

Webcasting Protocol for Council Meeting of 24 June 2015

The Council will be webcasting the meeting of 24 June 2015; this will be a live transmission and an archived version will be available for viewing subsequently. This will be done through fixed cameras in the Council Chamber.

This protocol will assist in the conduct of web cast meetings and will ensure that the Council complies with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. The following provisions will apply for this meeting:-

1. The Lord Provost will have the discretion to terminate or suspend the transmission if, in his opinion, the continuation of the webcast would prejudice the proceedings. This may include
 - (i) Public disturbance or other suspension of the meeting;
 - (ii) A decision to exclude the public and press following a vote;
 - (iii) Any other reason following a vote.
2. There shall be no broadcast of exempt or confidential business.
3. An archived copy of the broadcast will be available on the Council's website for one year, during which period it can be viewed at all times.
4. The archived webcast will only be removed from the Council's website if the Monitoring Officer considers it necessary because all or part of the content is or is likely to be in breach of any statutory provision such as Data Protection and Human Rights legislation or the provisions of the Access to Information Act 1985 relating to exempt or confidential information.

If the Monitoring Officer decides to take such action, all members will be notified in writing of her decision and the reasons for it as soon as possible.

Council expects the Lord Provost and the Monitoring Officer to ensure that the meeting is conducted lawfully and would further expect that the need to exercise these powers would only occur in exceptional circumstances.

5. Any member or officer who is concerned about any webcast should raise this with the Head of Legal and Democratic Services.

Agenda Notice and Signage at Meetings

The following notice will be placed on the agenda frontispiece and displayed on signs inside and outside the Chamber:-

"Please note: this meeting will be filmed for live or subsequent broadcast via the Council's internet site as a webcasting trial. The Lord Provost will confirm at the start of the meeting if all or part of the meeting is being filmed.

The website can be accessed by this link:-
<http://www.aberdeen.public-i.tv/core/portal/home>

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained for viewing on the Council's website for a period of one year or any period as may be specified in a future revision of the Council's policy.

Generally the public gallery will not be filmed. However, by entering the Council Chamber you should be aware that you may be filmed and that those images and sound recordings may be used for webcasting or training purposes. If you have any concerns about this, please contact the Committee Services team using the details at the end of this agenda."

Conduct of Meetings

At the start of the meeting, the Lord Provost will announce that the meeting is to be webcast and will confirm which items of business will be transmitted. He will announce the following statement:-

"I would like to remind everyone that this meeting will be broadcast live to the internet and will be available for repeated viewing. Copies of the recording could also be made available to those requesting it.

If you are seated in the Chamber it is likely that your image will be captured by cameras and you are deemed to be consenting to being filmed and to the use of those images and sound recordings for webcasting or training purposes. If you are addressing the Council your contributions will be recorded and broadcast unless you have already indicated that you do not wish this to happen. Generally, the public gallery will not be filmed."