

APPENDIX 7 – PROTOCOL FOR WEBCASTING

Protocol for webcasting, recording and use of social media in council meetings

Webcasting

The Council will broadcast live on the internet ('webcasting') and record for subsequent transmission all of its meetings of Full Council and the Planning Committee held within the Council Chamber¹. Fixed cameras are located within the Council Chamber which will be used for this purpose.

This Protocol has been agreed to assist the conduct of webcast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998 and any subsequent legislation.

Accordingly the following will apply to all meetings to be webcast by the Council.

Main Provisions

1. The Chairman of the meeting has the discretion to terminate or suspend the webcast if continuing to webcast would prejudice the proceedings of the meeting. This may include, but is not restricted to:-
 - (a) during the management of public disturbance;
 - (b) when the proceedings of the meeting were suspended for any reason;
 - (c) during consideration of exempt matters when the public and press had been excluded from the meeting.
2. No exempt or confidential agenda items shall be webcast.
3. Any elected Member who is concerned about any webcast should raise their concerns with the Monitoring Officer.

Agenda front sheets and signage at meetings

On the front of each agenda for meetings that will be webcast, and on signs inside and outside of the Council Chamber, there will be the following notice:

Webcasting Notice

This meeting may be filmed by the Council for live and/or subsequent broadcast online at [insert web site address]. At the start of the meeting the Chairman will confirm if all or part of the meeting will be filmed. The footage will be on the website for a period of six months. A copy of it will also be retained in accordance with the Council's data retention procedures. The images and sound recording may be used for training purposes within the Council.

If you make a representation to the meeting you will be deemed to have consented to be filmed. By entering the Chamber you are also consenting to be filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

¹ This may be extended to include Cabinet and other committee meetings at the Council's discretion

Planning Committee Meetings

In any correspondence notifying supporters or objectors of the meeting date on which a proposal will be heard, the following advice will be included:

Please note that Council meetings may be filmed for live or subsequent broadcast online by the Council.

Cessation of webcasting for private sessions

No part of any meeting will be webcast after Members have resolved to exclude the press and public because there is likely to be disclosure of exempt or confidential information. The Democratic Services Officer will check that filming and/or recording of the meeting has ceased and will confirm this to the Chairman of the meeting before any discussion of exempt or confidential matters is commenced.

Storage and retention of webcasts

Webcast meetings will be recorded and broadcast on the internet. All archived webcasts will then be available to view for a period of six months. Recordings of meetings will be retained in accordance with data retention procedures.

Archived webcasts shall only be removed from the website within the first six months 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 provision, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

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.

Council Members will be notified by the Monitoring Officer if such action is taken.

Copyright notice

All footage from our webcasts is the copyright of Forest of Dean District Council. The people featured in our webcasts have agreed to appear ONLY on the Council's official webcast site. You are not permitted to download any footage nor upload it (whether in part or in full) to another website without the written permission of Forest of Dean District Council and those featured in the webcast. Also, video sharing websites (e.g. YouTube, Google Video) state under their terms and conditions that you must be the copyright owner and have the permission of all those involved in order to upload videos to their sites. You can, however, share a link to the official webcast video.

Other filming or recording of meetings by the public or press

The press and public are entitled to film, photograph, audio-record or broadcast any public meetings of the Council.

Those undertaking these activities must not act in a disruptive manner; this could result in expulsion from the meeting. Essentially, this could be any action or activity which disrupts the conduct of the meeting. Examples can include:-

- moving to areas outside the areas designated for the public/press without the consent of the Chairman;

- excessive noise in recording or setting up or re-setting equipment during the debate/discussion
- intrusive lighting and use of photography; and
- asking people to repeat statements for the purposes of recording.

Oral commentary during the meeting is not permitted as this would be disruptive.

No recording is permitted and no recording equipment, other than the Council's own equipment, may be left in the room where a private meeting will be held or where confidential or exempt items are being discussed. Recording will be suspended if a resolution is passed to exclude the public or if the Chairman suspends the meeting due to disorderly conduct.

Those recording proceedings shall not edit the film/recording/photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed/filmed/recorded.

Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Democratic Services in advance of the meeting to seek advice and guidance. Please note that such requests will be subject to practical considerations and the constraints of specific meeting rooms.

Reporting using social media at meetings

Anyone attending one of the Council's meetings is welcome to report on the proceedings by making use of social media, provided that this does not disturb the business of the meeting. There is no need to secure permission before using social media. To support this, the Council has public Wi-Fi access available for those visiting the building.