

APPENDIX 2

Council Meetings – Live Streaming and Public Access

1. Due to Covid 19 all Council and Committee meetings are currently being held remotely and therefore the filming and recording of Council meetings by the press and public have been suspended.
2. However, all formal public meetings are now to be live streamed through the Council's YouTube or Facebook Channel
3. The regulations that govern this are the 'Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020' and they apply to local authority and Parish Council meetings that are required to be held, or held, before 7th May 2021.

Members and Officer Participation

4. The Council will use WebEx as its remote meeting tool.
5. Any Member participating in a meeting remotely, must when they are speaking, be able to be heard (and ideally seen) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and ideally see) those other Members participating.
6. Officers participating in a meeting must be able to be heard, and ideally seen when speaking during the meeting. Officers/ Members observing meetings should turn off their sound and video for the avoidance of doubt.

Public Participation

7. There is still a requirement to ensure that meetings are open to the public, however this now includes access by remote means, including video conferencing, live webcast and live interactive streaming. Where a meeting is accessible to the public through such remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person.
8. The Council will endeavour to facilitate public access by live streaming meetings via the Council's YouTube or Facebook account. Meetings will be made available to view on the Council's website, so that the public can observe the meetings as they take place.
9. Public inspection of any agenda items will be via the Council website only.
10. Members of the public who are invited to participate at a meeting should be aware that they are considered to be part of the public meeting and therefore will be live streamed and recorded. If a member of the public who wishes to speak at

a meeting does not want to be filmed/photographed/recorded they should say so when they register their interest to speak and the Council will advise on how to switch off the video function within WebEx. The Council cannot control what data processing takes place by third parties or the public.

Arrangements for Confidential/Part B items of business

11. The Council have arrangements in place which will enable Members to go into a private session that is entirely separate to the public meeting to enable such matters to be dealt with in private.

Moving or cancelling/rearrange remote meetings

12. The Monitoring Officer may, following consultation with the Chair of the relevant remote meeting move or cancel or rearrange a remote meeting without further notice.

Commenting on social media

13. Prior to the meeting and as part of the post containing the live video we ask those commenting on social media to show respect for others and abide by the Facebook Community Standards.
14. Social media comments will be monitored (but not responded to) and unacceptable comments will be removed.
15. Users will be asked to keep their points to the discussions taking place. Any posts that are offensive or which contain personal comments about any individual present will be removed and users advised that their access may be restricted/blocked.

Legal

16. The Council is a Data Controller under the General Data Protection Regulation (EU) 2016 and the Data Protection Act 2018 for its own filming/recording. Personal data collected during this time will be retained for 6 Months in line with the Council's Records Management policy. Further information on your rights are contained in the Democratic Services Privacy Notice which can be found on the Council website.
17. Public recording/reporting of Council's meetings is also subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act 1998, the General Data Protection Regulation (EU) 2016 and Data Protection Act 2018 and the laws of libel and defamation. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.