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# Webcasting Procedure – Supporting Information

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### Background Papers:

Response to the Motion that the Council investigates Webcasting – Council – 15  
September 2016

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**Wards affected:** n/a

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### Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aim:

**MEC – Become an even more effective Council**

The proposals contained in this report will help to achieve the following Council Strategy priority:

**MEC1 – Become an even more effective Council**

The proposals contained in this report will help to achieve the above Council Strategy aim and priority by ensuring that the Council uses webcasting effectively.

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### Officer details:

Name: Jo Reeves  
Job Title: Principal Policy Officer  
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## Appendix B

### Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage Two, Equality Impact Assessment is required.

<b>Name of policy, strategy or function:</b>	Webcasting Procedure
<b>Version and release date of item (if applicable):</b>	V1
<b>Owner of item being assessed:</b>	Andy Day
<b>Name of assessor:</b>	Jo Reeves
<b>Date of assessment:</b>	28 December 2016

Is this a:		Is this:	
Policy	No	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
<b>Aims:</b>	To explain the process for Members and officers to request that a public meeting is webcast and to give guidance to Chairmen and meeting participants.
<b>Objectives:</b>	To ensure there is a clear process to request meetings are webcast so Council resources are allocated efficiently.
<b>Outcomes:</b>	To ensure the efficient allocation of Council resources and to uphold the Council's reputation.
<b>Benefits:</b>	The procedure will ensure that there is a transparent mechanism to request that meetings are webcast and will ensure meeting participants conduct themselves in a way which upholds the Council's reputation.

<b>2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b>
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(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
None	None	This procedure relates to an internal process.
<b>Further Comments relating to the item:</b>		
Some meeting participants may not wish to be filmed but they can make their wishes known to the Chairman who can act appropriately, including terminating the webcast.		

<b>3. Result</b>	
<b>Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
Please provide an explanation for your answer:	
<b>Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?</b>	<b>Yes/No</b>
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage 2 Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the Equality Impact Assessment guidance and Stage Two template.

<b>4. Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	
<b>Stage Two not required:</b>	

Name: Jo Reeves

Date: 28 December 2016

Please now forward this completed form to Rachel Craggs, the Principal Policy Officer (Equality and Diversity) for publication on the WBC website.