



## **RECORDING AT PARISH COUNCIL MEETINGS**

The right to record, film and to broadcast meetings of the parish meeting is established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Alwoodley Parish Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of the council.

The Council will display requirements as to filming, recording and broadcasting at its meetings and on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

1. The Council will, where possible, facilitate such recording unless it is being conducted in a disruptive manner.
2. The Council will take all reasonable steps to ensure that those who do not wish to be filmed are not filmed.
3. Any person wishing to record a meeting in any format whatsoever is encouraged to contact the Clerk prior to the start of the meeting. The Clerk’s details are set out on the website and the agenda of the meeting. Discussing requirements with the Clerk beforehand will help to ensure that the Council provides reasonable facilities to meet the needs of the person that is recording.
4. The Council will ensure that signs are displayed in the meeting room, and the Chairman will make an announcement at the start of the meeting, to advise that the meeting may be recorded.
5. Those recording are requested to give the Chairman and/or Clerk their name and the name of the organisation they represent.
6. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
7. The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required.

8. The Council requests that all recording is overt (i.e. clearly visible to anyone at the meeting).
9. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
10. A person or organisation chosen under point 3 to record will be provided with a space to view and hear the meeting and to record as they wish.
11. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
12. Persons who are recording are requested not to leave their equipment unattended where possible, and are responsible for their equipment at all times.
13. The recording and reporting on meetings of the Parish Council is 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, the Data Protection Act and the laws of libel and defamation.
14. The Council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.
15. For the benefit for those who wish to record - where the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements he/she is requested to please contact the Clerk prior to the meeting so that reasonable arrangements can be made.
16. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the Council may require that such lighting is not used or is reduced to a level which does not adversely affect other people.
17. The Parish Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.



18. Where the Parish Council proposes to record all its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies.
19. The Parish Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

Prepared for re-adoption at the March 20206 Meeting