

Bovey Tracey Town Council



Protocol on the filming and recording of Local Council and Committee Meetings

This documents sets out the protocol for the filming of recording the meetings of Bovey Tracey Town Council.

Introduction

The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014.

The “Openness of Local Government Bodies Regulations 2014” became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.

The right of the council to exclude the press and public from parts of Council meetings for contractual and staff confidentially reasons remain unaffected.

Guidelines for Members of the Public

1. Members of the public are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
2. The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person’s ability, including where he or she has a disability, to follow the debate.
3. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of others people attending under the Data Protection Act 1998. This will include the particular rights of any children or vulnerable adults attending the meeting.
4. Any person or organisation choosing to film, record or broadcast a meeting of the Council or a committee is responsible for any claims or other liability from them so doing.
5. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
6. The council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
7. The Council may itself photograph, film, record or broadcasting at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.
8. This policy conforms with the Openness of Local Government Bodies Regulations 2014 (Statutory Instrument No 2095) and as such applies only to formal Council and Committee meetings and not to informal meetings or meetings or Advisory and Review Groups which do not have decision making powers.

The Procedure Prior to the Meeting for those Wishing to Record or Photograph a Meeting

9. It would be appreciated if persons wishing to take photographs or to record meetings, were, wherever possible, notified to the Clerk before the meeting concerned. Contact details are:

The Town Clerk

Address: Bovey Tracey Town Council

Town Hall

Town Hall Place

Bovey Tracey

TQ13 9EG

Telephone: 01626 834217

Email: info@boveytracey.gov.uk

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
10. Any equipment required for recording purposes should be set-up before the meeting starts to avoid disturbance. Any wired or trailing leads are to be protected by cable covers supplied by the applicant to eliminate any trip hazards or dangers.
11. Connection to mains electricity cannot be guaranteed, but in any event the equipment is to be in good, proper and safe working order and not to prove a hazard or danger to the user or others.