

MEETING	Democratic Services Committee
DATE	10 March, 2015
SUBJECT	Web-casting
PURPOSE	Provide the latest information
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1. The Council's web-casting system is up and running and live web-casts have been broadcasted since January 2015.
2. In order to prepare for the web-casting two training sessions were held with elected members:
 - 26 November 2014 – session held and all Council members were invited. 41 members were present including some members of the Standards Committee.
 - 12 January 2015, web-casting training for Chairs and Vice-chairs
3. The reasons behind the decision to web-cast were explained during the sessions, short guidelines on conduct were discussed, along with discussing some possibilities of adapting committee arrangements.
4. By now, the Council has web-cast 5 committee meetings, as follows:

Date	Committee	Viewing Figures	
12/01/2015	Planning	236	
13/01/2015	Council Cabinet	105	
12/2/2015	Services Scrutiny Committee	49	*
19/2/2015	Council Cabinet	51	*
24/2/2015	Communities Scrutiny Committee	21	*

5. The web-casting can be viewed live on the Council's web site during the meeting, and it will be placed in the archive on the web site within 48 hours of the meeting, and is available for a period of 6 months. This is the web site link for viewing:

<https://www.gwynedd.gov.uk/en/Council/Councillors-and-committees/Councillors-and-committees.aspx>
6. Please note that the majority of viewings are made through the archive site rather than live viewings. Therefore, although correct at time of going to press, the figures noted with * are likely to rise.
7. Although it remains early days, some lessons have already been learned, with a few technical issues already resolved, and some procedural matters requiring further

adjustments by officers. The short guide-lines developed to help members can be seen in Appendix A to remind members of the relevant considerations whilst a meeting is being web-cast.

8. The Committee is reminded that the Council's current arrangements allow for 60 hours of web-casting. The committees noted below have been programmed to be web-cast during the next quarter.

05/03/2015	Full Council
23/03/2015	Planning Committee
16/04/2015	Services Scrutiny Committee
14/05/2015	Full Council

9. The committee members are invited to comment on the developments thus far.

WEB-CASTING – SOME QUESTIONS FOR MEMBERS

A. Preparing for the meeting

- Have I prepared for the meeting and am I clear about the points / questions that I plan to raise?
- Have I thought whether my appearance conveys a proper and appropriate image?
- Have I remembered to turn off my mobile phone before the meeting starts so that it does not interfere with the signal?

B. At the meeting

1. Request to speak:-

I should remember that the system in the two chambers is different:-

- In the Dafydd Orwig Chamber, I press the “request to speak” button and then wait for the Chairman to invite my contribution
- In the Hywel Dda Chamber, I try to draw the Chairman’s attention by raising my hand, wait for the Chairman’s invitation to contribute, switch on my microphone to speak and then turn it off when I have finished

NB There will be a seat allocated to me in the Hywel Dda Chamber but I can move in the Dafydd Orwig Chamber if I take my card with me

2. When speaking:-

- Am I speaking a reasonable distance from the microphone? (not too close, not too far)
- Is the tone of my voice interesting and reasonable?
- Am I repeating what someone else has already said?
- Am I getting too emotional because I feel strongly about an issue and is there a danger that I may say something I will regret?
- Am I speaking clearly and speaking at the right pace (not too quickly) so that anyone listening (including a translator) has trouble keeping up?

3. When listening:-

- Am I showing respect to other speakers, particularly those who have a different viewpoint?
- Am I listening properly and paying attention to what is happening in the meeting room, particularly if I am within the camera shot of the speaker at the time?
- Can I be seen to be listening or am I whispering with someone else on another issue or have I gone out for a cuppa or a chat?
- Can I be seen to be “playing” with anything (tablet, biro or other device) that could draw attention?

C. After the meeting:-

- Can I learn something about my public image by watching the webcast again?
- Can I use the webcast to spread information about what is being discussed at the Council?