

SOLIHULL METROPOLITAN  
BOROUGH COUNCIL

# PROTOCOL FOR WEBCASTING OF MEETINGS

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**Chief Executive**

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## **PROTOCOL FOR WEBCASTING OF MEETINGS**

### **Introduction**

The Council has agreed that meetings of the full Council, the Cabinet and the Planning Committee will be transmitted live on the internet (webcast), and the recordings made available on the website for 12 months. Other meetings may also be webcast as and when required subject to the approval of the Chairman and members present. Fixed cameras are located within the Council Chamber and Committee Room 1 for this purpose.

This protocol has been produced 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. Accordingly the following will apply to all meetings to be webcast by the Council:-

### **Main provisions:**

1. The Mayor/Chairman of the meeting has absolute discretion to terminate or suspend the webcast at any time and for any reason which the Mayor/Chairman deems reasonable. This may include public disturbance or other disruption of the meeting
2. No exempt or confidential agenda items shall be webcast and no part of any meeting will be webcast after the Council has voted to exclude the press and public because there is likely to be disclosure of exempt or confidential information.
3. Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of 12 months.
4. Archived webcasts or parts of webcasts may be removed from the Council's website if, in the reasonable opinion of the Monitoring Officer, it may prejudice the Council's or the public's interests. Content may also be removed if the Monitoring Officer considers it necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.
5. If the Monitoring Officer has decided to take such action he/she must notify all elected Members in writing as soon as possible of his/her decision and the reasons for it. Council anticipates that the need to exercise this power will occur only on an exceptional basis.
6. Any elected Member who is concerned about any webcast should raise their concerns with the Head of Legal and Democratic Services.

### **Conduct of meetings**

7. At the start of each meeting to be recorded, an announcement will be made to the effect that the meeting will be webcast and the Mayor/Chairman will make the following statement:

'May I remind everyone present that this meeting will be broadcast live via the internet and the record will be archived for future viewing.'

8. As part of the process for registering to speak at Planning Committee, Cabinet or Council meetings, residents will be advised that the meeting will be streamed on the internet and a copy of the meeting retained on the website. If an attendee (other than an elected member of the Council) does not wish to be filmed whilst addressing the meeting, the webcast operator will:

- Give guidance to the best place to sit
- Ensure no close-up images of the attendee will be taken
- If the attendee is speaking, the webcast operator will focus the camera on the Mayor/Chairman.

### **Agenda Front Sheets and Signage at Meetings**

9. At the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

#### **WEBCASTING NOTICE**

Please note: this meeting may be filmed for live broadcast via the Council's internet site and recorded content will be available to view on the Council's website for a period of 12 months.

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

If members of the public do not wish to have their image captured they should notify the Mayor/Chairman at the start of the meeting and sit out of range of the cameras. The meeting Clerk will be able to assist you in finding suitable seating.

Any person taking part in the meeting is reminded not to disclose personal information about any third party.

Any queries regarding the webcasting of meetings should be referred to the Head of Legal and Democratic Services on 0121 704 6022.

### **Other recording or broadcasting of meetings**

10. This protocol does not affect existing provisions in the Council's Constitution regarding the recording of meetings. Members of the public are permitted to film or record Councillors and officers at any Council meetings that are open to the public and press. The Council also permits photography and social media reporting of all its public meetings.