

Flintshire County Council Webcasting Protocol

Introduction

The Council has agreed that certain meeting should be the subject of live web transmission ('webcasting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber for this purpose.

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.

Webcasting does not replace the formal record of decisions made. The only formal record of decisions of a Local Authority is its minutes and agendas which are required to be maintained and retained for a number of years.

This protocol governs the conduct of Council meetings which are the subject of webcasting and aims to ensure that the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998.

Agenda Front Sheets

On the front of each relevant agenda there will be the following notice:-

WEBCASTING NOTICE

This meeting may be filmed for live and/or subsequent broadcast on the Council's website or may be used for training purposes within the Council. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for 6 months.

Generally the public seating areas are not filmed. However, by entering the Chamber you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and / or training purposes.

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345

Signage at Meetings

The following signs will be displayed inside and outside of the meeting room:-

WEBCASTING NOTICE

PLEASE NOTE THAT FLINTSHIRE COUNTY COUNCIL WILL BROADCAST THIS MEETING LIVE ON ITS WEBSITE AND THE RECORD WILL BE ARCHIVED FOR FUTURE VIEWING

AS YOUR PICTURE MAY BE INCLUDED IN THE BROADCAST, BY ENTERING THE CHAMBER YOU ARE CONSENTING TO BE FILMED AND TO THE POSSIBLE USE OF THOSE IMAGES AND ANY SOUND RECORDINGS

Public Speakers

In any correspondence notifying public speakers of the meeting date at which permission to speak has been granted, the following advice will be included if the particular meeting is to be webcast:

Please note that this meeting will be filmed for live and/or subsequent broadcast on the Council's website. If you do not wish your public question/statement and subsequent discussion to be filmed/recorded, please contact the Democratic Services Team to discuss your concerns.

Conduct of meetings

1. At the start of each meeting to be filmed, an announcement will be made by the Chair to the effect that the meeting is being webcast and that the Chair may also terminate or suspend the webcasting of the meeting should the Chair consider this desirable.
2. No part of any meeting held with the press and public excluded will be webcast after Members have passed a resolution excluding the press and public because there is likely to be disclosure of exempt or confidential information. The Committee Officer will ensure that filming and/or recording of the meeting has ceased and will confirm this to the Chair of the meeting before any discussion of exempt or confidential matters is commenced.
3. Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of six months.

4. 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.
5. The actual webcasts and archived material, and 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 provided that the facility is not used in a way that otherwise breaks the law and that the whole agenda item is displayed.
 - (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 Democracy & Governance Manager.
 - (iii) The use of webcast for commercial purposes involving re-use of the material is not permitted unless the prior written approval of the Democracy & Governance Manager is obtained in writing.
6. Any elected Member who is concerned about any webcast or part thereof should raise their concerns with the Monitoring Officer.
7. There is a presumption that Members and officers give their consent to being filmed and for images to be webcast, unless a specific request is made to the Monitoring Officer for an exception to be made in advance of the meeting. The Monitoring Officer will take a view on a case-by-case basis on whether there is sufficient justification for making an exemption.
8. If a technical fault develops, the Chair should agree a short adjournment to see if the problem can be resolved. If after adjourning the problem still persists, the meeting should continue irrespective of it not being recorded.