

## Kent County Council - Webcasting Protocol

### Introduction

1. The Council has agreed that certain meetings should be the subject of live web transmission ('webcasting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber and the Darent Room for this purpose. There is a mobile unit for use in other locations.
2. The main purpose of webcasting is to aid transparency, governance and accountability by giving members of the public, elected Members, officers and other interested parties the opportunity to view meetings without having to attend the meeting in person and for the Council to have an official audio and visual record of its decision-making process.
3. 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.

### Notice and signage

4. Advance notice of an intention to webcast a meeting will be given on the [Council's website](#) and on the front sheet of each relevant Committee agenda.
5. Notices (which may be adapted for each meeting) will be displayed at the meeting venue and will be worded to include the following statements:

#### **Webcasting Notice**

**Please note: this meeting may be filmed for the live or subsequent broadcast via the Council's internet site – at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.**

**By entering into this room you are 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 then you should make the Clerk of the meeting aware.**

6. Information that meetings are to be filmed will also be communicated to members of the public who are invited to participate in meetings, for example petitioners, speakers and applicants. This will be provided by email, telephone or letter as appropriate.
7. Any member of the public who has concerns about being webcast should contact the Head of Democratic Services in advance of the meeting or the Democratic Services Officer at the meeting.

### **Conduct of the meeting**

8. The Chairman of the meeting will announce at the start of the meeting that it is being webcast.

9. The Chairman of the meeting has the discretion to request the termination or suspension of the webcast if in their opinion continuing to webcast would prejudice the proper running of the meeting.

10. Factors influencing the Chairman's decision in paragraph 8 would include:

- (i) Public disturbance or other suspension of the meeting;
- (ii) A motion to exclude the press and public being carried;
- (iii) Officer advice that the continued filming of the meeting might infringe the rights of an individual or adversely affect the Council's position in current or future negotiations;
- (iv) Officer advice that a defamatory statement has been made;
- (v) Any other reason moved and seconded and supported by the Council/Committee or Sub-Committee.

11. There is a presumption that Members and officers give their consent to be filmed and for their images to be webcast, unless a specific request is made to the Head of Democratic Services for an exception to be made in advance of the meeting. The Head of Democratic Services will take a view on a case by case basis.

12. If the Head of Democratic Services agrees to a request that a Member or officer will not be identified but what they are saying will be broadcast, then the camera will go to a wide shot of the chamber, or focus on the Chairman and the Member or officer's name will not appear on the webcast. If the Head of Democratic Services agrees to the request that the Member or officer will not be webcast at all then the webcast will be turned off while they speak and no recording will be made.

### **Meeting in private session - cessation of Webcasting**

13. No exempt or confidential agenda items shall be webcast. The Democratic Services Officer for the meeting will ensure that webcasting of the meeting has ceased and will confirm this to the Chairman of the meeting before any discussion of exempt or confidential matters is commenced.

### **Archived material**

14. Subject to paragraph 15 below, all archived webcasts will be available to view on the Council's website for a period of 12 months Council meetings are recorded onto DVD, which will be stored in accordance with the Council's records management procedures.

15. 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. A record of the reasons for this removal will be kept for a period of 12 months after the broadcast and may be available on request.

16. The Council expects the relevant Committee Chairman and the Monitoring Officer to ensure that all formal Council meetings are conducted lawfully. Therefore, the Council anticipates that the need to exercise the power set out above will only occur on an exceptional basis.

17. The actual webcasts and archived material and copyright therein remain the property of the County Council.

18 Any elected Member who is concerned about any webcast should raise their concerns with the Head of Democratic Services.