



OTTERY ST MARY TOWN COUNCIL

Policy on the filming and recording of Town Council and Committee Meetings

REVIEWED AND APPROVED AT THE 6TH NOVEMBER 2018 FULL COUNCIL MEETING
REVIEWED AND APPROVED AT THE 1ST MARCH 2021 FULL COUNCIL MEETING

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 2014. The "Openness of Local Government Bodies Regulations 2014" became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.

This document sets out the protocol for the filming and recording the meetings of Ottery St Mary Town Council (‘the 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, including 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 other people attending This will include the particular rights of any children or vulnerable adults attending the meeting.

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.

The Council asks those recording proceedings not to 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.

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 broadcasting at its meetings and can retain, use or dispose of such material in accordance with its Standing Orders, retention and disposal policies.

Members of the public are not allowed to film, audio-record, photograph or use social media to record private meetings. The chairman of the meeting will make a clear announcement when the public and press are to be excluded from a meeting. Officers will be responsible for checking that the room is cleared of any equipment before confidential matters are discussed. Councillors are requested not to record or use social media to report on private meetings to ensure that confidentiality is not breached.

Further information from the Department for Communities and Local Government is at:

<https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>