

Birchington Parish Council

DRAFT Working Group Terms of Reference

Review of Live Streaming of Full Council Meetings

Purpose

To review the operation, benefits, risks and future arrangements for the live streaming of Birchington Parish Council Full Council meetings.

Scope

The review will cover the live streaming of Full Council meetings only.

The Working Group shall consider, but not be limited to:

- **Public access and engagement:** viewing figures, resident awareness, public feedback.
- **Transparency and accountability:** impact on openness and decision-making.
- **Practical operation:** reliability, connectivity, ease of use, impact on meeting conduct.
- **Costs and resources:** whether the benefits justify the resources used.
- **Legal and governance issues:** data protection, privacy, standing orders.
- **Risks and safeguards:** misuse of recordings, reputational risk, technical failure.
- **Equality and inclusion:** whether streaming assists residents.
- **Options for the future.**

Evidence

The Working Group must base its findings and recommendations on evidence, including where available:

- viewing and engagement statistics
- records of technical issues, failed streams or complaints
- costs and resources incurred
- feedback from residents, councillors and officers
- relevant legal, governance, data protection and accessibility guidance
- experience from comparable parish or town councils
- an assessment of benefits, risks and future options.

Membership and Authority

The Working Group shall comprise three councillors appointed by committee.

The Working Group is advisory only. It has no authority to make decisions, incur expenditure, enter contracts or change live streaming arrangements.

Reporting

The Working Group shall report to committee by [insert date].

Its report shall set out the evidence considered, key findings, benefits, risks, options and clear evidence-based recommendations.

The Working Group shall cease to exist after its final report has been considered by committee.