

SOUTH HEIGHTON PARISH COUNCIL PROTOCOL FOR THE RECORDING OF COUNCIL MEETINGS

1. Introduction

South Heighton Parish Council is committed to being open and transparent in the way decisions are made.

Recording of meetings is welcomed but restrictions do apply to protect confidential information and those individuals who do not wish to be recorded.

The right to record, film and to broadcast meetings of the Council, committees and sub-committees was established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings, or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner. The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability to follow the debate.

While 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 2018. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, committee or sub-committee is responsible for any claims or other liability 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 a lack of respect towards those being filmed or recorded.

As well as displaying these requirements as to filming, recording and broadcasting at meetings being recorded on the Council's website the Council will also display these at the meeting itself and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

2. Guidance for recording

The following guidelines are to help those who wish to record meetings and should be observed to ensure that meetings are not disrupted.

- We would ask that where members of the public plan to record a meeting, they inform the Council in advance so the Council can make preparations for the recording to take place.
- The recording of any person under the age of 18, or a vulnerable adult, is not permitted unless an adult responsible for them has given permission.
- Recording of members of the public is not permitted unless they are making representation to the Council/Committee and have given their permission.
- When recording, you should sit in the reserved area at the front of the public gallery.
- At no time in the meeting should you cause a disruption as a result of recording the proceedings i.e. moving around, changing seats etc.
- You should make every effort to ensure that members of the public are not filmed but it is accepted that audio recording is inevitable during any public participation.
- Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
- If asked to stop recording by the Chairman of the meeting, as a result of breaching any of the above requests, you should do so immediately or you may be asked to leave the meeting.
- The Council asks those recording the meeting 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.