

**Cheltenham Borough Council**  
**Council – 22 July 2019**

**Updated Protocol for Webcasting, filming and recording of Council meetings**

<b>Accountable member</b>	<b>Cabinet Member Corporate Services, Councillor Alex Hegenbarth</b>
<b>Accountable officer</b>	<b>Richard Gibson, Strategy and Engagement Manager</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key/Significant Decision</b>	<b>n/a</b>
<b>Executive summary</b>	<p>In July 2018 a new audio visual system was installed in the Council Chamber and was first used at the October Council meeting. It was decided at the time to focus on audio only to build up familiarity with the new system before introducing webcasting. Due to various reasons as set out in the report the introduction of webcasting was put on hold for a period. It is now being progressed with the intention to commence webcasting and livestreaming on social media at the Council meeting on 14 October 2019.</p> <p>Group Leaders and the Constitution Working Group have been consulted on the draft protocol and it is now attached at Appendix 2 for Council approval.</p> <p>This report therefore seeks Council approval to update Appendix K of the Council's constitution on the filming and recording of Council meetings to include webcasting of Council meetings.</p>
<b>Recommendation</b>	<b>To update Appendix K of the Council's constitution on the filming and recording of Council meetings to include webcasting of Council meetings and to adopt the protocol for webcasting, filming and recording of council meetings as detailed in Appendix 2</b>
<b>Financial implications</b>	<p>None as a direct consequence of this report.</p> <p><b>Contact officer: paul.jones@cheltenham.gov.uk</b></p>
<b>Legal implications</b>	<p>There are a number of potential legal considerations relevant to the webcasting of Council meetings including Data Protection, defamation, copyright, employment and safeguarding issues. The Protocol seeks to address some of the risks associated with such webcasting.</p> <p><b>Contact officer: shirin.wotherspoon@teWKesbury.gov.uk</b></p>

<b>HR implications (including learning and organisational development)</b>	<p>There are no direct HR implications arising from the content of the report.</p> <p>However, individual officers may from time to time raise concerns about their image being filmed for publication across social media channels. In these situations the Monitoring Officer &amp; HR Manager should meet with the individual employee to discuss his/her concerns. Where issues relating to safety are raised the Council's H&amp;S Advisor would need to be consulted.</p> <p><b>Contact officer: Julie.McCarthy@publicagroup.uk</b></p>
<b>Key risks</b>	<b>See Appendix 1</b>
<b>Corporate and community plan Implications</b>	<p>Delivering webcasting will help us deliver the following corporate priority : Delivering services to meet the needs of residents and communities and by improving the way services and information are accessed by residents and businesses by maximising new technology opportunities and different ways of working</p>
<b>Environmental and climate change implications</b>	<p>There are no implications arising directly from this report.</p> <p><b>Contact officer : Gill.Morris@cheltenham.gov.uk</b></p>
<b>Property/Asset Implications</b>	<p>None as a direct consequence of this report.</p> <p><b>Contact officer: Garrie.Dowling@cheltenham.gov.uk</b></p>

## 1. Background

- 1.1 Both Local Authorities and the Ministry of Housing, Communities & Local Government (MHCLG) have been exploring ways in which residents can be encouraged to participate in local democracy through the filming and recording of council meetings. The Openness of Local Government Bodies Regulations 2014 gave the public and press the right to film or use any type of social media to report any public meetings of the Council. These changes were incorporated into the Constitution in July 2015.
- 1.2 The main purpose of webcasting has been to give members of the public the chance to view meetings as they happen or view them as a recording afterwards without having to attend in person. It also provides the potential to reach hitherto unreached groups, especially those who are not politically engaged, either via live streaming or recordings.
- 1.3 In July 2018 a new audio visual system was installed in the Council Chamber and was first used at the October 2018 Council meeting. It was decided at the time to focus on audio only to build up familiarity with the new system before introducing webcasting. Due to resourcing issues in democratic services and ongoing technical issues with the system, the introduction of webcasting was put on hold.
- 1.4 Remedial work to the system installation has now been undertaken by the supplier and the introduction of webcasting is now being progressed with the intention to commence webcasting and livestreaming on social media at the Council meeting on 14 October 2019.
- 1.5 Group Leaders and the Constitution Working Group have been consulted on the draft Protocol for Webcasting, filming and recording of Council meetings and it is now attached at Appendix 2 for Council approval.

## 2. Reasons for recommendations

- 2.1 The current Appendix K of the Council's constitution on Guidance for the recording of Council, Cabinet and Committee Meetings has now been updated to include webcasting. This will assist any members of the press and public to understand the council's operating procedure for filming/webcasts.

## 3. Consultation and feedback

- 3.1 Group Leaders, the Constitution Working Group, One Legal, the Executive Leadership Team and the CBC Governance Manager have been consulted and their feedback incorporated.

<b>Report author</b>	<b>Contact officer: <a href="mailto:beverly.thomas@cheltenham.gov.uk">beverly.thomas@cheltenham.gov.uk</a>, 01242 264246</b>
<b>Appendices</b>	1. Risk Assessment 2. Draft Webcasting Protocol
<b>Background information</b>	1. Cabinet Report : 10 April 2018-Replacement audio visual system in the Council chamber

# Risk Assessment

# Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the council does not make its meetings available on the web in some form, then a valuable opportunity to increase public participation in the democratic process will be missed	Strategy and Engagement Manager	July 2019	2	3	6	Reduce	Council approval of webcasting protocol	22/07/19	Dem. Services Team Leader	
	If the council does not assess the data privacy requirements of web casting then it may be in breach of the Data Protection Legislation.	Strategy and Engagement Manager	July 2019	4	3	12	Reduce	Announcement by the Chair at start of each meeting to be filmed. Written Webcasting notice on front of each agenda for meetings that will be webcast, and on signs inside and outside of the Council Chamber Privacy Notice	22/07/19	Dem. Services Team Leader	
	If the council does not have adequate control in place to terminate or suspend the webcast this may prejudice the proceedings of the meeting	Strategy and Engagement Manager	July 2019	3	3	9	Reduce	Gives authority to Mayor in consultation with One Legal and Dem Services officers	22/07/19	Dem. Services Team Leader	
	There is a risk of reputational damage to the individual and council if councillors are misinterpreted by the public viewing the proceedings via webcasting.	Strategy and Engagement Manager	July 2019	3	2	6	Reduce	Part of member development and members getting accustomed to the system	22/07/19	Dem. Services Team Leader	
	There is a risks related to technology failure and	Strategy and Engagement	July 2019	3	3	9	Reduce	Continue to monitor the robustness of the	22/07/19	Dem. Services	

	therefore an inability to broadcast a meeting.	Manager						system and work closely with the supplier.  Provide training to staff operating the system.		Team Leader	
	If Members and officers are sufficiently equipped to present their views in a coherent way this presents a reputational risk	Strategy and Engagement Manager	July 2019	3	3	9	Reduce	Support and training will be provided.	22/07/19	Dem Services Team Leader	
	There is a risk, if not managed, that a broadcast may be used inappropriately for example for political or satirical purposes.	Strategy and Engagement Manager	July 2019	3	3	9	accept	There will always be a risk that is difficult to mitigate against – we have seen the rise of deepfake videos where videos have been manipulated for political or satirical purposes.	22/07/19	Dem.Services Team Leader	

**Explanatory notes**

**Impact** – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

**Likelihood** – how likely is it that the risk will occur on a scale of 1-6

(1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

**Control** - Either: Reduce / Accept / Transfer to 3rd party / Close