

Three Rivers District Council

# Protocol for Livestreaming of the Council public meetings

July 2023

The Protocol is provided to assist in the conduct of livestreaming our public meetings and 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

## **Livestreaming of Three Rivers District Council public meetings held in the Penn Chamber at Three Rivers House**

### **1. Introduction**

1.1 Three Rivers District Council (TRDC) is committed to including the public in decision making, however people may not always be able to attend meetings they are interested in. To ensure that those residents can still get involved, the Council will be livestreaming its public meetings. These can then be watched online as the meeting happens or up to 180 days after the meeting although the audio recording of the meeting will be kept for 7 years in line with the Council Constitution.

### **2. Which meetings are to be livestreamed:**

2.1 Public Council/Committee meetings held at the Council offices will be livestreamed on the Council website and virtual/remote sub-committee public meetings will be livestreamed.

### **3. How do we livestream our meetings and where will the link be provided?**

3.1 Fixed cameras are located in the Penn Chamber at the Council offices to provide the livestreaming facility.

3.2 The livestream link to watch the meeting will be published with the relevant agenda for the meeting.

3.3 Livestreaming of the meeting will mean the camera showing the room (i.e. camera facing the Chair) will be broadcast at all times.

3.4 The agenda/reports/appendices to the reports/plans/photos will not be broadcast via the livestream but will be shared in the Penn Chamber using the click-share device. Officers in attendance (excluding the Committee Team) will not be logged into the livestreaming.

### **4. Are there any meetings or parts of meetings which the Council may not livestream?**

4.1 TRDC wants to ensure meetings are livestreamed as far as possible to allow full engagement with the public. However, there are instances where it may not be appropriate to livestream a meeting or parts thereof, for example:

4.2 When an individual, who is presenting at a public meeting, specifically requests not to appear on the public livestream, and we agree with the request, we will seek to make accommodations to allow their voice to be livestreamed but their image to be excluded. If you are watching the livestreaming, you will see a notice appearing on the screen to let viewers know what is happening.

4.3 In considering whether or not to record contributions by children at meetings the Council will, for those aged 16 or over check with the

young people themselves that they are content to be filmed and, subject to that, record and broadcast them. For children younger than 16, or those who are otherwise thought vulnerable, we will record only with the consent of the appropriate parent or guardian. If we are in any doubt, we will stop the livestreaming whilst children are speaking.

## **5. When Councillors at a meeting pass a resolution to exclude the press and public because there is likely to be disclosure of exempt or confidential information**

5.1 This will happen in situations where national rules allow the Council to exclude the press and public. You will be notified if watching the livestreaming that it will be ceased for this part of the meeting and why. The Council will only do this if they have good reason as it will always try to conduct its business in public.

## **6. Signage of livestreaming and recording of meetings**

6.1 Agendas relating to those meetings that the Council livestreams will include a statement to alert the public to the livestreaming and recording as well as the rights of the public generally, to film, record, photograph and use social media to report from the proceedings as follows:

## **7. Livestreaming notice**

7.1 This meeting will be livestreamed by the Council for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be livestreamed, except where there are confidential or exempt items, and the footage will be on the website for 180 days. The audio recording of the meeting will be kept for 7 years in line with the Council Constitution.

7.2 Anyone making representation at the meeting, unless they have specifically asked not to appear on the livestreaming, you are taking positive action to confirm that you consent to being filmed. You have been made aware of the broadcast and entering the Penn Chamber you are also consenting to being filmed by the Council and to the possible use of those images and sound recordings for webcasting and/or training purposes.

7.3 If you do not wish to have your image captured, you should sit in the public gallery area.

7.4 In addition, the Council is obliged by law to allow members of the public to take photographs, film, audio-record, blog or tweet the proceedings at public meetings. The Council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

7.5 If you have any queries regarding webcasting or the recording of meetings by the public, please contact the Committee Team on 01923 776611

## **8. The Role of the Chair**

- 8.1 The Chair of the meeting will make an announcement at the beginning of the meeting to make sure everyone understands that the meeting will be livestreamed. The Openness of the Local Government Bodies Regulations 2014 provides that any matters considered under Part I business only may be filmed, recorded, photographed, broadcast or reported via social media by any person.
- 8.2 The Chair of the meeting has the discretion to request the termination or suspension of the livestreaming if continuing to livestream would prejudice the proceedings of the meeting. This would include public disturbance or other suspension of the meeting; Exclusion of public and press being moved and supported; Any other reason supported by the Council/Committee.
- 8.3 Webcasts or parts of webcasts shall only be removed from the Council's website if the Chief Legal Officer/Monitoring Officer considers that it is necessary because all or part of the content of the livestreaming is, or is likely to be, in breach of any statutory provision or common law rule, for example Data Protection and/or Human Rights legislation or provisions relating to confidential or exempt information. It is anticipated, however, that meetings will be conducted lawfully and that the need to exercise this power will occur only on an exceptional basis.
- 8.4 Any elected Member who is concerned about any webcast should raise their concerns with the Chief Legal Officer/Monitoring Officer.

## **9. Remote meetings**

- 9.1 These meetings will be held under the privacy notice for “attending remote council meetings” which can be found at [Privacy notice | Three Rivers District Council](#)
- 9.2 After 3 months trial details will be reported in the Members' Information Bulletin.

**Note: This protocol is provided to assist in the conduct of webcasting and 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**

