

**POLICY FOR THE LIVE-STREAMING & RECORDING OF MEETINGS  
HELD IN PUBLIC AND THE RECORDING OF PRIVATE MEETINGS  
ACROSS CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD  
(CTMUHB)**

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<b>Version:</b>	2

**Target Audience:**

<b>People who need to know about this document in detail</b>	All staff who may live-stream or record meetings or be a participant of such meetings.
<b>People who need to have a broad understanding of this document</b>	All staff who may live-stream or record meetings or be a participant of such meetings.
<b>People who need to know that this document exists</b>	All staff who may live-stream or record meetings or be a participant of such meetings.

**Integrated Impact Assessment:**

<b>Equality Impact Assessment Date &amp; Outcome</b>	<b>Date:</b> Approved April 2022
<b>Welsh Language Standard</b>	No
<b>Date of approval by Equality Team:</b>	(00/00/0000)
<b>Aligns to the following Wellbeing of Future Generation Act Objective</b>	Co-create with staff and partners a learning and growing culture



<b>Disclaimer:</b>
If the review date of this document has passed please ensure that the version you are using is the most up to date version either by contacting the author or <a href="mailto:CTM_Corporate_Governance@wales.nhs.uk">CTM_Corporate_Governance@wales.nhs.uk</a>

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Page Number: 1

## Contents

<b>1. POLICY STATEMENT</b>	3
<b>2. SCOPE OF POLICY</b>	3
<b>3. AIMS AND OBJECTIVES</b>	4
<b>4. RESPONSIBILITIES</b>	5
<b>5. PROCESS TO BE ADOPTED FOR RECORDING MEETINGS</b>	6
<b>6. CONSENT</b>	8
<b>7. SOCIAL MEDIA</b>	9
<b>8. EQUALITY IMPACT ASSESSMENT STATEMENT</b>	9
<b>9. IMPLEMENTATION/POLICY COMPLIANCE</b>	9
<b>10. INFORMATION, INSTRUCTION AND TRAINING</b>	9
<b>11. FURTHER SUPPORT</b>	10
<b>12. RELATED POLICIES AND GUIDANCE</b>	10

## 1. POLICY STATEMENT

- 1.1 This policy reflects the Health Board's commitment to transparent and accessible decision-making processes, with the introduction of live streaming and recording of Health Board/**Committee** Meetings held in public.
- 1.2 The policy also covers the recording of Private Health Board meetings (in-committees where appropriate). These recordings will not be shared with the Public at any time and deleted once their purpose has been fulfilled. The purpose of recording such meetings is to ensure that an accurate record is made.
- 1.3 In accordance with the Values and Behaviours of the organisation, CTMUHB will:
- All work together as one team to ensure that there is a culture of openness and transparency in decision making processes within the Health Board;
  - We will listen, learn and improve by involving staff in the production of meetings and seeking feedback from those attending on how the meetings were managed;
  - We will treat everyone with respect in the implementation and management of this policy ensuring appropriate consent is sought and the equality impact assessment outcomes are considered and actioned as required.

## 2. SCOPE OF POLICY

### 2.1 Meetings Held in Public:

- Board Meetings of CTM UHB held in public
- Health Board Committee Meetings of Cwm Taf Morgannwg University Health Board held in public if applicable.
- Any other meetings held in public as endorsed by the Chief Executive Officer and Director of Governance as appropriate.

### 2.2 Public Meetings:

- All meetings of CTM UHB held in Public, or public meetings, where a request has been made to record the meeting for the following reasons:
  - Support the creation of meeting minutes and action plans
  - Support the circulation of messages for employees of CTM UHB
  - Must be agreed by all parties present in the meeting
  - Can only be subsequently shared with those present in the meeting and / or for purposes agreed prior to starting the recording of the meeting
  - Question & Answer (Q&A) in a virtual event session

- Health Board Annual General Meetings
- Hosting of CTM UHB services and initiatives (for example a virtual workplace menopause café).
- With effect from the 1<sup>st</sup> October 2022, recordings of Board Committee meetings will be published on the Health Board's website following each meeting to further strengthen the Health Board's commitment to transparency.

### 2.3 Private Meetings:

- All meetings of CTM UHB held in Private, where a request has been made to record the meeting for the following reasons:
  - Support the creation of meeting minutes and action plans;
  - Support the circulation of messages for employees of Cwm Taf Morgannwg University Health Board;
  - Must be agreed by all parties present in the meeting;
  - Can only be subsequently shared with those present in the meeting and / or for purposes agreed prior to starting the recording of the meeting;
  - This policy does not apply to any Workforce meetings, informal or formal, including 1-2-1s, Managing Attendance at Work (sickness absence), Dignity at Work, Grievance, Disciplinary or any other meetings covered by a Workforce policy.

