

## APPENDIX B

### Guidance for the webcasting of Select Committees – DRAFT

- (1) Select Committees wishing to webcast their meetings/informal sessions must submit their request to the Scrutiny Board for approval.
- (2) Requests to webcast Select Committee sessions should give an indication of the number of sessions (in hours) and the type of session that it is proposed to Webcast.
- (3) Approval for a Select Committee to webcast their meetings/informal sessions rests with the Scrutiny Board who will take into account the appropriateness of recording session for that review and also the resources available to webcast.
- (4) Sessions will be recorded using the webcasting equipment but will not be broadcast live.
- (5) The permission of witnesses must be obtained in advance of the session to be webcast, and it must be made clear to the witnesses that it is intended to make the webcast publicly available on the County Councils Website and that it could be used by third parties.
- (6) If any witnesses does not agree to be webcast then an audio recording of that session will be made for office use (as is the current practice).
- (7) All witnesses taking part in sessions that have been recorded for webcasting will have the opportunity to view the webcast and give their approval before it is posted to the website. (This reflects the opportunity currently give to witnesses to comment on and approve the detailed minutes from their session before they are published).