

Clerk: Mrs Sarah Rimell

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Guidelines for broadcasting or using Social Media at Council meetings.

The right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is 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.

1. The Council will make the Council chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
3. No additional lighting or flash photography may be used.
4. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
5. The use of digital and social media recording tools, for example X (formerly Twitter), blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person is deemed to be recording in a disruptive manner.

The person recording the meeting will be asked to cease recording if:

- a. There is excessive noise from moving or setting up equipment;
 - b. There are interruptions to the smooth running of the meeting (e.g. requests that a person repeats a statement for the purposes of the recording or the distractions of the person(s) associated with the recording adding comments during the meeting).
6. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.

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7. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
8. While those members and officers 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 and General Data Protection Regulations.
9. The Council requests that recording is restricted to the meeting, members and officers of the Council, unless other persons present have agreed. Any person(s) recording the meeting is advised to obtain permission from members of the public present before publicising material that identifies members of the public. In the case of children agreement must be obtained from the parent or guardian.
10. The Council will not be held liable for any actions of person(s) recording or any published recorded material that publicly identifies any member of the public or for any publication of the recording.
11. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
12. The Council insists that those recording proceedings do not 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.
13. Only the official signed minutes of the Council and its Committees will be recognised as the formal, statutory and legally binding record of the meeting.

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14. The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
15. The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.
16. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

**SAMPLE NOTICE TO BE DISPLAYED AT ALL MEETINGS OF THE COUNCIL,
ITS COMMITTEES AND SUB COMMITTEES**

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

Reviewed – for Office use only

Review Date: 08.02.2017

Reviewed by: Governance Review Committee

Amendments: None

Minute reference: GR17/02/22.2

Review Date: 13.06.2018

Reviewed by: Governance Review Committee

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Adopted: 24.02.16

Minute Number: GR16/02/26.2

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Amendments: None

Minute reference: GR18/06/16.2

Review Date: 27.02.2019

Reviewed by: Governance Review Committee

Amendments: None

Minute reference: GR19/02/32.2

Review Date: 23.03.2022

Reviewed by: Governance Review Committee

Amendments: Bullet point 12 amended to read: "The Council insists that those recording proceedings do not edit ..."

Minute reference: GR22/03/20.2

Review Date: 27.09.2023

Reviewed by: Governance Review Committee

Amendments: None

Minute reference: GR23/09/20.2

Review Date: 27.03.2024

Reviewed by: Governance Review Committee

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Amendments: Page 1, bullet point 5 amended to read: "The use of digital and social media recording tools, for example X (formerly Twitter), blogging ..."

Minute reference: GR24/03/19.2

Review Date: 09.07.2025

Reviewed by: Governance Review Committee

Amendments: Page 1, point 3 amended to read: "No additional lighting or flash photography may be used"

Bullet point 10 merged into bullet point 5

Page 1, bullet point 8 updated by deleting "1998" and adding "and General Data Protection Regulations"

Minute reference: GR25/07/19.2

Review Date: 29.04.26.

Reviewed by: Governance Review Committee

Amendments: None.

Minute reference: GR26/04/24.2.