

Protocol on the Filming and Recording of Ryedale District Council Meetings

The right to record and to broadcast meetings of all levels of Local Government, including all Committees and Sub-Committees was established following the Local Government Audit and Accountability Act 2004. The 'Openness of Local Government Bodies Regulations 2014' came into force in 2014. This is in addition to the rights of the press and public to attend such meetings.

This document sets out the protocol for the filming or recording of the meetings of Ryedale District Council. The right of the Council to exclude the press and public from parts of Council meetings for confidentiality reasons remains unaffected.

Members of the public are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner. The Chair 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.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is 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, even where he or she has a disability, to follow the debate.

Whilst 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 attending under the Data Protection Act 1998.

As a courtesy to the public, the Council is to be given three days' notice in advance of the meeting, if filming or photography is to take place. The person recording must contact Democratic Services to advise on their intention to record the meeting. Democratic Services will forward the person who has indicated their intention to record a meeting, the Protocol for recording at Council meetings and will advise the Chair of the Committee that recording will take place.

At the time of the meeting, the Clerk to the Committee meeting should be made aware that the person recording is present at the meeting, before the meeting commences. The Clerk will advise where in the room recording can take place from.

The Clerk to the meeting will inform the Chair that public recording is to take place, the identity of the recorder and their position in the meeting room. The Chair will, at the beginning of the relevant meeting, make an announcement that the meeting will be filmed, recorded or photographed and will ask if anyone objects to this. It should be noted that the Chair of a meeting will have absolute discretion to terminate or suspend any of the above activities if, in their opinion, continuing to do so would prejudice the running of the meeting.

Any individual in attendance at the meeting has the legal right to object to being recorded. If an objection is raised, the person recording must ensure that the objector is not in the recording, either visually or by audio recording. The Chair will stop a meeting to ensure that an objector's rights are upheld. The meeting will re-commence when the Chair is satisfied that no recording has been made of the objector.

Anyone recording the meeting must focus only on Councillors, officers and those members of the public speaking during the meeting who have not objected to being filmed.

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 howsoever it arises from them doing so.

When a meeting is closed for Public Participation, for example, when an exempt item is being discussed, the Chair will ask those present to cease recording and to leave the room. Filming may only recommence at the formal re-opening of the meeting.

The recording and reporting on meetings of the Council is subject to law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. Those recording the proceedings must 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. 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. The Council would expect any recording in breach of these rules to be removed from public view. The Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

The Council will display the 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.

The Council may itself photograph, film, record, or broadcast at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policy.

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- As a courtesy to the public, the Council is to be given three days' notice in advance of the meeting, if filming or photography is to take place.
- Members of the public are permitted to film or record Council Meetings to which they are permitted access.
- The Chair of the meeting must be informed of the intent to record or film before the meeting commences.
- The Chair of the meeting has the authority to stop a meeting and take appropriate action if any person is deemed to be recording in a disruptive manner.
- Those exercising the right to film, record or broadcast must respect the rights of other people attending the meeting under the Data Protection Act 1998. If an objection to being recorded is made, any person recording must confirm to the Chair that the objector will not be recorded either visually or by audio recording. If objections to recording are received during Public Participation, recording and filming must stop immediately and only recommence when the meeting is formally re-opened by the Chair following assurance from the person recording.

Officers of the Council in attendance have the right to check any recording to ensure compliance with any objector's request not to be filmed.

- Any person or organisation choosing to film, record or broadcast a meeting of the Council is responsible for any claims or other liabilities howsoever they arise as a consequence of exercising their right to record.
- Those recording proceedings must 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. This includes not editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
- Those undertaking these activities will be deemed to have accepted the above requirements whether they have read them or not.
- The Council may itself photograph, film, record or broadcast at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.