

POLICY AND RESOURCES COMMITTEE – 12 JUNE 2023

8. PROTOCOL FOR THE LIVESTREAMING OF PUBLIC MEETINGS HELD IN THE PENN CHAMBER AT THE COUNCIL OFFICES

1. Summary

- 1.1 This report is being presented to the Committee to consider the protocol for the livestreaming of the Council's public meetings held in the Penn Chamber at the Council offices and virtual/remote meetings.
- 1.2 The report also advises that external advisors/consultants can attend meetings remotely along with officers.
- 1.3 Following a three month trial a review of remote attendance will consider extending to members of the public wishing to make representation at the meetings on Part I business.

2. Details

- 2.1 The Council from 23 May 2023 went live with the livestreaming of all our public meetings for all Part I business.
- 2.2 A protocol for live streaming meetings is provided at Appendix 1 of the report for the Committee to consider. The protocol provides for a retention period of the livestreaming recordings to be 180 days (this is the MS Team policy for the retention of livestreaming recordings). We will be using MS Team as the mechanism to livestream the public meetings. Officers are checking with the ICT Team on whether the livestreaming recording can be retained longer by the Council for the same period as audio recordings (7 years) and will provide an update at the meeting.
- 2.3 Camera's are controlled via a touch screen monitor and iPad. This controls the view that is streamed. This is a 4 point grid and you can switch the view being displayed. The default will be a single camera view (presenter) aimed at the Dais, however an officer will need to manually change the view should this be required. Originally, we had understood that the grid would be available for customers to select a camera view but this is not achievable within Microsoft.

3. Options and Reasons for Recommendations

- 3.1 To consider the protocol attached at Appendix 1.

4. Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are within the Council's agreed policy and budgets.

5. Financial Implications

- 5.1 None specific.

6. Legal Implications

- 6.1 There is no legal requirement to livestream meetings.

- 6.2 The protocol is being provided to ensure compliance with the Council's obligations under the Data Protection Act 2018, the General Data Protection Regulation and the Human Rights Act 1998.

7. Equal Opportunities Implications

- 7.1 Impact Assessment

Not applicable.

8. Staffing Implications

- 8.1 There will be additional responsibility on the Committee Team to ensure the livestreaming of each public meeting is set up and published with the agenda for the meeting and to ensure that the livestreaming is launched at the meeting.
- 8.2 The Committee Team will need to ensure all the livestreaming recordings are retained for 180 days online.
- 8.3 Officers all have access to MS Team, the system the Council is using to livestream our public meetings, and a number of officers have received training.
- 8.4 Officers in attendance at any public meeting will be available to assist the Committee Team with the livestreaming and camera view if required.

9. Environmental Implications

- 9.2 With the Council livestreaming its public meetings held in the Penn Chamber there will be reduced travel to attend meetings as the option to watch live from a computer in any location is being provided therefore this will have a positive benefit to the Council's Climate Change Strategy.
- 9.3 In addition, we can now provide facilities for External Consultants and officers to attend the meeting remotely to present a report or item of business without the need to be physically present. The ability to attend remotely could in the future be extended to members of the public.

10. Community Safety and Public Health implications

- 10.1 None specific.

11. Customer Services Centre Implications

- 11.1 All CSC staff would be provided with details on the livestreaming of meetings. A CSC mailbox would need to be notified when an agenda is published through mod.gov. CSC will then be aware that the agenda is on the website and therefore, the livestreaming link will also be available (for all Part I business of the meeting)

12. Communications and Website Implications

- 12.1 The website will be updated to advise about the livestreaming of meetings and all agendas would be provided with a livestream link to watch the meeting on publication. Social media channels will also be used to publicise the option to livestream the meeting.

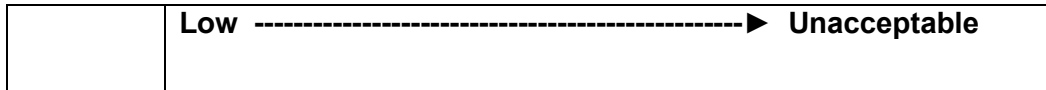
13. Risk and Health & Safety Implications

- 13.2 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 13.3 The subject of this report would be covered by the Committee service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Not livestreaming our meetings, not providing remote attendance at meetings or provision for hybrid meetings	Public participation and other bodies in meetings would reduce and would reduce democratic representation	To use the livestreaming system installed	Treat	1

- 13.4 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- ▼ Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
Low	Low	Medium	High	
2	4	6	8	
Low	Low	Low	Low	
1	2	3	4	
	Impact			



Impact Score

4 (Catastrophic)

3 (Critical)

2 (Significant)

1 (Marginal)

Likelihood Score

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Unlikely (6-20%))

1 (Remote (≤5%))

13.5 In the officers’ opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

14. Recommendation

14.1 To consider and agree the protocol provided at Appendix 1.

14.2 To note that external advisors/consultants and officers will be able to attend meetings remotely.

14.3 Following 3 months trial, officers will review the remote attendance and consider extending to members of the public wishing to make representation at the meetings on Part I business.

Report prepared by: Sarah Haythorpe, Principal Committee Manager

Data Quality

Data sources: Protocols used during Covid 19 when we had virtual meetings.

Data checked by: Kimberley Grout, Tracy Langley

Data rating:

1	Poor	
2	Sufficient	X
3	High	

Background Papers – none

APPENDICES / ATTACHMENTS

Appendix A – protocol – to follow