

## **FILMING, VIDEOING, PHOTOGRAPHY AND AUDIO RECORDING AT COUNCIL MEETINGS**

The Council supports the principle of transparency at its meetings that are open to the public and recognises the use of both video and audio recording equipment, together with the use of social networking websites (such as Twitter and Facebook) to communicate with people.

The Council asks that as a matter of courtesy the Chair of the meeting is notified before the start of the meeting if there is an intention to record any, or all of the meeting. The Chair of the meeting will have absolute discretion to terminate or suspend any of these activities if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur may include:

- public disturbance or suspension of the meeting;
- the meeting agreeing to formally exclude the press and public from the meeting due to the confidential nature of the business being discussed;
- where it is considered that continued recording / photography / filming / webcasting might infringe the rights of any individual; and
- when the Chair considers that a defamatory statement has been made.

Members of the public located in the gallery will not be recorded as part of any filming.

In allowing recording, the Council asks those recording proceedings not to edit the film / record / photographs in a way could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed / filmed / recorded.

Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Democratic Services and Communications Team in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Meeting Agendas will carry the message that the meeting may be filmed, recorded or photographed. .