

Protocol on Audio/Visual Recording and Photography at Meetings

1. The Council is committed to being open and transparent in the way it conducts its decision making. The Council will facilitate recording at Council and committee and sub-committee meetings which are open to the public, subject to the recording being conducted under the direction of the Chairman of the meeting.
2. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will facilitate this by ensuring that all parties are made aware that recording is or may take place and any request not to be recorded is communicated to those doing the recording.
3. The guidelines which the Council will apply are:
 - Anyone wishing to record is encouraged to contact, prior to the start of the meeting, the Democratic Services Officer whose details are set out on the Agenda for advice and assistance.
 - The recording should take place from the public seating area and must be overt (i.e. clearly visible to anyone at the meeting) but non-disruptive.
 - All those visually recording a meeting are requested to focus only on recording councillors, officers and those members of the public speaking to the meeting who have not objected to being filmed.
 - Any member of the public has the right not to be recorded. Agendas for meetings will make it clear that recording can take place. If any member of the public speaking at the meeting does not wish to be recorded, they must let the Chairman of the meeting know at the start of the meeting.
 - Any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent.
 - The Chairman of the meeting has absolute discretion to stop or suspend the meeting if, in his/her opinion, continuing to do so in public with recording taking place would prejudice proceedings at the meeting. The circumstances in which this might occur include:
 - recording is disrupting the proceedings of the meeting;
 - there is public disturbance of the meeting;

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- the meeting has resolved to exclude the public for reasons which are set down in the Council's Constitution;
 - a member of the public participating in the meeting objects to being recorded and it is not possible to effectively conduct the business on the Agenda whilst respecting the objection.
- The recording and reporting on meetings of the Council, its committees and sub-committees is subject to the 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. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. 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.
4. Please contact, in advance of the meeting, the Democratic Services Officer whose details are set out on the Agenda if the recording you wish to do involves equipment which is larger than a smart phone, tablet or compact camera or if you have special requirements e.g. to move around the room to record or film from different angles.
 5. The Council requests this contact in advance of the meeting so it can ensure the meeting will not be unduly disrupted and there is a safe environment to transact the business.
 6. Council meetings are usually streamed live to maximise transparency of the decision making.