

Revised Version 1.3

Webcasting, Filming and Recording of Council Meetings Protocol

1. This protocol provides guidance on the use of filming, photography, audio recording and social media at Council meetings. This includes meetings of full Council, Committees, Sub-Committees and the Cabinet.
2. For the purposes of this protocol, social media refers to all forms of reporting via social media e.g. Facebook, Twitter and YouTube or a member of the public's own website. If a member of the public wishes to live stream a meeting on social media, this will be classed as filming.
3. The Council is committed to openness and transparency in its decision-making and welcomes all those wishing to film, photograph, record and report on any aspect of a meeting open to the public and press. The Council will provide all reasonable facilities to accommodate this.
4. **To ensure that filming, photography, recording and reporting of meetings does not cause disruption to the running of meetings the following applies:**
5. Filming meetings does not replace the formal record of the meeting and the decisions made. The only formal record of any meeting of a Local Authority is its minutes and agendas

Council Meetings:

6. The Council may film/ live stream, photograph, record or report on certain meetings, e.g. items with a high degree of public interest.
7. The Council will itself film and stream the proceedings of the full Council meeting, as standard and, where it is feasible and practical to do so, may consider filming other meetings which are open to the public, dependent on the nature of the topic.
8. The footage will be available for public viewing via the Councils, Facebook account and the copy of the meeting available through Youtube for access after the meeting has taken place.
9. The Chair will remind all attendees if the meeting is to be filmed and / or streamed either in full or in part.
10. The Chair reserves the right to terminate or suspend the webcasting of the meeting, The Chair has the discretion to terminate or suspend the webcast if in their opinion continuing to would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the council

Private Sessions

11. Where a Council meeting goes into private session, for example where confidential or exempt information is to be discussed, the public are excluded and any filming/recording equipment remaining in the room must be turned off before the person responsible for it leaves the room.

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12. Stream will begin 2 minutes prior to the meeting, sound will not be broadcast until a microphone is used
13. Sound will be taken from the audio system within the chamber, so only audio spoken through the official microphones will be broadcast.
14. Holding messages will be added in place of the video in case of technical problems and after the meeting to thank viewers for watching.
15. A delay of two minutes will be set on the stream. In the event that the meeting being halted this footage will not be broadcast and the feed will be cut. A decision can then be taken the following day around what footage should be made available online as normal.
16. Editing of content will only be undertaken if there is a legal reason, for instance the name of a person in witness protection was divulged by a public speaker, confidential personal information is inadvertently disclosed or defamatory comments made. Editing of content may also be authorised in exceptional circumstance such as if an attendee is taken ill on screen.
17. In the event of obscenities being shouted, the sound will be muted either live or in post-production as our webcasts are accessible by people of different ages.
18. Signs will be displayed inside and outside the meeting room there will be the following notice:

Please note: The Council are required to allow the use of modern communication methods such as filming, tweeting, blogging and taking of photographs of Council meetings as per the Openness of Local Government Bodies Regulations 2014. T

This meeting may be filmed for live or subsequent broadcast via the internet/social media - at the start of the meeting the Chair will confirm if all or part of the meeting is being filmed.

A non-filming area is designated at the rear of the public seating area.

19. Members of the public who have requested to speak at the meeting should be aware that they could be considered to be part of the public meeting and therefore may be filmed, photographed or recorded. If a member of the public who wishes to speak at a meeting does not want to be filmed/photographed/recorded they should say so when they register their interest to speak and the Council will try to facilitate their request.

Unacceptable Posts

20. Prior to the meeting and as part of the post containing the live video we ask those commenting to abide by the Facebook Community Standards.
21. Facebook comments will be monitored and unacceptable comments will be removed.
22. Users will be asked to keep their points to the discussions taking place. Any posts that are offensive or which contain personal comments about any individual present will be removed and users advised that their access may be restricted/blocked.

Public Filming

23. Whilst no prior permission is required, the Council asks that anyone proposing to film, photograph or record a meeting inform the Council's Member Support team in advance of the meeting.
24. The filming, photography or recording should be clearly visible to anyone at the meeting and must not disrupt proceedings. Live commentary, flash photography and the use of equipment which causes significant noise is not permitted
25. The Chair of the meeting has absolute discretion to stop or suspend filming, photography, recording and reporting if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person doing the filming/photography/recording/reporting is in breach of these rules. The circumstances in which termination or suspension might occur could include:
 - public disturbance or suspension of the meeting
 - the meeting agreeing to formally exclude the public from the meeting due to the confidential nature of the business being discussed
 - where it is considered that continued filming, photography, recording or reporting might infringe the rights of any individual
 - when the Chairman considers that a defamatory statement has been made
26. The Council asks those recording the meeting, not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being recorded and;
 - avoid recording members of the public present unless they are addressing the meeting.
 - respect that some members of the public may prefer not to be filmed, they should sit or stand to the rear of the public area;

- ensure no filming of young people under the age of 16 and / or vulnerable adults without express permission from those responsible for them.
 - The public are the data controller for their posts and the Council can take no responsibility for these.
27. If someone acts in a disruptive manner the Chair may ask the person to leave the meeting. If the person refuses to leave, the Chair will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
28. Filming elsewhere in the building outside of the meeting room is not permitted without permission.

Tweeting or blogging by Elected Members and member of the public and press.

29. The Council permits social media reporting of all its public meetings however consideration should be given to all aspects of this protocol in relation to respect, right to privacy and ensuring the conduct of the meeting is not disturbed.
30. Councillors posting to social media sites during Council meetings may also want to consider the perception of others i.e. posting during debates and questions and whether this shows a lack of focus and attention to the meeting and the possible lack of respect to towards other members / the public. Elected Members are also data controllers in their own right and therefore should ensure they comply with General Data Protection Regulations.

Legal

31. Recording and filming of Council meetings is regulated for under the Openness of Local Government Bodies Regulations 2014.
32. The Council is a Data Controller under the General Data Protection Regulation (EU) 2016 and the Data Protection Act 2018 for its own filming/recording. Personal data collected during this time will be retained for 2 years in line with the Council's Records Management policy. Further information on your rights are contained in the Council's Privacy Notice which can be found on the Council website.
33. Officers and Members are expected to be filmed and for images to be webcast, unless a specific request is made to the Monitoring Officer for an exception to be made in advance of the meeting. The Monitoring Officer will take a view on a case-by-case basis on whether there is sufficient justification for making an exemption
34. Public recording/reporting of Council's meetings is also subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act 1998, the General Data Protection Regulation (EU) 2016 and Data Protection Act 2018 and the laws

of libel and defamation. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.