

## **N Protocol on Public Audio / Visual Recording and Photography at Meetings**

### **Before the meeting**

1. Audio / visual recording and photography at meetings<sup>1</sup> is allowed subject to certain restrictions and prior agreement from the Chairman of the meeting<sup>2</sup>.
2. Requests whether from a media organisation or a member of the public, must be received by the Democratic Services Team Leader for each meeting, no fewer than three working days in advance of a meeting and no more than two weeks in advance of the meeting using the application form provided.
3. The application form advises the applicant of the following:
  - (a) Any audio / visual recording / photography must take place from a position in the meeting room approved by the Chairman. Filming will be from a fixed camera position in normal view (i.e., no zoom or panning the room is permitted). Setting up must be done before the meeting starts to ensure that the view of members, officers, public and media representatives is not obstructed. The time at which the audio / visual recording / photography takes place must also be approved by the Chairman;
  - (b) The use of flash photography or additional lighting in connection with audio / visual recording will be permitted for periods of up to two minutes. The point at which this happens during the meeting must be agreed with the Chairman as part of the permissions process;
  - (c) If the Chairman feels the audio / visual recording / photography is disrupting the meeting in any way the operator of the equipment will be required to stop. Anyone undertaking audio / visual recording / photography must comply with any requests made by the Chairman of the meeting;
  - (d) The applicant must agree to ensure the audio / visual record / photographs will not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show a lack of respect towards those being filmed/ recorded/ photographed; and
  - (e) The applicant must agree to share the audio / visual recording / photograph in its original and unedited form with the Democratic Services Team Leader upon request.
4. The applicant will complete a form which will ask for:
  - (a) The name, organisation and contact details of the applicant making the request;
  - (b) What the audio / visual recording / photographs will be used for;
  - (c) When the applicant wishes to film / record / photograph during the meeting;
  - (d) How this information will be retained; and
  - (e) Which meeting the request refers to.
5. When the form has been received the Democratic Services Team Leader will consult the Chairman and the Chief Executive of the meeting, and any other members or officers at the request of the Chairman and Chief Executive, on the detail of the specific request. The Chief Executive and the Chairman will then decide whether to grant permission.
6. If permission is denied the reasons for refusal will be given and a note of the request will be made on the meeting agenda.

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<sup>1</sup> Public meetings of the Council, the Executive, and public meetings of any committee or sub-committee of the Council or the Executive.

<sup>2</sup> The Leader, in the case of meetings of Cabinet, and the Portfolio Holder at any Portfolio Holder meeting.

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7. The Democratic Services team will ensure that signs are put in place before the meeting starts to remind attendees that filming / recording / photography is by a third party and that South Cambridgeshire District Council has no control over where it may appear (e.g., posted on the internet) and to remind the public of their right not to be filmed, recorded or photographed. Meeting agendas will also carry this message.

### During the meeting

8. The Chairman will announce at the beginning of the meeting that permission to film / record / photograph has been requested and permitted. The Chairman will ask those members of the public present whether they agree to be filmed / recorded / photographed and at this point those present can choose to move. Any objections about filming can be raised with the Chairman at any point, before or during the meeting.
9. Anyone seated in the public area or anyone attending the meeting to speak will have the opportunity to express to the Chairman at any point in the proceedings his or her wish not to be filmed / recorded / photographed. [Councillors are excluded from this provision]
10. The Chairman can suspend filming when a member of public who wishes to speak during public speaking or public question time, or at any other point if invited to do so by the Chairman, does not wish to be filmed / recorded / photographed.
11. If the Chairman feels the audio / visual recording / photography is disrupting the meeting in any way or any pre-meeting agreement has been breached the operator of the equipment will be required to stop.
12. If someone refuses to stop when requested to do so, the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. These will be in line with procedures set out in Standing Orders 20 and 21.
13. Anyone asked to leave a meeting because they have refused to comply with the Chairman's requests may be refused permission to film, record and / or photograph at future meetings.
14. The Chairman of the meeting has a right to withdraw consent to film / record / photograph at any time.
15. Any decision taken by the Chairman on the interpretation of this protocol is final.

### Exclusion of press and public

16. The press and public may be excluded from a meeting only in respect of business relating to confidential or exempt information if a resolution is passed under Section 100A of the Local Government Act 1972 (see Part 4 of the Constitution, Access to Information Procedure Rules). The press and public will be told about the nature of the exclusion relating to the business to be discussed. No filming / recording / photography will be permitted during this exclusion. All cameras, recording and sound equipment must be removed from the meeting room.

### After the meeting

17. Any member of the public who wishes to comment on any recording undertaken should contact the Democratic Services Team Leader.