

By: Chairman of the Selection and Member Services Committee

To: Selection and Member Services Committee – 16 January 2008

Subject: Council Chamber IT Project

Classification: Unrestricted

Summary: To report the Project Closure Summary and Costs

1. Business Ownership

The statement of requirements was agreed through Mary Cooper, Democratic Services Manager (Council, Governance and Appeals). The project implementation document (PID) was signed off by Facilities Management, the budget holders.

2. Original Requirement/Objective

The County Council required some modernising of the Council Chamber. This was approved by the Selection Committee to address the following:

- (i) the existing Auditel system provided only basic agenda item and voting information on two wallboards. These had been installed in 1987 as part of the Council Chamber refresh. The Auditel system was able to support more functionality than these wallboards could display.
- (ii) there is a web-casting facility which is supported by Public Eye and which uses four web cameras; however there was no integration of this system with other ICT in the Chamber.
- (iii) presentations were only supported by a standalone presentation white screen which required a projector to be set up for any required use and the content of the display was not visible via the web cameras, any content for the Internet required manual insertion.
- (iv) there was no PC access to KCC systems, email or files, within the Chamber. The requirement was to enable the Chamber to be used as a point to point (with option to upgrade to multipoint) video conferencing facility to enable its use to interact with other Councils / Agencies.

3. Budget Approval

The Selection Committee approved a budget of 'up to £60K inclusive of VAT which is either reclaimable or non-chargeable' to procure all the specified equipment and services, installation and any necessary remedial works.

4. Equipment and Facilities Installed

- 2 x Plasma screens replacing wallboards to display enhanced information from the Auditel system

- Renewal of PC controlling the Auditel system
- 3 x 7ft screens with projectors (2 at front - 1 at rear) to display any output from PCs on front desk or Auditel output
- PCs on front desk - One on KCC network (dual monitors) for KCC staff access and one with direct internet access for external users of the facility
- Video conferencing facility using existing webcast cameras and new displays
- Display control system to enable content to be displayed on any combination of screens/plasmas
- 2 x digital clocks linked to Auditel system

5. Potential Uses

- PowerPoint presentations and Auditel content to any combination of screens
- Agenda items, motions & their amendments and any required additional content to any combination of screens
- Multimedia/audio visual content to any combination of screens
- Display of any pre prepared or ad hoc content available on PCs which could include pre scanned/digital plans, websites or incoming emails subject to any necessary manual mediation of content
- Video conferencing (but not concurrent with webcasting) with partners

6. Ongoing Support

- (1) Facilities Management offer technical support (arranged for the appropriate suppliers) at additional at the time of taking bookings for the facility.
- (2) Auditel continue to supply support for the sound, voting and display systems under a new 1 year support contract.
- (3) Public I continue to support the webcasting facility.
- (4) ISG Technical Staff have received basic training on the set up and functioning of the complete systems in order to provide an on site support facility.

7. User Training

- (1) Training in the use of the new facilities has been provided by Auditel to identified Legal & Democratic Services Staff.

(2) It is essential to ensure that the maximum benefit is obtained from the new systems that appropriate staff are fully trained in its use and that the training is maintained.

(3) As with all presentations advance preparation is paramount.

8. Demonstration of New Facilities

A demonstration of the functionality and potential uses of the facilities, including the Video Conferencing facility could be arranged if required.

9. Final Costs

ITEM	Cost ex VAT	VAT	Total inc. VAT
Equipment	£ 33174	£ 5805	£ 38979
Supplier Installation Services	£ 3350	£ 586	£ 3936
Cabling - Power & Network	£ 6745	£ 1180	£ 7925
Internal Resources	£ 8180		£ 8180
TOTAL SPEND	£ 51449	£ 7571	£ 59020
Annual Support (committed)	£ 3348	£ 584	£ 3934

The Finance Director has confirmed that the VAT on the above is reclaimable.

10. Recommendation

The Committee is asked to note the Council Chamber IT costs.

Mrs Mary Cooper
Democratic Services Manager
Legal and Democratic Services
Tel: 01622 694354