

## MODEL PROTOCOL

### RECORDING AND FILMING OF COUNCIL AND COMMITTEE MEETINGS

*The following protocol has been created for any parish or town council wishing to formalise their position in response to requests by the public to film council and committee meetings. This is only a suggestion and many parishes may not wish to adopt such a policy. Parishes are free to adapt it as they see fit.*

*(NB - Those wishing to film or record do not have to notify the Council in advance of their intentions if they do not wish to do so, nor can they be asked to provide names and contact details to be kept in a register by the Council.)*

**The right to record, film and to broadcast meetings of the council, committees and sub committees has been established following the creation of the Local Government Audit and Accountability Act 2014, and the subsequent introduction of the Openness of Local Government Bodies Regulations 2014 on 6 August 2014.**

- This is in addition to the rights of the press and public to attend all such meetings.
- Meetings or parts of meetings from which the press and public are excluded by reason of the confidential business to be transacted may not be filmed or recorded.
- Members of the public may film or record meetings to which they are permitted access, providing this is done in a non-disruptive manner.
- The use of digital and social media recording tools - for example Twitter, blogging or audio recording - is encouraged, providing these are used and only to the extent that it does not interfere with any other person's ability (particularly where he/she has a disability that may impede accessibility) to follow the debate.
- Commentary to any recording or filming may not be added whilst a meeting is in progress.
- The council will make reasonable provision of an area from which filming and recording may take place, and those wishing to film or record are requested to make use of that area. It would be helpful if anyone wishing to film or record the meeting could contact the Clerk in advance, to ensure that facilities are adequate for their needs.

- Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
- In particular, those wishing to film or record are asked to focus on council proceedings and not on those members of the public in attendance. **Vulnerable adults and minors should not be filmed or recorded.**
- Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability arising from them so doing.
- The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
- The Chairman of the meeting has the authority to stop a meeting and recommend that the Council takes appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
- The Council will display its requirements as to filming, recording and broadcasting at its meeting venues, and those undertaking such activities will be deemed to have accepted them whether they have read them or not.
- The Council may itself photograph, film, record or broadcast its meetings for clarity and can retain, use or dispose of such material in accordance with its retention and disposal policies.