MEETING	Democratic Services Committee
DATE	24th November, 2015
SUBJECT	Web-casting
PURPOSE	Provide the latest information
AUTHOR	Geraint George Head of Democratic Services

BACKGROUND

1. The Council's web-casting system has been fully operational 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, some of the risks identified, guidelines on conduct were discussed, along with discussing some possibilities of adapting committee arrangements.

4. Guidelines for member use were agreed. These were distributed for the first meetings to be web-cast. Those guidelines are shown in Appendix A.

5. By now, the Council has web-cast 23 meetings. At the time of the report's preparation, the information on the viewing figures were as follows:-

Committee	Date	Archive Viewers	Live Viewers	Total
Planning	12/01/2015	458	175	633
Cabinet	13/01/2015	182	71	253
Services Scrutiny	12/02/2015	132	14	146
Cabinet	19/02/2015	139	88	227
Communities Scrutiny	24/02/2015	191	19	210
Council	05/03/2015	240	119	359
Planning	23/03/2015	111	27	138
Services Scrutiny	16/04/2015	47	14	61
Cyngor	14/05/2015	68	5	73
Cabinet	19/05/2015	39	6	45
Cabinet	02/06/2015	34	5	39

Planning	15/06/2015	83	3	86
Cabinet	23/06/2015	30	3	33
Council	09/07/2015	88	3	91
Cabinet	14/07/2015	94	2	96
Cabinet	30/07/2015	216	59	275
Planning	07/09/2015	95	33	128
Cabinet	15/09/2015	115	0	115
Services Scrutiny (am)	22/09/2015	55	14	69
Services Scrutiny (pm)	22/09/2015	41	19	60
Cabinet	06/10/2015	45	3	48
Council	08/10/2015	165	52	217
Cabinet	03/11/2015	9	12	21

6. 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:

   http://www.gwynedd.public-i.tv/core/portal/home

7. 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 are likely to rise.

8. It is worth noting that the system where there is no translation at meetings where no request for translation has been received is operational. As a result, over the period, 5 of the 23 meetings have been held where no translation was provided since there were no non-Welsh speakers in attendance and no-one requested to view and listened in English.

TAKING STOCK

9. Since we are approaching the end of the first calendar year of web-casts, it is appropriate to take stock in order to assess the extent to which the Council wishes to continue with the system after next year.

10. Some considerations to promote discussion are noted here:-

   - The viewing numbers are comparatively small, compared to figures from some other councils although there are significant differences between meetings.
   - There is more that can be done to increase interest in the web-casts
   - There are opportunities for individual members to make use of the web-casts to report to electors on the work of the Council.

- A recent review of other councils has highlighted differences of opinion about the value of continuing with the service
- There is a link between the video provision and the capability for remote attendance – this could save the Council some costs
- There is a financial cost linked to continuing with the service but it appears that some of it could be met by redirecting current resources, including enabling remote attendance by members.

11. The Committee's views on the intention for the future are sought.

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 nor 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?