

**City of Bradford Metropolitan  
District Council**

**PROTOCOL FOR WEBCASTING OF  
COUNCIL MEETINGS**

## **Introduction**

The City of Bradford Metropolitan District Council has agreed that certain meetings should be the subject to live web transmission ('web casting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber and Committee Room 1 for this purpose. Exempt or confidential items (included in Part B of any Agenda) will not be web cast. This protocol does not affect existing restrictions in the Council's Standing Orders on the recording, photographing or filming of proceedings by any person other than the Council.

## **Main Provisions**

This protocol has been produced to assist the conduct of web cast 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 web cast by the Council:

1. The Lord Mayor or Chair of the meeting has the discretion to terminate or suspend the webcast if in their opinion continuing to web cast would prejudice the proceedings of the meeting. Circumstances that could lead to suspension or termination of web casting include public disturbance or other suspension of the meeting or the potential infringement of the rights of any individual.
2. No exempt or confidential agenda items shall be web cast, and no part of any meeting will be web cast after the Council has voted to exclude the press and public because there is likely to be disclosure of exempt or confidential information.
3. Subsequent to the meeting editing of the webcast may take place if there is a legal reason, confidential personal information was inadvertently disclosed, defamatory comments made or an exceptional circumstance occurs during filming. Requests for the editing of the content of a webcast can be made to the City Solicitor who will authorise any removal of content (if appropriate, in consultation with the Leaders of the two largest political groups on the Council).
4. Subject to paragraph 4 below all archived webcasts will normally be available to view on the Council's website for a period of one month.
5. Archived webcasts or parts of webcasts may be removed from the Council's website if the City Solicitor considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of the law, for example Data Protection or Human Rights legislation or provisions relating to confidential or exempt information.
  - a) The Council owns the copyright in the webcasts.
  - b) Any elected Member who is concerned about any webcast should raise their concerns with the City Solicitor.
  - c) Webcasts containing personal or confidential information will not be retained or archived.

- d) The Council will endeavour to ensure that children and young people under the age of 16 or any person considered to be vulnerable will not be filmed.
6. If the web cast is halted by a technical reason Public-i will inform the City Solicitor or her representative as soon as is practically possible so the meeting can be informed of what has occurred. The City Solicitor will be informed by Public-i of the explanation why the webcasting failed as soon as possible, what can be done to resume it and/ or recover the lost recording and what action will be taken to prevent a reoccurrence. The political group leaders will be informed of the corrective action being undertaken.
7. A member of the public attending the meeting must indicate if they have concerns about being filmed to the City Solicitor or her representative on arrival. Advice will then be given on the best place to sit in the meeting room to avoid being filmed. If the attendee is making a spoken contribution to the meeting action will be taken to ensure that the webcast operator focuses the camera on the Lord Mayor or Chair. If despite these precautions individuals are filmed, the Council can accept no liability as attendance at the meeting is on the basis that consent is given to filming.

## **Agenda Front Sheets and Signage at Meetings**

Included in each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

### **WEBCASTING NOTICE**

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

**You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.**

**Generally the public seating areas will not be filmed. However, by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting or training purposes.**

**If you have any queries regarding this, please contact Committee Services on 01274 432241 or [CommitteeSecretariat2@bradford.gov.uk](mailto:CommitteeSecretariat2@bradford.gov.uk) or speak to a Council Officer present at the meeting before its commencement..**

### **Conduct of Meetings**

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being or may be web cast, and that the Lord Mayor or Chair may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the Lord Mayor or Chair making the following statement:-

“I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing. I have the discretion to terminate or suspend filming, if in my opinion allowing filming to continue would prejudice the proceedings of the meeting. Members are reminded that the cameras are activated by the sound system and that they must switch on microphones when speaking.

Public seating areas will not be filmed, but if any member of the public has concerns they should move to these seats (Mayor/ Chair to indicate the seats not in camera range). If a member of the public is making a contribution to the meeting and does not want to be filmed they must indicate now to my officers. Every effort will be made not to film the contribution but by attending you are consenting to the webcast and the use of your speech”