

Highland Council Protocol for the Webcasting of Council and Other Meetings

This Protocol has been drawn up 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, the Human Rights Act 1998 and the Local Government (Access to Information) Act 1985.

Prior to the Meeting

Agenda Front Sheets and Signage at Meetings

On the front of each agenda for designated meetings, on signs to be displayed inside and outside the Chamber and on all other material advertising the meeting, there will be the following notice:-

"Please note: this meeting will be filmed for live webcast and subsequent archiving for public access via the Council's internet site. At the start of the meeting the Chair will advise all present that the meeting is being webcast.

Generally the public seating areas will not be 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.

If you have any queries regarding this, please contact the Clerk prior to the Meeting."

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, and that the Chair may also terminate or suspend the webcasting of the meeting should the Chair consider this desirable to maintain the proper running of the meeting. This will be confirmed by the Chair making the following statement:-

"It is the Council's agreed practice to film this meeting for live or subsequent broadcast via the Council's internet site.

The Chair of the meeting has the discretion to terminate or suspend filming, if in the opinion of the Chair continuing to do so would prejudice the proceedings of the meeting or if the Chair, on advice, considers that continued filming might infringe the rights of any individual."

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 Chair at his/her discretion.

Cessation of Webcasting for Private Sessions

No part of any meeting will be webcast after Members have passed the resolution excluding the press and public because there is likely to be disclosure of exempt or confidential information. The Clerk of the Committee will ensure that webcasting of the meeting has ceased and will confirm this to the Chair of the meeting before any discussion of exempt or confidential matters is commenced.

Procedural Issues

Cameras are activated by the microphones in the Chamber so Members must switch these on when speaking and switch off thereafter.

Radio microphones do not activate the cameras so where speakers have a presentation they must either stand at the podium or use one of the static microphones at their seat.

If a technical fault develops, the Chair should agree a short delay to see if problem can be resolved. If after 15 minutes problem still exists meeting should continue irrespective of it not being recorded.