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Protocol for webcasting meetings at Guildford Borough Council

The Council has agreed that certain meetings should be subject of live web transmission 'webcasting'. Five fixed web cameras are located within the Council Chamber for this purpose.

A webcast will be made routinely at the following meetings held in the Council Chamber:

- Council
- Executive
- Planning Committee

Webcasts may be made at other committee or sub-committee meetings dependent on the business that they are due to consider. The Executive Head of Governance is authorised to agree to webcast such other committee or sub-committee meetings as he shall determine, following consultation with the relevant chairman.

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 provisions will apply to all meetings that are webcast by the Council:

Main Provisions

1. The Chairman of the meeting has the discretion to request the termination or suspension of the webcast if continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or other suspension of the meeting;
 - (ii) Exclusion of public and press being approved by the Council/Committee where confidential or exempt information is likely to be disclosed.
2. All archived webcasts will be available to view on the Council's website for a period of six months.
 3. Archived webcasts or parts of webcasts shall only be removed from the Council's 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 or

common law doctrine, 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.

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

Agenda Front Sheets and Signage at Meetings

The following notice will be posted on the front of each relevant agenda and on signs inside and outside the Council Chamber:

<p style="text-align: center;">WEBCASTING NOTICE</p> <p>This meeting will be filmed for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for six months.</p> <p>If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the Council Chamber, you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.</p> <p>If you have any queries regarding webcasting of meetings, please contact Committee Services on 01483 444102.</p>
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Meetings of the Planning Committee and other quasi-judicial hearings

In correspondence notifying applicants, supporters or objectors of the meeting date on which an application will be heard, the following advice will be included if the particular meeting is to be webcast:

'Please note that meetings of the (Sub-)Committee are filmed for live and/or subsequent broadcast on the Council's website. The Council is a Data Controller under the Data Protection Act and data collected during the webcast will be retained in accordance with the Council's Data Protection Policy.

Conduct of Meetings

At the start of each meeting to be filmed, an announcement will be made by the chairman to the effect that the meeting is being webcast, as follows:

"I would like to remind everyone present that this meeting will be webcasted live to the Internet and will be capable of repeated viewing.

If you are seated in the Council Chamber, it is likely that the cameras will capture your image. You are deemed to be consenting to being filmed and to the use of those images and sound recordings for webcasting and/or training purposes. If you are speaking at this meeting, your contribution will be recorded and broadcast."

Other recording or broadcasting of meetings

By webcasting its meetings, the Council recognises that its decision-making should be open and transparent. Whilst webcasts will, in most cases, record the whole of the public part of those meetings, there should be no reason for anyone to seek to photograph, film or broadcast any part of those meetings.

However, the Council shall have no objection to anyone taking photographs, filming or broadcasting the public part of any meeting, whether being webcast or not, provided that such activity does not, in the opinion of the chairman, interfere with the smooth running of the meeting.

Protocol for cessation of Webcasting for Private Sessions

No part of any meeting will be webcast after Councillors have passed the resolution excluding press and public because there is likely to be disclosure of exempt or confidential information. The Committee Manager will ensure 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.

Speaking at a meeting

Firstly and most importantly remember to turn your microphone on each time you speak; if you do not, your words will not be broadcast. When using the microphone try to speak directly towards it and make sure that it is not too far from your mouth (but also not too close!). For this reason, at full Council meetings, councillors are requested to remain seated whilst addressing the Mayor.

Try to avoid moving unduly whilst speaking and using expansive hand gestures; because the video stream is highly compressed all movement causes temporary pixilation and leads to a diminution of picture quality. In addition, the camera operator will struggle to keep a moving person in shot. For the same reason, if giving a presentation please try to stand in the same area rather than walking around the room.

When other people near you are speaking please bear in mind that you may still be on camera. Bear in mind that even when there is no audience in the room, members of the public are nonetheless watching the meeting.

Microphone noise

Microphone noise is an artificial sound that is introduced when an object touches the microphone. Speakers should therefore be careful not to touch the microphone head or the cable during the meeting. Speak directly into the microphone and do not place objects such as papers or water bottles in-between yourself and the microphone.

Clothing

Avoid bright colours which tend to cause exposure problems when webcast. Stripes and checked clothes are best avoided as they can cause a strobe effect when webcast, especially when the subject is moving.

Name plates

Councillors will be required to sit in the seats designated for them by a name plate. This is because the cameras are pre-set so when they focus on a particular councillor, that councillor's profile will come up on the viewing screen.

Wording for our webcast homepage

Webcasts



To access our webcasting facility, please read and accept the terms and conditions below. You will then be able to do the following:

- Watch live and recently held public webcasts.
- View archived webcasts from the last six months.
- See what future webcasts are planned.

Terms and conditions of use

- All footage from our webcasts is the copyright of Guildford Borough Council. The people featured in our webcasts have agreed to appear only on our official 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 Guildford Borough Council and those featured in the webcast.
- In addition, video sharing sites such as YouTube and 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.

If you have read and understood the above terms and conditions then select "Accept" to proceed.

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