## 3. AIMS AND OBJECTIVES

### 5.1 Meetings held in Public

- The policy is to enable an improvement in accessibility and community participation in relation to decision-making processes. It is envisaged that live streaming and publishing of video recordings of meetings, will provide more flexible and convenient access to a wider audience, by allowing the public to watch meetings 'in real time' via the internet without the need to attend in person, or watch a recording retrospectively.
- As a result this provides the community greater access to viewing debate and decisions, eliminates geographic and time-barriers which may prevent the public from attending meetings in person; thereby resulting in greater community awareness and confidence in the integrity and accountability of decision-making processes.

## 5.2 Meetings held in Private

- This policy enables governance support teams and all Health Board service administrators in the recording of meeting minutes and actions.
- This policy enables the recording of meetings and events for wider dissemination of Health Board-wide communications.

## 4. RESPONSIBILITIES

### 4.1 Meetings held in Public / Public Meetings & Events

- Corporate Governance Team / meeting organisers will be responsible for:
  - the creation and setting-up of any meetings or events held in Public.
  - the planning, preparation, training and readiness of all participants where appropriate.
  - Retention and destruction of the recordings in accordance with policy.
- Communications and Engagement Team will be responsible for:
  - the production and “on the day” management of any meeting or events held in Public and/or live-streamed.
  - publishing recordings through relevant communication channels and Health Board website as appropriate.
- Digital Services Team/ICT will be responsible for:
  - the delivery of the appropriate platform, security and availability of technical expertise and (where applicable) in-meeting support
- Roles & Responsibilities for the Board and Executive Team:
  - Specifically for the Health Board Meetings held in public, the following roles and responsibilities have been allocated:

Role	Responsibility
<b>Chair:</b>	Chair of the Meeting – Lead Person <b>Person:</b> CTMUHB Chair
<b>Reserve Chair:</b>	Reserve Chair for the Meeting – in the event of the Chair being unavailable <b>Person:</b> CTMUHB Vice Chair
<b>Attendance:</b>	Board Members and Executive Team.
<b>Engagement:</b>	On occasion there might be an opportunity for public attendees to ask questions for a limited time period before and after the Health Board <b>Person:</b> Staff / Member of the General Public

<b>Role</b>	<b>Responsibility</b>
<b>Host:</b>	Management of Agenda / Time Keeper / Host <b>Person:</b> Director of Corporate Governance /Corporate Governance Team or designated person for the event
<b>Production:</b>	Management of Live Event (including preparation, live-production and post-production activities) <b>Person:</b> Assistant Director of Communications & Engagement or delegated lead within the Communications and Engagement Team.
<b>Co-Production:</b>	As above <b>Person :</b> Nominated by the Assistant Director of Communications and Engagement
<b>Secretariat:</b>	Formal record-keeper of discussions and actions <b>Person:</b> Corporate Governance Team or other designated meeting secretariat.
<b>Technical Support:</b>	Technical Support on the Day <b>Person:</b> Digital Services Support Team/ ICT

#### 4.2 Meetings held in Private

- Meeting Secretariat
  - The meeting secretariat will be responsible for the recording of private meetings following approval to do so from the meeting Chair.
  - The meeting secretariat will be responsible for the deletion of the private meeting footage once its purpose has been fulfilled.

### 5. PROCESS TO BE ADOPTED FOR RECORDING MEETINGS

5.1 When a meeting has a defined 'Public' and 'Private' agenda, these recordings must be treated as separate meetings and follow the appropriate sections within this policy.

5.2 At no point should a meeting that has a public and private agenda be recorded as one meeting.

#### Meetings held in Public

5.3 For meetings to be live-streamed and recorded, only Health Board approved digital technologies should be used; such as Microsoft Teams. The choice of technology will depend on the requirements of the meeting. It is advised to seek advice from Digital Services and / or the Corporate Governance Team regarding the most appropriate solution for the meeting type.

- 5.4 For Health Board meetings and Board Committee meetings held in public, the recordings will be uploaded to Health Board's website within 48 hours.
- 5.5 Other Public Meetings authorised by the CEO/ Nominated Deputy may also be streamed-live.
- 5.6 The Chair and/or CEO/ Nominated Deputy have the discretion and authority at any time to direct the termination or interruption of live streaming/recording if they believe it is advisable to do so. Such direction will only be given in exceptional circumstances, where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.
- 5.7 There may be situations where, due to technical difficulties a live-stream/recording may not be available. Whilst every effort will be made to ensure the live- streaming/recording and website are available, the Health Board takes no responsibility for and cannot be held liable for, the live-streaming or the Health Board website being temporarily unavailable due to technical issues beyond its control. Technical issues may include, but are not limited to:
- the availability of the internet connection
  - national issues with the infrastructure or Office 365 deployment
  - device failure or malfunction
  - availability of social media platforms or power outages
- 5.8 Access to Recordings of Health Board 'Board' meetings that are streamed live or Board Committee meetings which are recorded will later be uploaded onto the CTM UHB website, and available to be viewed. All recordings will be retained in line with existing Health Board policies [i.e. Records Management Policy].
- 5.9 The Health Board has created an email address that will be referenced for any public questions [ctm\\_corporate\\_governance@wales.nhs.uk](mailto:ctm_corporate_governance@wales.nhs.uk). All questions received will be answered as soon as possible. It is not intended that public questions will be answered during the meeting.
- 5.10 At the commencement of each meeting, the Chair shall read a statement notifying those present that the meeting will be streamed- live and/or recorded, with the intention that the recording will be made publicly available on Health Board's website. For the purposes of the Health Board meetings Information signage of the meeting will be shown on screen prior to going live.

