



BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

RECORDING PROTOCOL POLICY

**Policy Agreed at the Town Council meeting held on 6th October 2014
Minute No 110/14/TC
Reviewed Feb P & F Meeting ratified 21/16/TC
Next Review October 2018**

In accordance with the Openness of Local Government Bodies Regulations 2014 recording is allowed at all public meetings of the authority to enable those not present to see or hear the proceedings either as they take place or later and to enable the reporting of those proceedings.

In this Policy references to

- Recording covers any means used to record the proceedings including filming, audio-recording and the use of photography
- Reporting covers the reporting of the business of the meeting by filming, sound recordings, photography or via social media
- Council meetings covers all public Full Council, Committee and Sub-Committee meetings which are open to the press and public to attend

Accordingly:

1. Recording and reporting of Council meetings is permitted subject to the requirements set out below
2. Those wishing to record proceedings would be asked to inform the Clerk of their intentions prior to the beginning of the meeting
3. Council members and officers should expect to be filmed, sound recorded, or photographed or to have their comments reported via social media or blogging or other means during meetings open to the public
4. The Chairman at the start of the meeting will announce that the meeting or part of it may be recorded by a third party and will ask if any member of the public objects to being recorded. If objections are raised, then the person responsible for the recording must take all reasonable steps to ensure that an

individual request not to be recorded is complied with. Filming of children under the age of 16 who are taking part or attending Council meetings is not permitted without the consent of their parent/guardian.

5. Recordings may only be taken from the area designated.
 - Recording devices must be in silent mode
 - No flash or additional lighting is permitted
 - Recordings must be taken from one fixed position and must not obstruct others from observing proceedings
 - Any third party wishing to record must provide their own equipment for the purposes of doing so (equipment will not be provided by the Council)
6. If a meeting includes confidential business then recording must cease prior to the confidential business being considered and the recording equipment must be removed from the meeting room for the duration of the consideration of such business.
7. Oral commentaries are not permitted within the meeting room during the course of the meeting. Written commentary can be provided during the course of a meeting that falls under this Protocol
8. The Chairman can require recording to be stopped where:
 - The requirements of this Protocol are not met by the person doing the recording
 - The Press and Public are excluded from the meeting due to confidential business being discussed
 - There is a public disturbance or a suspension/adjournment of a meeting
 - The recording has become disruptive or distracting to the good order and conduct of the meeting
 - Where it is considered that continuing the recording may infringe the rights of an individual or intimidate them

Rules for Use of Recordings or Reporting

- ❖ The Law applies to any information recorded and transmitted including the laws on defamation public order, Human Rights and Data Protection and intellectual property rights. Freedom of speech within the law should also be exercised with personal and social responsibility
- ❖ Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion, and a clear identification of the main speakers and their role or title.
- ❖ In the interest of accuracy those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees.
- ❖ Those making the recordings will be responsible for any breaches in the law resulting from their use of recorded material. The Council takes no responsibility for any recording carried out, by the recorder, or its subsequent use.
- ❖ Video cameras tripods and other equipment must not be dismantled or removed during the meeting unless otherwise permitted by the Chairman
- ❖ The Council does not accept any responsibility for the damage or loss of any equipment or device used
- ❖ Wifi is not currently available for use by the public, at the Old Courthouse.
- ❖ Filming must be carried out in such a way as to ensure the viewing of the proceedings by others present is not obscured at any time

- ❖ For health and safety reasons, access to electrical sockets cannot be guaranteed.