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DEMOCRATIC SERVICES COMMITTEE REPORT

Date Written	8 th August 2014
Report Author	Karen Vokes
Service Area	Democratic Services
Committee Date	15 th September 2014

To: Chair, Ladies and Gentlemen

Broadcasting of Meetings: Advice Note for Elected Members

PURPOSE OF THE REPORT: To agree a protocol for circulation to all members and officers.

1.0 INTRODUCTION AND BACKGROUND

- 1.1 In accordance with the principles of openness and transparency set out in the Local Government (Wales) Measure 2011 and utilising grant funding made available from Welsh Government, it was agreed by Full Council on the 18th June 2014 to proceed with the broadcasting of all / some of the Authority's Council Meetings / other Committee meetings.
- 1.2 Any meetings recorded will not be broadcast live but will be uploaded on the Authority's website via the Document Management System (Modern.gov).
- 1.3 The broadcasting equipment, e.g. cameras, recording equipment and digital microphones have now been installed in the Council Chamber and staff in the Democratic Services Department have gone through the necessary training.

2.0 PROTOCOL

- 2.1 Attached at Appendix 1 is a suggested protocol and it is hoped that this document will be a useful reference point for Councillors involved in meetings that are being broadcast.

2.2 The Council meeting on the 10th September 2014 has been recorded purely for the purposes of training for the providers (Auditel) and the Democratic Services Department to ensure there are no technical issues. It is hoped that October's Full Council meeting will be recorded and broadcast on the Authority's website.

2.3 Training sessions will be available throughout September/October to all Councillors by the Democratic Services Team.

3.0 FINANCIAL IMPLICATION(S)

3.1 There are no cost implications of agreeing this protocol.

4.0 RECOMMENDATION(S) that

4.1 Training be made available by the Democratic Services Department to all Members

4.2 The attached webcasting protocol be agreed and circulated to Members of the Council in readiness for the appropriate training.

ANN TAYLOR
HEAD OF DEMOCRATIC SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Letter from Welsh Government regarding award of funding	21 st February 2013	Democratic Services
E-mail confirmation from Welsh Government	4 th October 2013	Democratic Services
Council Report re: Welsh Government Funding	18 th June 2014	Democratic Services