOT** require external legal advice in consideration of the recommendations of this report.

#### **7.2.**

The Standing Orders of the Board will require to be updated to include reference to live streaming of the business of the Board.

### **8. Contact Officer**

Karen Greaves, Clerk to the Board, Email [karen.greaves@orkney.gov.uk](mailto:karen.greaves@orkney.gov.uk)

### **9. Appendix**

Appendix 1: Equality Impact Assessment.

# Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney and Shetland Valuation Joint Board by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

<b>1. Identification of Function, Policy or Plan</b>	
Name of function / policy / plan to be assessed.	Audio Casting Review.
Service / service area responsible.	Orkney and Shetland Valuation Joint Board
Name of person carrying out the assessment and contact details.	Karen Greaves, Clerk. Extension: 2202. <a href="mailto:karen.greaves@orkney.gov.uk">karen.greaves@orkney.gov.uk</a>
Date of assessment.	19 February 2022
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	This review considers future options in respect of live streaming of Board meetings.

<b>2. Initial Screening</b>	
What are the intended outcomes of the function / policy / plan?	Live streaming makes Board business more accessible for residents and interested parties who are unable to travel to attend a council or committee meeting.
Is the function / policy / plan strategically important?	The function is strategically important in making the business of the Board accessible to all.
State who is, or may be affected by this function / policy / plan, and how.	Whole communities, group or individuals residing in Orkney and Shetland will be positively affected by the proposal to live stream meetings of The Board.
How have stakeholders been involved in the development of this function / policy / plan?	Due to the ongoing Pandemic meetings of the Board have been live streamed which has ensured public and media access. In addition, External Audit have raised this as a recommendation for improvement

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	<p>The audio casting facility offers a mechanism for the general public to access the decision-making process either live or through the listen again facility.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See <a href="#">The Fairer Scotland Duty Interim Guidance for Public Bodies</a> for further information.</p>	<p>(Please complete this section for proposals relating to strategic decisions).</p> <p>Not applicable.</p>
<p>Could the function / policy have a differential impact on any of the following equality areas?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>Positive impact. The proposal in the report offer accessibility to Board meetings for all groups.</p>
<p>2. Sex: a man or a woman.</p>	<p>Positive impact. The proposal in the report offer accessibility to Board meetings for all.</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>Positive impact. The proposal in the report offer accessibility to Board meetings for all.</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>Positive impact. The proposal in the report offer accessibility to Board meetings for all.</p>
<p>5. Pregnancy and maternity.</p>	<p>Positive impact. The proposal in the report offer accessibility to Board meetings for all.</p>
<p>6. Age: people of different ages.</p>	<p>Positive impact. The proposal in the report offer accessibility to Board meetings for all.</p>
<p>7. Religion or beliefs or none (atheists).</p>	<p>Positive impact. The proposal in the report offer accessibility to Board meetings for all.</p>
<p>8. Caring responsibilities.</p>	<p>Positive impact. The proposal in the report offer</p>

	accessibility to Board meetings for all.
9. Care experienced.	Positive impact. The proposal in the report offer accessibility to Board meetings for all.
10. Marriage and Civil Partnerships.	Positive impact. The proposal in the report offer accessibility to Board meetings for all.
11. Disability: people with disabilities (whether registered or not).	(Includes physical impairment, sensory impairment, cognitive impairment, mental health) Positive impact. The proposal in the report offer accessibility to Board meetings for all.
12. Socio-economic disadvantage.	Positive impact. The proposal in the report offer accessibility to Board meetings for all.

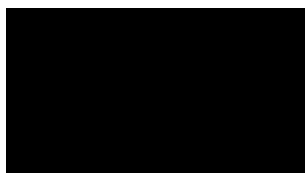
### 3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	Not required
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

### 4. Conclusions and Planned Action

Is further work required?	No
What action is to be taken?	Implementation of Board decision.
Who will undertake it?	Clerk to the Board
When will it be done?	As soon as practicable.
How will it be monitored? (e.g. through service plans).	Through Board scrutiny.

Signature:



Date: 19 February 2022.

Name: KAREN GREAVES

(BLOCK CAPITALS).