

# **PART 7 – THE CODES, PROTOCOLS AND ADVICE**

## **H – FILMING AND RECORDING PROTOCOL**

## **1. Filming and Recording**

The Council supports the principle of transparency and encourages the filming, recording, and photographing of meetings open to the public. In order to balance the wishes of those who want to record the meeting and those attending the following principles will apply:

- a) Any filming/ recording/ photography must take place from positions in the meeting room agreed by the Mayor/Chair to ensure the view of Councillors, officers, public and media representatives is not obstructed. Those intending to bring large equipment, or wishing to discuss any special requirements, are advised to contact the Democratic Services Team in advance of the meeting to seek advice and guidance.
- b) The use of flash photography or additional lighting in connection with recording/ filming will be permitted for short periods. The point at which this happens during the meeting must be agreed with the Mayor/Chair.
- c) If the Mayor/Chair feels the filming/ recording/ photography is disrupting the meeting in any way, the operator of the equipment will be required to stop. Anyone undertaking filming/ recording/ photography must comply with any requests made by the Mayor/Chair of the meeting;
- d) The person recording proceedings must agree to ensure the film/ record/ photographs will not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show a lack of respect towards those being filmed/ recorded/ photographed;
- e) The responsibility for how any film or recording or photography is used rests with the person doing it, not the Council. Those filming proceedings should make themselves aware of their responsibilities under current legislation, particularly in the area of publication and seeking consent.

## **2 Preparing for the Meeting**

The Democratic Services Team will ensure signs are put in place before the meeting starts to remind attendees that filming/ recording/ photography may take place. Meeting agendas will also carry this message, and this will also be added to the Council's Agenda Meetings web page.

## **3 During the meeting**

- 3.1 Anyone seated in the public area or anyone attending the meeting to speak will have the opportunity to express his or her wish not to be filmed/ recorded/ photographed and to be guided to seating areas away from the area being filmed/ recorded/ photographed. If a member of the

public is attending to speak at the meeting and prefers not to be filmed/ recorded/ photographed their wish will take precedence.

- 3.2 At all times the wishes of those who chose not to be involved will take precedence.
- 3.3 If the Mayor/Chair feels the filming/ recording/ photography is disrupting the meeting in any way or any pre-meeting agreement has been breached, the operator of the equipment will be required to stop.
- 3.4 If someone refuses to stop recording when requested to do so, the Mayor/Chair will ask the person to leave the meeting. If the person recording refuses to leave then the Mayor/Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. These will be in line with disorderly conduct procedures set out in the constitution.
- 3.5 Anyone asked to leave a meeting because they have refused to comply with the Mayor's/Chair's requests may be refused permission to film/ record/ photograph at future Council meetings.
- 3.6 The Mayor/Chair of the meeting has a right to withdraw consent to film/ record/ photograph at any time during the meeting.