



Totton and Eling Town Council

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RECORDING, PHOTOGRAPHY AND USE OF SOCIAL MEDIA AT MEETINGS OPEN TO THE PUBLIC POLICY

The Openness of Local Government Bodies Regulations came into effect on 6 August 2014. Broadly, the regulations give the public the right to film, record audio, take photographs, and use social media and the internet at meetings to report on any meetings that are open to the public.

PLANNING TO RECORD/FILM A MEETING

Permission is not required to record meetings but, because the Council need to provide reasonable facilities for filming, we ask that you let the Council know in advance if you wish to record the meeting. It would be helpful if the notification included the following information:

- a) the meeting the request is for;
- b) the name, organisation (if applicable) and contact details of the person making the notification;
- c) what equipment it is intended will be used;
- d) what the photographs or audio/visual recording will be used for and/or where the information is to be published.

You can contact the Town Clerk or email susan.cutler@tottoneling-tc.gov.uk

GUIDELINES FOR MEMBERS OF THE PUBLIC

- The filming, photographing or audio recordings should only be made from the designated public seating area and with the knowledge of the Chair of the

meeting. Filming or recording must not be intrusive. Zoom lenses are not permitted.

- Filming, photography or audio recordings should not be disruptive and distracting to the good conduct of the meeting and recording devices must be set in silent mode.
- If filming at a public meeting the camera should remain in one fixed position throughout the meeting. No flash or additional lighting is permitted, nor excessive movement allowed that might disrupt the meeting.
- Attendees will be advised at the start of the meeting that it is being filmed, photographed or audio recorded. Notices will also be placed on the doors of the meeting room.
- The public is not allowed to make oral commentary (ie commentate on proceedings) during a meeting.
- Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance. Any wires or trailing leads are to be protected by cable covers supplied by the applicant to eliminate any trip hazards or dangers.

The Chair of the meeting has the absolute discretion to stop or suspend filming, recording and use of social media during a meeting if, in their opinion, the activity:

- is disrupting the meeting and impeding good decision making
- is infringing the rights of any members of the public
- is in danger of repeating a defamatory statement that has been made
- the Council may record meetings when others are also recording.

Councillors are able to record meetings open to the public but are asked to follow this guidance and ensure that those in attendance are aware.

RECORDINGS BY THIRD PARTIES

The Council will expect those filming or audio recording the proceedings to abide by a) and b) below:

- a) Any published filming or audio recording should be accompanied by a statement of when and where the filming and audio recording was made, the context of the discussion that took place and a clear identification of the main speakers and their role or title.
- b) Those undertaking the filming or recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees.

Any misrepresentation of a recording, photographic or audio put in the public domain may necessitate the Council in taking action to have it removed. Any recording photographic or audio put in the public domain with inappropriate text may necessitate the Council in taking action to have it removed.

NOTIFICATION OF PROPOSED FILMING

A notice on the agenda and displayed in meeting rooms will explain to members of the public that they may be filmed, especially if they participate in any way during the meeting (eg deputations, questions, heckling), and although we ask those filming/recording to refrain from covering the public seating area, we cannot guarantee that members of the public will not be filmed.

We ask those filming/recording meetings to avoid vulnerable people and/or children, but we cannot guarantee that this will happen. Those responsible for children/vulnerable people must decide whether it is appropriate for them to attend or remain in meetings in these circumstances.

If you stay at a meeting after the Chair has announced that the meeting may be recorded, we will assume that you have agreed to any potential broadcast of your image.

PRIVATE AND CONFIDENTIAL ITEMS

Where a 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.