PROTOCOL FOR RECORDING, FILMING AND BROADCASTING COUNCIL MEETINGS

1. Context

The right to record, film and to broadcast meetings of Lapford Parish Council (the Council) meetings, its 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 under the Public Bodies (Admission to Meetings) Act 1960.

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 recording and reporting of council meetings are subject to the law and it is the responsibility of the person doing the recording and reporting to ensure compliance. This will include the Human Rights Act 2004, the Data Protection Act 2018 and the laws of libel and defamation.

The Council is committed to being open and transparent in the way it conducts its business and decision-making. For the purpose of this Protocol, the term “record” means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of the Council.

2. General principles

2.1 Members of the public are permitted to record, film or broadcast meetings to which they are permitted access, in a non-disruptive manner and only from public areas.

2.2 Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded due to the confidential nature of the business to be transacted.

2.3 The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as this type of recording is carried out in a non-disruptive manner and only to the extent that it does not interfere with any person’s ability, even when he or she has a disability, to follow the business of the Council.

2.4 Councillors who choose to use social media during council meetings must refrain from disrupting other Councillors or Council debate.

2.5 The Chair of the meeting, or any such Council representative as designated by the Chair of the meeting, has the authority to stop a meeting and take appropriate action if any person contravenes the principles set out in this Protocol or is deemed to be recording in a disruptive manner.

2.6 The Council expects that the person recording proceedings will not edit the film or record 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. The Council would expect any recording in breach of these rules to be removed from public view.

2.7 The Council may itself photograph, record, film or broadcast meetings and can retain, use or dispose of such material in accordance with its Retention and Disposal Policy. Where the Council proposes to record all of its own meetings it will be bound by this Protocol.

2.8 Where the Council proposes to record its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The Council will include such recordings within its Publication Scheme.

2.9 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.
2.10 The Council will publish this protocol on the filming, recording and broadcasting of meetings on its website.

3. Recording and filming council meetings

3.1 The Council requests that all recording is overt, i.e. clearly visible to anyone at the meeting, but cannot compel those who are recording to do so.

3.2 Any person wishing to record in any format must contact the Clerk prior to the meeting so that reasonable arrangements can be made and so the Clerk can take reasonable steps to ensure that those members of the public who do not wish to be recorded are sat in a separate area of the room.

3.3 The use of lighting for filming or flash photography will usually be allowed provided it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, where the Council may require such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting must not cause any other form of disruption.

3.4 The specific filming of children or young people under the age of 18 years who are present at the meeting cannot take place unless their parents/guardians have given their written consent. The person making a recording is responsible for gaining the required consent.

3.5 The specific filming of vulnerable adults who are present at the meeting cannot take place unless their responsible adult, e.g. medical professional, carer or legal guardian, has given their written consent. The person making a recording is responsible for gaining the required consent.

3.6 The person making the recording may move around, however, they must ensure that there is minimal disruption to the proceedings of the meeting.

3.7 The person who is recording is requested not to leave equipment unattended where possible and is responsible for their equipment at all times.

3.8 A person making a recording has no right to interrupt a council meeting by asking questions or making comments. The person recording has no right to ask councillors, the Clerk or any members of the public who have given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.

3.9 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.

3.10 The Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

4. Legislation and regulation

4.1 • Data Protection Act 2018
• Human Rights Act 2004
• Local Government Audit and Accountability Act 2014
• Public Bodies (Admission to Meetings) Act 1960

4.2 • Lapford Parish Council’s related documents:
  • Communications & Media Policy
  • Notice for the recording and filming of council meetings