



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Protocol for Webcasting of Meetings of the Council

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1. Introduction

- 1.1 The Council has agreed to allow its meetings to be “webcast” or “live streamed” (via live web transmission or recorded for subsequent transmission). Fixed cameras are located within the Council Chambers for this purpose.
- 1.2 This protocol does not affect existing restrictions in the Council’s Standing Orders, namely that:-

“No sound, film, video tape, digital or photographic recording of the proceedings of any meeting, shall be made without the prior approval of the Council, other than recording of the proceedings by the Council, either for webcasting or as a back-up for a live-webcast or as an alternative where live-webcasting is not possible”.

2. Main Provisions

- 2.1 This protocol is intended to assist the conduct of webcast meetings and help ensure compliance with the Council’s obligations under the Data Protection Act 2018 and the Human Rights Act 1998.
- 2.2 The following will apply to all meetings to be webcast by the Council:-
 - (i) The Provost (or Committee Chair) will confirm at the start of the meeting whether the meeting or any part of it will be webcast. The Provost (or Committee Chair) has discretion to terminate or suspend the webcast if, in his/her opinion, continuing to webcast would prejudice the proceedings of the meeting. Circumstances that could lead to suspension or termination of webcasting include public disturbance or the potential infringement of the rights of any individual.
 - (ii) No exempt or confidential agenda items shall be webcast, and no part of any meeting will be webcast after the Council has voted to exclude the press and public because of the likely disclosure of exempt or confidential information.
 - (iii) Subject to (iv) below, all archived webcasts will normally be available to view on the Council’s website for a period of at least six months and, thereafter, will continue to be held in the Council’s archives, in accordance with the Council’s retention schedules.
 - (iv) Archived webcasts or parts of webcasts shall only be removed from the Council’s website prior to the end of the time period set out in (iii) above 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 law, e.g. Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.
 - (v) The Council owns the copyright in the webcasts.

- (vi) Any Elected Member who is concerned about any webcast should raise their concerns with the Head of Democratic Services.

3. Agendas and Council Chambers Signage

- 3.1 Included in each Agenda and reflected in signage to be displayed in the meeting room, there will be the following notice:-

Webcasting

Please note: this meeting may be filmed/recorded/live-streamed to the Council's internet site and available to view at <https://north-ayrshire.public-i.tv/core/portal/home> At the start of the meeting, the Provost/Chair will confirm if all or part of the meeting is being filmed/recorded/live-streamed.

You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the webcast will be retained in accordance with the Council's published policy, including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site.

Generally, the press and public will not be filmed. However, by entering the Council Chambers and using the press or public seating area, you acknowledge that you may be filmed and that any information pertaining to you contained in the video and oral recording of the meeting will be used for webcasting or training purposes and for the purpose of keeping historical records and making those records available to the public. In making this use of your information the Council is processing data which is necessary for the performance of a task carried out in the public interest

If you have any queries regarding this and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact dataprotectionofficer@north-ayrshire.gov.uk.

5. Guidance for Elected Members and Officers

- 5.1 Please note that the Council is prohibited from producing political publicity. This is defined as any material which in whole or in part, appears to be designed to effect political support for a political party. This duty is more acute during pre-election periods, which run from publication of the notice of election to the election. While politics can be a normal part of Council meetings, proceedings which are inherently political may have to be removed from any broadcast to avoid breaching the rules on political publicity. During pre-election periods there may be a short delay in broadcasting to ensure that any political publicity is not accidentally published.

6. Viewing and Subscribing

- 6.1 Previous webcasts/meeting recordings are available to view at <https://north-ayrshire.public-i.tv/>
- 6.2 You can also arrange to receive alerts about forthcoming webcasts by clicking on the **subscribe** option on this above-mentioned site.

Document Control Summary:-		
Location:	I:\Committee Services\Publications	
Last Revised:	Revised By	Nature of Revision
MJA	08.08.17	Protocol finalised
MJA	April 2022	Updated to include reference to remote/hybrid meeting arrangements
MJA	August 2022	Standing Orders reference updated to reflect current Standing Orders. Document streamlined to provide single webcasting statement applicable to physical/remote/hybrid meetings. Appendix containing guidance to Members on appearing on webcast removed as redundant.
HC	June 2024	Update to webcasting statement regarding press and public gallery.

Document classification: Official

