
Webcasting Procedure

Committee considering report:	Governance and Ethics Committee on 13 February 2017
Portfolio Member:	Councillor James Fredrickson
Date Portfolio Member agreed report:	26 January 2017
Report Author:	Jo Reeves
Forward Plan Ref:	GE3189

1. Purpose of the Report

To seek approval for the Webcasting Procedure, which outlines the process for choosing which meetings are webcast and offers guidance to those involved.

2. Recommendation

To approve the procedure.

3. Implications

- | | | |
|-----|-------------------------|--|
| 3.1 | Financial: | None |
| 3.2 | Policy: | None |
| 3.3 | Personnel: | All staff and Members will be responsible for complying with this procedure. |
| 3.4 | Legal: | None |
| 3.5 | Risk Management: | None |
| 3.6 | Property: | None |
| 3.7 | Other: | None |

4. Other options considered

None – the Council agreed that the Governance and Ethics Committee should develop a procedure at its meeting on 15th September 2016.

5. Executive Summary

- 5.1 On 15th September 2016, the Council responded to the motion that the Council considers the cost and practicality of webcasting. It committed to invest up to £80k in upgrading the Council Chamber to support the equipment that would be required to facilitate webcasting on an 'as and when' basis.
- 5.2 The Council also agreed that a Webcasting Procedure should be written by the Governance and Ethics Committee to outline how a meeting can be requested to be webcast and to offer guidance to those involved.
- 5.3 Members and officers involved in the former Webcasting Task and Finish Group have been consulted in the preparation of this procedure.
- 5.4 The Procedure stipulates that a request to webcast a meeting must be made by email to the Head of Strategic Support by no later than 17:00 at least three clear working days before the meeting (i.e. excluding the date of the request and the date of the meeting). The person requesting the webcast must be able to demonstrate that there is sufficient public interest to justify webcasting the meeting.
- 5.5 The Head of Strategic Support will consult with the Leader of the Council, the Opposition Leader and the Chairman of the relevant committee in deciding whether the meeting should be webcast.
- 5.6 The Procedure also offers guidance for Chairmen and participants on behavioural matters.

6. Conclusion

The Governance and Ethics Committee are invited to approve the Procedure so that it is in place in readiness for the acquisition of the webcasting equipment.

7. Appendices

- 7.1 Appendix A - Supporting Information
- 7.2 Appendix B – Equalities Impact Assessment
- 7.3 Appendix C – Webcasting Procedure