

CHESHIRE WEST AND CHESTER

WEBCASTING PROTOCOL

Approved by Council 25 April 2013

1 Purpose of Webcasting and Formal Record

- 1.1 The main purpose of webcasting is to give members of the public the chance to view meetings as they happen without having to attend in person.
- 1.2 Webcasting does not replace the formal record of the meeting and the decisions made. The only formal record of any meeting of a Local Authority is its minutes and agendas which are required to be maintained and retained for a number of years.

2 Operating Procedure

- 2.1 Webcasts will only commence at the beginning of a meeting when the Chairman opens the meeting and will finish when the meeting is closed or when the meeting is in private session. The Chairman will allow sufficient time for the webcasting to stop once the decision to exclude the press and public has been made.
- 2.2 Anything that is outside of the scope of the meeting will not be filmed. This includes reaction shots, walkouts etc. Where an operator is unsure on what to film or is in an unfamiliar situation, the operator should always select a camera shot of the Chair of the meeting.
- 2.3 The following persons may authorise the pausing or editing of a webcast:
 - The Chair of the meeting, in consultation with the Monitoring Officer or appropriate legal officer;
 - Chief Executive or senior officer at the meeting
 - The Monitoring Officer
- 2.4 Editing should only be undertaken if there is a legal reason, for instance the name of a person in witness protection was divulged by a public speaker, confidential personal information is inadvertently disclosed or defamatory comments made. Editing may also be authorised in exceptional circumstance such as if an attendee is taken ill on screen. A log be maintained of edited webcasts.
- 2.5 Should the webcast be halted for a technical reason the following procedure will be applied:
 - The operator will inform the Committee Officer as soon as practically possible

- The operator will also inform the Press Office and the Head of Legal and Democratic Services so they can disseminate this information to political group leaders including an explanation of what went wrong, what is being done to recover any lost data and how we will mitigate issues in the future.

2.6 When any editing occurs then the same procedure as in 2.5 above will be followed.

2.7 In the event of obscenities being shouted, the sound will be muted either live or in post production as our webcasts are accessible by people of different ages

2.8 If an attendee does not wish to be filmed whilst in the audience or speaking to the committee, on receiving this information 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 Chair

3.0 Technical Proposals

3.1 During all webcasts a DVD back-up will be run which will take a raw feed of the audio and video, prior to it going through the webcaster..

3.2 This DVD back-up will be kept by the Marketing Team and will be an unedited raw version of what the cameras and microphones 'see' during the meeting before it is webcast. This will be kept by the Marketing team and used in the case of:

- Internal scrutiny of pause decisions
- Back-up facility in case of technical issues