

**Protocol on recording filming of council and committee meetings**

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio-record or use social media to report on meetings of ODA Parish Council (ODAPC), or any of their formal committees, including any public participation session, but not ODAPC’s working groups.

Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.

In accordance with Government guidelines, ODAPC policy does not permit the filming or photographing of persons under the age of 18 or vulnerable adults without written permission from a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, ODAPC cannot guarantee that anyone will not be filmed or photographed.

Any person intending to report from a meeting should give notice before the commencement of the meeting to the clerk or ODAPC chairman. This will enable reasonable facilities to be afforded.

A notice indicating that meetings may be reported by use of filming etc will be displayed at the meeting venue.

At the start of each meeting, the meeting chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.

Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the clerk or meeting chairman.

Live oral commentary will not be permitted at any time.

The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.

Recordings will not be made for reporting by ODAPC or any other person during any part of any meeting when the public and press are excluded.

Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. Disruptive behaviour would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc, the proceedings. This might include:

* Moving outside designated public areas.
* Excessive noise during debate.
* Intrusive lighting and use of flash photography.
* Asking people to repeat for the purpose of recording.
* Failure to observe this protocol.

Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being photographed, filmed or recorded.

Recording and reporting ODAPC’s meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to ODAPC’s meetings on the basis that they accept this responsibility. ODAPC reserve the right to initiate legal proceedings in appropriate circumstances.

ODAPC take no responsibility for any recording made by others. ODAPC also take no responsibility where a recording which they have made is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified ODAPC against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.

ODAPC assert no copyright or control over recordings of meetings made by others while on ODAPC premises including venues hired for meetings, subject to paragraph 12 above.

When the clerk is present at an ODAPC meeting, they will usually make an audio recording of meetings for the purposes of clarity in writing up the minutes, after which the recording will be archived. These recordings are not for broadcast or general consumption and remain the property of ODAPC, however, such archived recordings made by ODAPC can be available on written request, if ODAPC deem there is an acceptable reason.

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| Version number | Purpose/change | Author | Date |
| 0.1 | Initial draft | KG | 11.23 |
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