

# Documents which support the Constitution

## Part I

### Protocol for the Recording of Council, Executive and Committee meetings

#### Introduction

1. The Council supports the principle of transparency and welcomes the recording of public meetings by members of the press and public. Recording means filming, audio recording and taking photographs. This Protocol intends to facilitate opportunities for members of the press and public to record public meetings of the Council whilst allowing the Council to conduct its business effectively.
2. It is expected that Members and Officers, in carrying out their role at public meetings, consent to being filmed.
3. Whilst recording will normally be allowed, the Chairman will have absolute discretion to manage the recording of a meeting. Examples when this will apply include:
  - where there is public disturbance at a meeting;
  - where it is considered that recording of the meeting could infringe upon the rights of an individual;
  - where Members vote to exclude the press and public from the meeting, in accordance with Access to Information Rules at Part 4 of the Constitution.
4. In allowing the recording of meetings, the Council asks that those recording proceedings do not edit the record in any way which could lead to misinterpretation of the proceedings. This includes editing an image or views expressed in such a way which may ridicule, or show a lack of respect.

#### Recording of meetings by members of the Public

5. Whilst the meeting is in progress, members of the public, when recording a meeting, will be required to remain in place and not to move around the room.
6. If a member of the public wishes to use a tripod or large camera, they must notify the [Democratic Services Manager](#) 24 hours in advance of the meeting in order for an area of the meeting venue to be identified in which to position the equipment.
7. No flash photography will be permitted during meetings.

#### Recording of meetings by Members of the Council

8. With the exception of meetings of the Planning Applications Committee, the Licensing Sub Committee or the Full Council when considering major planning applications, Members will be permitted to record the meeting.
9. At meetings of the Planning Applications Committee, Licensing Sub Committee or the Full Council when considering major planning applications, the decision making Members may not record the meeting. Other Members in attendance at these meetings may record the meeting.
10. At all meetings, during the consideration of exempt items, Members may not record any part of the meeting.