

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **FLINTSHIRE COUNTY COUNCIL**

DATE: **TUESDAY, 23 JUNE 2015**

REPORT BY: **CHIEF OFFICER (GOVERNANCE)**

SUBJECT: **WEBCASTING PROTOCOL**

1.00 **PURPOSE OF REPORT**

1.01 For Council to consider a recommendation from the Constitution Committee and Cabinet to approve a proposed protocol on webcasting.

2.00 **BACKGROUND**

2.01 At the Constitution Committee meeting on the 28 January it recommended to Cabinet the implementation of webcasting for those Member meetings of most interest to the public with officers investigating ways of doing so within available staffing resources. This recommendation was subsequently considered by the Cabinet at its meeting on the 21 April when it decided to introduce webcasting of Planning & Development Control Committee and Council meetings.

2.02 At the Constitution Committee meeting on the 15 April it considered a report on a proposed webcasting protocol which includes provisions on the following:-

- a) The deemed consent of third parties and the public to webcasting meetings they attend.
- b) How long webcasts are to be retained on the Council's website.
- c) That the minutes once approved remain the official record of the meeting.

2.03 At the Constitution Committee meeting on the 15 April and the Cabinet meeting on the 21 April consideration was given to the protocol which is attached as Appendix 1. At both meetings this protocol was recommended for approval to County Council.

3.00 **CONSIDERATIONS**

3.01 Other Councils who have already adopted webcasting of meetings have adopted a protocol such as that in Appendix 1 to ensure webcasting of meetings works well and complies with the Council's obligations under the Data Protection Act 1998 and the Human Rights Act 1998.

- 3.02 Once adopted it is the intention that the protocol will be distributed to all those who are likely to attend meetings that are webcast in advance of such meetings. There will also be notices placed on the front of each relevant agenda and inside and outside of the meeting room explaining that the meeting is being webcast. Following such publicity those attending webcast meetings will be deemed to have consented to their image being recorded.
- 3.03 The protocol explains in paragraph 8 that if during a webcast meeting a technical fault develops the Chair should agree to a short adjournment to see if the problem can be resolved. If however, after adjourning the problem still persists the meeting should continue irrespective of it not being recorded and webcast.

4.00 RECOMMENDATIONS

- 4.01 Council is recommended to adopt the proposed webcasting protocol shown in Appendix 1.

5.00 FINANCIAL IMPLICATIONS

- 5.01 The Council has previously received a one off grant from the Welsh Government of £40K of which a balance of £37K remains. The upfront cost and the service costs for either a year or a three year contract could be met from the balance of the Welsh Government grant.

6.00 ANTI POVERTY IMPACT

- 6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

- 8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

- 9.01 Webcast meetings will require the attendance of an extra officer but as indicated in the Democratic Services business plan considered at Corporate Resources Overview & Scrutiny on the 22 January 2015 some areas of current workload can be reduced by, for example, no longer supporting meetings of informal bodies, to facilitate the extra work from webcast meetings. The Chief Officer, Governance in consultation with the Leader and Deputy Leader to make recommendations to the Democratic Services Committee.

10.00 CONSULTATION REQUIRED

10.01 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None as a result of this report.

12.00 APPENDICES

12.01 Appendix 1 – Webcasting Protocol

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

Webcasting Protocols and useful tips from Conwy and Wrexham Councils.

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