

Appendix B

Central Bedfordshire Council protocol for the webcasting of the Council's meetings

Introduction

The Council has agreed that certain meetings should be transmitted live on the internet ('webcasting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber at Priory House for this purpose.

This Protocol has been agreed to assist the conduct of webcast meetings and to ensure that in doing so the Council meets 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 Chairman of the meeting may use their 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:

- (i) during the management of public disturbance
- (ii) when the proceedings of the meeting were suspended for any reason
- (iii) 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. All archived webcasts will be available to view online for a period of 6 months. Meetings are recorded onto DVD, which will be stored in accordance with records management procedures.
4. Archived webcasts or parts of webcasts shall only be removed from the website during the period given above 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, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information; or would cause prejudice to a person at the meeting or to the Council. It is anticipated that the need to exercise this power will occur only on an exceptional basis.
5. Any Council 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's Chamber, there will be the following notice:

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Webcasting Notice

This meeting may be filmed for live and/or subsequent broadcast online at www.????. 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 6 months. A copy of it will also be retained in accordance with the Council's data retention policy. 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..

If you have any queries regarding webcasting of meetings, please contact XXXXXXXXX

Traffic Management 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 the Council's meetings may be filmed for live or subsequent broadcast online. If you do not wish the hearing of the application with which you are concerned to be filmed, please contact the Committee Services Officer at least 15 minutes in advance of the meeting to discuss arrangements.

Conduct of meetings

At the start of each meeting to be filmed, the following announcement will be made by the Chairman:

I would like to remind everyone present that this meeting will be broadcast live on the internet and will be capable of repeated viewing.

If you are seated in the Chamber it is likely that the cameras will capture your image. By your presence, you are deemed to consent to be filmed and to the use of those images and sound recordings for webcasting and/or training purposes. If you address the Committee your contribution will be recorded and broadcast unless this is during a period when the meeting is in private session, as permitted by the Access to Information provisions.

As the Chairman of the meeting, I can, at my discretion, terminate or suspend filming, if in my opinion, continuing to do so would prejudice the proceedings of the meeting or if I consider that continued filming might infringe the rights of any individual or breach any statutory provision.

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Other recording or broadcasting of meetings

No form of photography, filming, recording or broadcasting of meetings (other than webcasting for the Council's purposes) shall take place except with the express permission given in advance by the Chairman in his/her discretion.

Please contact the Committee Services Officer named on the front sheet of the agenda at least 15 minutes in advance of the meeting to arrange this.

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 Committee 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 6 months.

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

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 Central Bedfordshire 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 Central Bedfordshire Council and those featured in the webcast. 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.