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**ARGYLL AND BUTE COUNCIL  
LEGAL AND REGULATORY SUPPORT**

**COUNCIL  
24<sup>th</sup> JUNE 2021**

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## **MICROSOFT TEAMS/HYBRID MEETINGS/ LIVE STREAMING UPDATE**

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### **2.0 INTRODUCTION**

2.1 This report provides Members with an update on the progress of the project which will see Microsoft Teams becoming the preferred platforms for meetings and gives detail on the work which is ongoing to facilitate hybrid meetings and live streaming.

### **3.0 RECOMMENDATIONS**

3.1 Council is asked to:-

- (a) note the progress made to date in relation to the rollout of Microsoft Teams as the preferred meeting platform, including the options relating to hybrid meetings and live streaming;
- (b) agree that all Council meetings will now move over to Teams which will become the default platform from August 2021; and
- (c) agree that a further update report will be submitted to the September 2021 meeting of Council.

### **4.0 DETAIL**

4.1 Since March 2020, meetings of the Council and its Committees have been taking place on a virtual basis and have been facilitated using Skype for Business. As reported to Council in April, advice from the Council's ICT service is that they consider it would be beneficial to move to Microsoft Teams as the preferred platform for meetings. Council foCouET(en-8)B.n3>224 225.65 Tm[ )]TJETBT1 0 0B move

4.2 Officers from Legal and Regulatory Support have continued to work closely with colleagues in ICT to take forward the various strands involved in the project:-

4.3 Microsoft Teams Roll Out

4.3.1 We are working towards replacing Skype with Microsoft Teams as the preferred meeting platform. Currently, all Committee staff, Members' Services staff, key officers and all Elected Members have been upgraded to Office 365 and have the Teams App installed on their devices. Familiarisation sessions continue with Elected Members and we are working to develop guidance which will be issued in advance of the move to using Teams.

4.3.2 Key to the success of moving to Teams is the ability to allow participation in meetings for users who may not have access to IT equipment or who have difficulties with broadband reliability. We have worked with ICT to identify solutions and the Committee Team have been authorised to utilise some of the additional features of Teams which do not come as standard e.g. the ability to dial in participants on a mobile/landline. It should be noted, however, that the default position will always be for participants to join the meeting using either the web or app versions of Teams where this is available.

4.3.3 The move to Teams will also mean there will be some minor changes madpp.3.ETBT1 6( j)1

4.4.2 The work to identify options for Hybrid Meetings in area venues will continue over the summer.

4.5 Council Live Streaming and Recording

4.5.1 The Council agreed at the meeting in April that Strategic Committees would be recorded using the functionality which is available in Skype. The first meeting to be recorded was the Policy and Resources Committee held on 13<sup>th</sup> May 2021 with the recording available on the Council website following the publication of the draft minute.

4.5.2 The Council have awarded the contract to a preferred supplier who will facilitate the live streaming and recording of meetings and officers are working with the supplier in relation to the installation of equipment in the Council Chambers which



## **6.0 IMPLICATIONS**

- 6.1 Policy – in line with ICT guidance that Microsoft Teams is the preferred option for the future.
- 6.2 Financial – budget has been identified and the project for the initial costs of equipment with ongoing revenue costs built into future years.
- 6.3 Legal – prior to live streaming of meetings, all necessary permissions in terms of data protection and privacy will be highlighted.
- 6.4 HR - none
- 6.5 Fairer Scotland Duty:
  - 6.5.1 Equalities - protected characteristics – options for subtitling of meetings will be available.
  - 6.5.2 Socio-economic Duty - none
  - 6.5.3 Islands – will offer greater flexibility for access to meetings.
- 6.6 Risk – manage risk around the reliability of broadband connections which could cause difficulties in areas with limited capacity.
- 6.7 Customer Service – improving customer experience and engagement in the Council's decision making processes.

**Douglas Hendry**

**Executive Director with responsibility for Legal and Regulatory Support**

**Policy Lead** - Councillor Mary Jean Devon

17<sup>th</sup> May 2021

**For further information contact:**

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## **APPENDICES**

**None**