

Part E15: Protocol for Webcasting Meetings

1. Introduction

Cotswold District Council as part of its Constitution wishes to ensure the fullest participation and engagement of its residents in its business. To ensure that those residents can still get involved, the Council live streams meetings of Council, Cabinet and Committees (except for any exempt or confidential business). Recordings of meetings can be viewed online as the meeting happens and for up to 12 months from the date of the meeting. Meetings may also be streamed to external platforms e.g. Facebook Live and YouTube. The written minutes are the permanent record of the meeting and the decisions taken.

2. Role of Chair

To ensure that attendees are aware the meeting is being webcast.

To welcome viewers of the live stream to the meeting.

To remind attendees at the start of the meeting and when required to use their microphones when speaking and to turn their microphone off when not speaking.

To ensure that remote attendees can follow and understand the proceedings, for example by announcing the outcome of any votes taken by a show of hands, and by ensuring that all participants use a microphone when speaking.

3. Role of all attendees (Officers and Members)

All attendees are to adhere to the following etiquette:

- a) To use microphones when speaking and to turn microphones off when not speaking.
- b) To be aware that whatever is said in the meeting is being broadcast.
- c) To refrain from having side-conversations, which may be picked up on the webcast (whether audio or video).
- d) To ensure that any devices are only used for council purposes during the meeting as images on laptops etc. may be seen on the live stream.
- e) To ensure that microphones are not moved from their positions within the room.

4. Remote attendance

Elected members must be physically present in the meeting room in order to participate as members of the meeting and vote. Officers and other attendees may, in exceptional circumstances (i.e. inability to travel), request to join meetings remotely by giving at least one week's prior notice to Democratic Services. Remote attendance can be supported at meetings where electronic voting is not used and will be subject to officer capacity to support the hybrid meeting on the day and the agreement of the Chair. If agreed, Democratic Services will provide a link for joining remotely. The limiting factor with a hybrid connection is the strength of the remote attendee's internet connection.

Any remote attendees are to adhere to the following additional etiquette:

- a) To ensure as far as possible that there is a stable internet connection.
- b) To ensure as far as possible that there will not be interruptions.
- c) To ensure that the background is blurred or nondescript.
- d) To ensure that their camera is on and that their microphone is unmuted when speaking.
- e) To ensure that the microphone is muted when not speaking.