

# ROSLISTON PARISH COUNCIL

## POLICY ON THE PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL MEETINGS

This policy was adopted by the Council at its Meeting held on 16 February 2015

### Version Control

Version 2	June 2018
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## **POLICY ON THE PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL MEETINGS**

The right to record, film and to broadcast meetings of Local Councils, committees and sub-committees was established following the Local Government Audit and Accountability Act 2004. UK Statutory Instrument: The Openness of Local Government Bodies Regulations 2014 No. 2095 became law in August 2014. This is in addition to the rights of the press and public to attend such meetings.

This document sets out the policy for the filming or recording of the meetings of Rosliston Parish Council.

The right of the Council to exclude the press and public from parts of Council meetings for contractual and staff confidentiality reasons remain unaffected.

Members of the public are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner. 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.

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, even where he or she has a disability, 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 others attending under the Data Protection Act 1998 and, where appropriate, the General Data Protection Regulations 2018

The recording and reporting on meetings of Rosliston Parish Council its committees and sub-committees is 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, the Data Protection Act, the General Data Protection Regulations and the laws of libel and defamation. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of Rosliston Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording. Rosliston Parish Council would expect any recording in breach of these rules to be removed from public view. Rosliston Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

Any person or organisation choosing to film, record or broadcast a meeting of the Council or a Committee is responsible for any claims or other liability from them so doing.

Any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, ie a medical professional, carer or legal guardian.

The Council will display 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.

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

Any person wishing to record a meeting in any format whatsoever must contact the Clerk prior to the start of the meeting. The Clerk's details are set out in the public notice and agenda of the meeting; (or in his/her absence, the contact will be the Chairman of Rosliston Parish Council).

All recording must be overt (ie clearly visible to anyone at the meeting).

Rosliston Parish Council prefers that all visual recording will be undertaken from a static point to avoid disruption at the meeting.

Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.

Rosliston Parish 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.

The minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.