- 5.11 An etiquette guide has also been created to provide support and advice to all individuals during broadcasting / recording of the meetings. The guide will outline all key areas ensuring the production runs as seamless as possible. Attached as Appendix1.
- 5.12 If the public meeting has a Q&A function to the meeting, the Chair or the host of the meeting will endeavour to facilitate those questions, in relation to the agenda or theme of that meeting. However, there will be occasions where responses will follow post-meeting, due to the volumes of questions and/ or requiring input from other colleagues.
- 5.13 In the event of the in-chat function required during private meetings, it is recommended that the terminology and tone used is solely professional at all times for all individual users. The minutes should reflect points made, as appropriate, from the chat function.

## **6. CONSENT**

- 6.1 The policy requires consent to be granted from all individuals ahead of the planned meetings.
- 6.2 Requests for written permission from speakers and performers before you include them as part of a live stream and ensure they have the rights to all of their own material.
- 6.3 It is essential that all individuals taking part in live broadcasting fully understand their involvement and have enough information to make a decision; not be under the influence of anyone and to make the decision on their own free will; at no point should any individual feel pressured into taking part if they do not want to.
- 6.4 Request written permission from speakers and performers before you include them as part of a stream and ensure they have the rights to all of their own material.
- 6.5 The department responsible for the meeting will hold responsibility for the consent forms and will store the scanned and signed consent forms for a maximum of 3 years.
- 6.6 Data Protection legislation governs the protection of personal data. Under the legislation individuals have a number of rights to include the right of access to data we may hold about them. Should individuals wish to request access or have any objections or queries relating to how their personal data is being processed by the Health Board then all requests are to be managed in line with existing Health Board policies i.e. All-Wales Information Governance Policy.

- 6.7 Both Organiser and Chair of the meeting should be aware that a request via the Freedom of Information (FOI) process can be made for a recording of a meeting.

## **7. SOCIAL MEDIA**

- 7.1 A social media project plan will be created and illustrate the timeframe and different platforms that will be utilised to promote any event.
- 7.2 The Health Board will utilise social media platforms, for example Twitter and Facebook, to engage with an array of key stakeholders where appropriate.
- 7.3 Social media platforms will be monitored during a public event within the production management of the online event and fed into the Chair/Secretariat as appropriate.
- 7.4 The use of social media will be in accordance with the All-Wales Social Media Policy.

## **8. EQUALITY IMPACT ASSESSMENT STATEMENT**

- 8.1 The Health Board is committed to ensuring that, as far as is reasonably practicable, the way it provides services to the public and the way it treats its employees reflect their individual needs and does not discriminate against individuals or groups.
- 8.2 The Health Board will undertake an Equality Impact Assessment and receive feedback on this policy and the way it operates.

## **9. IMPLEMENTATION/POLICY COMPLIANCE**

- 9.1 There is a requirement of all staff to comply with the provisions of this Policy and, where requested, to demonstrate such compliance. Failure to comply will be dealt with in accordance with the appropriate Workforce and Organisational Development policy.

## **10. INFORMATION, INSTRUCTION AND TRAINING**

- 10.1 It is essential that for the implementation of new technology and systems, that a plan is in place to train and support employees as they learn and adapt to using new technology.
- 10.2 With the introduction to the streaming platform, it is essential that staff have appropriate training prior to any meetings and follow up sessions as and when required.
- 10.3 Similarly, training material is available for Microsoft Teams.

- 10.4 Training in small groups of employees will have the advantage of creating a support group by working with others as they learn the new technology.
- 10.5 Staff are also encouraged to explore the online support tutorials below:  
<https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>
- 10.6 In addition to the platform training, employees are encouraged to reference Appendix 2 and 3 to consider best practice guidance.

## **11. FURTHER SUPPORT**

- 11.1 Please contact the [Corporate Governance](#) function and / or the [Information Governance Team](#) for further support with regards the adoption of this policy as required.

## **12. RELATED POLICIES AND GUIDANCE**

- NHS Wales All Wales Social Media Policy
- All-Wales Information Governance Policy
- Virtual Etiquette Guide

Policies can be found [here](#)