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## **Live Streaming and Recording of Council Meetings Policy**

### **General**

1. This protocol provides guidance on the use of filming, photography, audio recording and social media at Council meetings. This includes meetings of full Council, Committees, Sub-Committees and the Cabinet.
2. For the purposes of this protocol, social media refers to all forms of reporting via social media e.g. Facebook, Twitter and YouTube or a member of the public's own website. If a member of the public wishes to live stream a meeting on social media, this will be classed as filming.
3. The Council is committed to openness and transparency in its decision-making and welcomes all those wishing to film, photograph, record and report on any aspect of a meeting open to the public and press. The Council will provide all reasonable facilities to accommodate this.
4. To ensure that filming, photography, recording and reporting of meetings does not cause disruption to the running of meetings the following applies:
5. Filming meetings does not replace the formal record of the meeting and the decisions made. The only formal record of any meeting of a Local Authority is its minutes and agendas

### **Council Meetings**

6. The Council may film/live stream, photograph, record or report on certain meetings, e.g. items with a high degree of public interest.
7. The Council will itself film and stream the proceedings of the full Council meeting, as standard and, where it is feasible and practical to do so, may consider filming other meetings which are open to the public, dependent on the nature of the topic.
8. The live stream will be available for public viewing via the Council's YouTube Account.
9. The recording of the meeting will be archived and available by private link. Requests to view the recordings should be directed to the clerk of the Parish Council ([clerk@hartlebury-pc.gov.uk](mailto:clerk@hartlebury-pc.gov.uk)) after the meeting has taken place.
10. The Chair will remind all attendees if the meeting is to be filmed and / or streamed either in full or in part.
11. The Chair reserves the right to terminate or suspend the webcasting of the meeting, The Chair has the discretion to terminate or suspend the webcast if in their opinion continuing to would disrupt or prejudice the proceedings,

infringe the rights of any individual or may lead to the breach of a legal obligation by the council

#### Private Sessions

12. Where a Council meeting goes into private session, for example where confidential or exempt information is to be discussed, the public are excluded and any filming/recording equipment remaining in the room must be turned off before the person responsible for it leaves the room.

#### Filming processes

13. Stream will begin 2 minutes prior to the meeting.

14. Sound will be taken from a microphone placed in the centre of the Council seating area, and members of the public should be made aware that their comments will also be picked up by the microphone.

Any Councillor or member of the public who does not wish to be addressed in a way that might be identifiable must relay these wishes to the Chair prior to the meeting.

15. Holding messages will be added in place of the video in case of technical problems and after the meeting to thank viewers for watching.

16. A delay of two minutes will be set on the stream. In the event that the meeting being halted this footage will not be broadcast and the feed will be cut.

17. Editing of content will only be undertaken if there is a legal reason, for instance the name of a person in witness protection was divulged by a public speaker, confidential personal information is inadvertently disclosed or defamatory comments made. Editing of content may also be authorised in exceptional circumstance such as if an attendee is taken ill on screen.

18. Signs will be displayed inside and outside the meeting room. There will be the following notice:

**Please note: The Council are required to allow the use of modern communication methods such as filming, tweeting, blogging and taking of photographs of Council meetings as per the Openness of Local Government Bodies Regulations 2014. T**

**This meeting may be filmed for live or subsequent broadcast via the internet/social media - at the start of the meeting the Chair will confirm if all or part of the meeting is being filmed.**

**The public seating area will not be filmed, though audio will be captured.**

19. Members of the public who have requested to speak at the meeting should be aware that they could be considered to be part of the public meeting and therefore may be filmed, photographed or recorded. If a member of the public who wishes to speak at a meeting does not want to be filmed/photographed/recorded they should say so when they register their interest to speak and the Council will try to facilitate their request.

#### Public Filming

23. Public filming is covered by sections 3l, m and n in the Standing Orders

## **Legal**

24. Recording and filming of Council meetings is regulated for under the Openness of Local Government Bodies Regulations 2014.

25. The Council is a Data Controller under the General Data Protection Regulation (EU) 2016 and the Data Protection Act 2018 for its own filming/recording. Personal data collected during this time will be retained for 2 years in line with the Council's Records Management policy. Further information on your rights are contained in the Council's Privacy Notice which can be found on the Council website.

26. Officers and Members are filmed at Council meetings and the meetings are webcast. Any Officer/Member may opt out of being shown on camera by ensuring that they are not filmed at each meeting (unless this interferes with the streaming of the meeting).

27. Public recording/reporting of Council's meetings is also 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 1998, the General Data Protection Regulation (EU) 2016 and Data Protection Act 2018 and the laws of libel and defamation. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.