

PROTOCOL FOR WEBCASTING OF COUNCIL AND OTHER COMMITTEE MEETINGS

Introduction

The Council has agreed that certain Council and Committee meetings will be transmitted live on the Council's Democratic YouTube site for viewing (webcasting). The Council has fixed cameras located within the Council Chamber and the Edwards Room at County Hall for this purpose.

The main purpose of webcasting is to aid transparency, governance and accountability by giving members of the public, elected Members, officers and other interested parties the opportunity to view meetings without having to attend in person and for the Council to have an official audio and visual record of its' decision making process.

Webcasting does not replace the formal record of the meeting and the decisions taken, which are published on the Council website in the form of minutes and retained in hard copy in accordance with the Council's retention policy.

This protocol governs the conduct of Council and Committee meetings which are the subject of webcasting and aims to ensure that the Council is compliant with its obligations under the Data Protection Act 2018.

Accordingly, the following principles will apply to all meetings which are to be webcast by the Council:

1. Notification of Webcasting will be included with each Council and Committee agenda pack. The following notice will be attached for meetings that are being webcast:

WEBCASTING

This meeting will be filmed and streamed live via YouTube on the NCC Democratic Services channel. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be available to view via the Norfolk County Council CMIS website. A copy of it will also be retained in accordance with the Council's data retention policy. Members of the public may also film or record this meeting. If you do not wish to have your image captured, you should sit in the public gallery area. If you have any queries regarding webcasting of meetings, please contact the Committee Team on 01603 228913 or email committeeteam@norfolk.gov.uk.

2. Public Speakers:

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

Please note that this meeting will be filmed and streamed live via YouTube on the NCC Democratic Services channel and the footage will be available to view via the Norfolk County Council CMIS website. The public gallery will not be captured on camera.

If you wish to ask a supplementary question the usual practice is for you to speak from an area that will be filmed. We will therefore be seeking your consent to be filmed/recorded before the meeting commences. If you do not give consent, you will be able to ask your supplementary question from an area which is not captured on camera.

3. Conduct of Meetings:

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being webcast.

The Chairman of the meeting shall have the discretion to terminate or suspend the webcast if:

(i) The meeting is suspended; (ii) A resolution is lawfully passed to exclude the press and public from the meeting; (iii) There is a public disturbance; (iv) Webcasting may lead to a potential infringement of the rights of any person or other breach of law, subject to legal advice; or (v) The Chair considers that continuing to webcast would prejudice the proceedings of the meeting, subject to agreement by the majority of Members attending the meeting.

No exempt or confidential agenda items shall be webcast. The Democratic Services Officer for the meeting will ensure that webcasting 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.

If a technical fault develops, the Chair may 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 transmitted live.

4. Archived webcasts

All archived webcasts will be available to view on the Council's website for a period of twelve months and thereafter will be stored in accordance with the Council's records management procedures. If confidential information is inadvertently revealed or bad language is heard this will be edited out prior to being archived.

Archived webcasts or parts of webcasts shall only be removed from the Council's website and YouTube channel if the Monitoring Officer considers that it is necessary. If the Monitoring Officer has decided to take such action she must notify all Elected Members in writing as soon as possible of the decision and the reasons for such a 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.

5. Copyright

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 is not permitted without the prior written approval of the Monitoring Officer.

(iii) The use of webcast for commercial purposes involving re-use of the material is not permitted, unless the prior written approval of the Monitoring Officer is obtained.

6. Concerns

Any Elected Member who is concerned about any webcast should raise their concerns with the Monitoring Officer.