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**W.J. Wilkinson, BA(Econ), CPFA.** Clerk and Treasurer

Our ref: Webcasting\LK

Your ref:

Date: 16 August 2007

This matter is being dealt with by: **Bill Wilkinson**  
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**TO: ALL MEMBERS OF THE SOUTH YORKSHIRE JOINT AUTHORITIES**  
**CC: CHIEF OFFICERS**

Dear Member

**RE: WEBCASTING**

Following the decision of the Joint Authorities to webcast meetings for a one year trial, we are ready to begin testing the equipment that has been installed in Meeting Room 1. We will be trialling webcasting throughout September and October with each authority.

I believe this is an important opportunity for the authorities to open their decision-making to a wider audience. I feel it will demonstrate the conscientiousness with which members grapple with the issues.

It is important that members and officers are relaxed, but at the same time aware that the meeting is being transmitted **live** over the World Wide Web. We may need to be more structured in our observance of the procedures for debate; for example:

- Remember to address questions through the Chair
- Refrain from private conversations, as these can be picked up by the microphones.

We may also need to be more expansive at times to provide context for decisions, and avoid the use of acronyms where possible.

I am enclosing further information:

- Members' guide to webcasting
- Protocol for Webcasting Authority meetings
- Schedule of meetings to be webcast Aug-Dec 2007.

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There will be teething problems inevitably but we can review our practice and improve upon it. We can help one another through this new experience and I am confident that the Authorities will gain respect for seeking new ways to engage the public in our business.

Yours sincerely

A handwritten signature in black ink, appearing to read 'W J Wilkinson', with a horizontal line underneath.

W J Wilkinson  
Clerk & Treasurer

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