



Orkney Islands Council Protocol for the Audio Casting of Council and Other Meetings

This Protocol has been drawn up to assist with the conduct of audio cast meetings and to ensure that, in doing so, the Council is compliant with its obligations under relevant data protection and freedom of information legislation.

Background

Following a decision taken by Elected Members to introduce audio casting, the first trial broadcasts were made in March 2015. Audio casting has been undertaken during each Committee cycle since June 2015. The Committees currently broadcast are Education, Leisure and Housing; Development and Infrastructure; Orkney Health and Care; Monitoring and Audit; Policy and Resources; Planning; as well as General Meetings of the Council and meetings of the Integration Joint Board.

Meetings are broadcast live over the internet and can be accessed via the Council website. In addition, recordings of each meeting are made available via the Council website. Whenever possible, these are made available within two working days of a meeting taking place.

Prior to the Meeting - Agenda Front Sheets and Signage

The following notice is included on the front of each agenda for designated meetings:

“Please note that this meeting will be recorded and broadcast over the Internet on Orkney Islands Council’s website. The recording will also be publicly available following the meeting and available for listening to for 12 months thereafter. The Council is a Data Controller in terms of data protection legislation. Data collected during the audio cast will be retained in accordance with the Council’s Data Protection Policy. Further information about how the Council uses your personal information and your associated rights is available on the Council’s website.”

A notice in the above terms will be displayed inside and outside the Chamber.

Operation of Microphones

- Before speaking, press microphone switch to ON.
- Wait to be introduced by the Chair.
- Speak clearly into nearest microphone.
- Once finished speaking press microphone button OFF.
- WARNING: Be aware that ‘off-mic’ comments could be picked up and transmitted.

Conduct of Meetings

At the start of each meeting to be broadcast, an announcement will be made by the Chair to the effect that audio casting is taking place for live and subsequent broadcast over the internet.

Cessation or Suspension of Audio Casting

No part of any meeting will be audio cast after Members have passed a resolution excluding the press and public because of the likely disclosure of exempt or confidential information. The Clerk to the Committee will ensure that audio casting of the meeting has ceased and will confirm this to the Chair before any discussion of exempt or confidential matters begins.

In addition, the Chair has discretion to terminate or suspend the audio cast if, in his/her opinion, continuing to audio cast would prejudice the proceedings of the meeting. Circumstances that could lead to suspension or termination of audio casting include public disturbance or other suspension of the meeting or the potential infringement of the rights of any individual.

If a technical fault develops, the meeting will continue without interruption. More often than not, the meeting will be recorded successfully, even if the live broadcast is interrupted.

Editing of Audio Cast

Editing of any content of an audio cast will only be undertaken if there is a legal reason, for instance, the name of a person in witness protection was divulged by a public speaker, confidential personal information is inadvertently disclosed or defamatory comments are made. Editing of content may also be authorised in exceptional circumstances such as if an attendee is taken ill. A log will be maintained of audio casts where content has been edited. The Chief Executive will, in consultation with the Chair of the Meeting and the Monitoring Officer, make the final decision on editing any audio cast material to be broadcast or published in connection with any Council meeting. The reason for any decision to edit any audio cast material will be published.

Obscenities or Other Inappropriate Language

In the event of obscenities or other unacceptable language being used, the sound will be muted either live or in post-production as the Council's audio casts are accessible by people of different ages. All persons in attendance at meetings are asked to behave respectfully towards others.

Other Recording or Broadcasting of Meetings

No form of photography, filming, recording or broadcasting of meetings (other than audio casting for the Council's purposes) shall take place unless express permission is given in advance by the Chair at his/her discretion.