

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**

**PROTOCOL FOR WEBCASTING OF COUNCIL AND OTHER
COMMITTEE MEETINGS**

Introduction

The Council has agreed that certain meetings should be the subject of live web transmission 'webcasting'. Fixed cameras are located within the Council Chambers at City and County Hall and Committee Room 4 at county Hall for this purpose.

This protocol has been produced 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 Chair 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 moved and supported;
 - (iii) Any other reason moved and seconded and supported by the Council/Committee.
2. No exempt or confidential agenda items shall be webcast.
 3. All archived webcasts will be available to view on the Council's website for a period of six 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 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.
 5. 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 relevant agenda and on signs inside and outside the Council Chamber or Committee Room there will be the following notice:

WEBCASTING NOTICE

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 6 months. A copy of it will also be retained in accordance with the Council's data retention policy.

If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the body of the 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. If you do not wish to have your image captured you should sit in the public gallery area.

If you have any queries regarding webcasting of meetings, please contact Member Services on 02920 872020

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 the meetings of the Committee are filmed for live and/or subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this webcast will be retained in accordance with the Authority's published policy. If you wish to attend the meeting, but do not wish to be filmed, please contact Member Services on 02920 872020 to discuss your concerns.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people.

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, as follows:-

"I would like to remind everyone present that this meeting will be broadcast live to the Internet, and will be capable of repeated viewing and copies of the recording could be made available to those that request them.

If you are seated in the chamber it is likely that the cameras will capture your image and 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 addressing the Committee your contribution will be recorded and broadcast unless you have already indicated that you do not wish this to happen.

If you wish to avoid appearing on the webcast, you should move to one of the designated seats set aside for this purpose”.

ENDS

9 July 2015
CC/MR/V1.0