

## **Protocol for Webcasting Meetings**

### **Introduction**

West Oxfordshire District Council ('the Council') is committed to involving local residents in decision making, however some residents may sometimes not be able to attend the meetings they are interested in. To ensure that those residents can still get involved, the Council live streams meetings of Council, the Executive and committees (except for any exempt or confidential business). Recordings of meetings can be viewed online as the meeting happens and for up to 6 months from the date of the meeting. The written minutes are the permanent record of the meeting.

### **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. The Chair's microphone takes precedence over other microphones meaning the Chair will be displayed on the webcast whenever their microphone is on.

### **Role of all attendees**

All attendees are to advised to follow this etiquette:

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

### **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 weeks' prior notice to Democratic Services. Remote attendance 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:

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