

## Appendix A

### **Central Bedfordshire Council protocol for webcasting, recording and use of social media in council meetings.**

#### **Webcasting**

The Council will transmit live on the internet ('webcasting'), and record for subsequent transmission some of its public meetings. Fixed cameras are located within the Council Chamber at Priory House 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.

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:

- (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. 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's 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 [www.address to be confirmed](#). 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 six 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  
XXXXXXXXXX**

#### **Development Management 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:

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

### **Conduct of meetings**

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

**I would like to remind everyone present that this meeting will be filmed by the Council and 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.**

### **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 six months. Meetings will be recorded onto DVD, which will be stored in accordance with records management procedures.

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. 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 and lay-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. Also, video sharing websites (e.g. Youtube, Google Video) state under their terms and conditions that you must be

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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 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.

### **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 (e.g. to tweet or blog), provided that this does not disturb the business of the meeting.

There is no need to secure permission before using social media.

Council Members and lay-members attending any of the Council's meetings may use social media except when an exempt matter is under consideration. Members and lay-members are reminded that they must take account of all information presented before making a decision, particularly when a planning application is under consideration, and should actively listen and be courteous to others.

Again, using social media should not disturb the business of the meeting.

Any concerns about a Member or lay-member using social media should be raised with the Chairman before or after the meeting.