

Part 5, Section 7:

Filming and Recording Protocol

- 5.7.1 The council wants to be open and transparent in the way in which it conducts its decision-making. Filming or other recording (video and audio) is allowed at all meetings of the authority that are open to the public to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings.
- 5.7.2 The Council will broadcast most meetings open to the public via its website, and make a recording of the meeting available at the end of the meeting.
- 5.7.3 Those wishing to record proceedings should, as a courtesy, inform the chairman (or clerk) of the committee of their intentions to record prior to the commencement of the meeting. The Chairman of the meeting will remind attendees that the meeting may be recorded / broadcast.
- 5.7.4 Recordings may only be taken overtly from the area designated for the public and:
 - 5.6.4.1 Recording devices must be silent in use and cause no distraction to participants of the meeting or other members of the public.
 - 5.6.4.2 No flash or additional lighting is permitted
 - 5.6.4.3 Recordings must be taken from one fixed position in the public seating area and must not obstruct others from observing proceedings or film those in the public seating area
- 5.7.5 The Chairman of a meeting has the discretion to instruct that equipment be relocated or recordings be stopped where:
 - 5.6.5.1 The press and public have been excluded from the meeting due to the nature of (exempt or confidential) business being discussed.
 - 5.6.5.2 There is public disturbance or a suspension / adjournment of a meeting
 - 5.6.5.3 The recording has become unsafe, disruptive or distracting to the good order and conduct of the meeting.
 - 5.6.5.4 Continued recording is against the wishes of an individual (Where members of the public raise an objection to being recorded, those individuals will, as far as possible, not be filmed. However continued audio recording will be permitted where the contributions are material to the resolutions to be made.)

Use of Recordings by Third Parties

- 5.7.6 Any published recording of a meeting should be accompanied by a statement of when and where the recording was made, the context of the discussion that

took place, and a clear identification of the main speakers and their role or title.

- 5.7.7 Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts. Recordings may start at any point and end at any point but the material between those points must be complete.
- 5.7.8 Any recordings of meetings do not replace or negate the officially recorded minute of that particular meeting.