



Use of Social Media And Recording In Meetings Policy

The Openness of Local Government Bodies Regulations 2014, amended s1 of the Public Bodies (Admission to Meetings) Act 1960

First Adopted By Full Council:	Not Recorded	Item	Not Recorded
Last Approved Review Date:	2022 Sept	Item	23FC096
Next Review Date:	2026 Sept	Item	

Background

The new provisions of the 1960 Act address the existence of different means of reporting which include the use of social media. "Reporting" is defined in s1 (9) of the 1960 Act to include:

- filming, photographing, or making an audio recording of proceedings at a meeting (e.g., using a mobile phone, tablet such as an iPad, filming for a TV broadcast, recording for a radio broadcast).
- using other means for enabling people not present at a meeting to see or hear proceedings as it takes place or later (e.g., live streaming).
- written reporting or commentary on the proceedings during or after a meeting or oral reporting or commentary after the meeting. Examples of written reporting or commentary include blogging, posting comments on Facebook or tweeting.

Policy

1. The Council will make the hall available to the public 10 minutes before and after meetings for setting up and any removal of any filming equipment.
2. Anyone intending to film, record, photograph or otherwise report on the proceedings of the meeting must identify themselves to the Chairman or Officer present on arrival in order for their request to be facilitated.
3. The Chairman/Committee Chairman will, at the start of the meeting:
 - (a) remind those who wish to film, record, photograph or otherwise report on the proceedings of the meeting of the restrictions in respect of vulnerable adults or children, e.g., HPC will not allow this without the consent of a responsible adult.

- (b) remind those in attendance and who will be participating in the meeting that subject to a) above, they may be filmed, recorded, photographed, or otherwise reported about. Those in the 'public gallery', not attending to participate, may be included in a panning or panoramic shot as long as there is no zooming in or focusing on those where consent has not been given.
- 4. Those exercising the right to film, record, photograph or otherwise report must:
 - (a) respect the rights of other people attending under the Data Protection Act 1998
 - (b) be responsible for any claims or other liability resulting from them so doing and accept that they are required to indemnify the Council, its members, and officers in relation to any such claims or liabilities
 - (c) 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
 - (d) not provide an oral commentary during a meeting
 - (e) not act in a disruptive manner, which could result in being excluded from the meeting, e.g.: excessive noise, intrusive lighting, flash photography, asking people to repeat statements for the purposes of recording.
- 5. Councillors who choose to use social media during the meetings must refrain from disrupting other Councillors or Council debate.
- 6. Meetings or parts of meetings from which the press and public are excluded may not be filmed, recorded, photographed, or otherwise reported on.
- 7. The Council will display the requirements as to filming, recording, and broadcasting its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
- 8. The Council will publish its policy on the filming, recording, photographing and otherwise reporting on proceedings of its meetings on its website.

CHAIRMAN NOTES:

FILMING, RECORDING, PHOTOGRAPHING OR OTHER REPORTING OF MEETINGS

At the start of the meeting remind:

- a. those who wish to film, record, photograph or otherwise report on the proceedings of the meeting of the restrictions which apply in respect of vulnerable adults or children, e.g., the consent of a responsible adult is required; and
- b. those in attendance and who will be participating in the meeting that subject to a) above, they may be filmed, recorded, photographed, or otherwise reported about.