



PROTOCOL FOR THE WEBCASTING OF COUNCIL MEETINGS

INTRODUCTION

Purpose

This protocol provides guidance for those attending full Council meetings (including members, officers and members of the public) and associated procedures which will be included in the Council's constitution.

In addition, the protocol aims to ensure that the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998.

Webcasting

The Council has agreed it will webcast meetings of full Council held in the Council Chamber, Penallta House.

A webcast is an unedited audio and visual recording of a meeting which is available via the Council's website to view either live or in an archive format.

The main purpose of webcasting is to give members of the public the chance to view meetings as they happen without having to attend in person

The webcast recordings of council meetings will be available in date order on the Council's website for 18 months.

Webcasting Notices and Signage

It is important to ensure that those attending a meeting of full Council are aware that the meeting is being recorded and webcast. A notice will appear on the relevant meeting agenda and a sign will be displayed inside and outside of the Council Chamber to ensure those attending understand the meeting is being webcast.

The following notice will appear on the relevant agenda:

This meeting will be filmed and made available to view in live and archive form via the Council's website. The whole of the meeting will be filmed, except for discussions involving confidential or exempt items. The webcast will be available for 18 months from the date of the meeting at www.caerphilly.gov.uk

It is possible that the public seating areas could be filmed and by entering the Chamber you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting purposes.

If you have any queries please contact the Democratic Services Manager by email jonesj16@caerphilly.gov.uk or telephone 01443 864242.

The following sign will be displayed inside and outside of the Council Chamber:

Webcasting Notice

Please note that Caerphilly County Borough Council will film this meeting and it will be made available to view in live and archive form via the Council's website.

It is possible that the public seating areas could be filmed and by entering the Chamber you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting purposes.

If you have any queries please contact the Democratic Services Manager by email jonesj16@caerphilly.gov.uk or telephone 01443 864242.

Members and Officers Consent

There is a presumption that Members and officers give their consent to being filmed and for their images to be webcast.

Public Speakers

Representatives from other organisations or members of the public being presented or speaking at a meeting of full Council will be informed in advance that the meeting will be filmed and made available for viewing in live or archive format via the Council's website.

Announcement at Start of Meeting

At the start of each meeting to be filmed, an announcement will be made by the Mayor or Chair to the effect that the meeting is being webcast. The suggested announcement is as follows:

I would like to remind everyone present that this meeting is being filmed and made available to view in live and archive form via the Council's website. If you are seated in the public gallery it is possible that the cameras may capture your image and you are deemed to be consenting to being filmed and your image and sound recordings webcast.

Use of Microphones

Microphones must be turned on before speaking to ensure their voice is recorded and can be heard on the webcast recording.

Suspension of Recording

All parts of a Council meeting will be recorded with the exception of discussions of 'exempt' reports which contain confidential information as defined by Schedule 12A of the Local Government Act 1972.

The Mayor or Chair of the meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the Mayor or Chair continuing to webcast would prejudice the proceedings of the meeting or, if the Mayor or Chair, on advice, considers that continued filming might infringe the rights of any individual. This would include:

- (i) Public disturbance or other suspension of the meeting;
- (ii) Exclusion of public and press being moved and supported under relevant legislation;
- (iii) Any other reason moved and seconded and supported by full Council.

Removal of Archive Recordings

Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the

webcast is or is likely to be in breach of any statutory or common law provision, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

If the Monitoring Officer has decided to take such action the officer will notify all Councillors in writing as soon as possible to explain the reason(s) for the decision. It is anticipated, however, that meetings will be conducted lawfully and that the need to exercise this power will occur only on an exceptional basis.

Language

Webcast recordings will be broadcast in the language used in the Council chamber. Any requests for simultaneous translation will be considered by the Monitoring Officer if made at least 5 days prior to the meeting date.

Minutes of Council Meetings

The Council produces minutes of full council meetings and they are the formal record of Council meetings. Minutes of webcast meetings will only record procedural matters and decisions made. In the event that the webcasting equipment fails or webcasting is suspended during a meeting the minutes will also contain a summary of the debate preceding any decision.

Copyright

The webcasts and archived material and its copyright therein, remain the property of the Council, and the right to copy, issue, rent, perform, communicate or adapt any of the webcast or archived material is restricted as follows:

(i) Subject to (ii) and (iii) below, any person may copy and use webcast material or part thereof providing that the facility is not used in a way that otherwise breaks the law.

(ii) The use of any webcast involving the alteration or editing of the material which results in changing the message or context without the prior written approval of the Monitoring Officer is not permitted.

(iii) The use of webcast for commercial purposes involving re-use of the material is not permitted without the prior written approval of the Monitoring Officer.

Other Recording of Meetings

This protocol only applies to meetings of full Council and does not affect the Council's existing restrictions on photography, filing or recording of other Council meetings. No other form of photography, filing or recording of full Council meetings is permitted.

Code of Conduct

Members and officers are reminded that their code of conduct applies in meetings of full Council.

Managing Technical Faults

If a technical fault develops with the webcasting equipment, the Mayor or Chair will agree a

short recess to enable the problem to be resolved. If after 15 minutes the problem still exists, the meeting can continue irrespective of it not being recorded.