

# PROTOCOL FOR REPORTING AT MEETINGS



The right to record, film and to broadcast meetings of the council is established following the Local Government Audit and Accountability Act 2014.

This document sets out the protocol for the filming and recording of the meetings of Bramshott and Liphook Parish Council and its committees and sub-committees.

Reporting is defined as:

- Filming, photographing or making an audio recording of proceedings at a meeting
- Using any other means of enabling people not present at a meeting to see or hear proceedings as it takes place or later
- Written reporting or commentary on the proceedings during or after a meeting or oral reporting or commentary after the meeting.

The rights of the council to exclude the press and public from parts of the meeting for confidentiality reasons remains 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 will be allowed as long as it is carried out in a non-disrupted 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 their rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. This includes the particular rights of any children or vulnerable adults attending the meeting.

A separate area has been designated to accommodate those members who do not wish to participate in the meeting and who object to being filmed, recorded, photographed or otherwise reported about and for children/vulnerable adults where the responsible adult has not given consent for them to be filmed, recorded or otherwise reported about.

Those who wish to film, record or photograph or otherwise report on the proceedings should avoid those who are sitting in the separate area.

Where individuals sit in the designated area, they are reminded that those filming or taking photographs may wish to record the entirety of the public in a “panning” shot which could inevitably include those sitting in the designated area.

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 liabilities from them doing so.

The council asks that those recording proceedings do not 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 take an audio recording of full council meetings. This is only for the use of the committee clerk for the purposes of taking the minutes as an aid to the committee clerk. These recordings do not form part of the council’s official record and are destroyed once the minutes have been approved.