

PROTOCOL FOR RECORDING, PHOTOGRAPHY AND USE OF SOCIAL MEDIA AT COUNCIL, CABINET AND OTHER PUBLIC MEETINGS

The Council is committed to openness and transparency in its decision making. Where possible meetings of the Council, Cabinet, Overview and Scrutiny and Planning Committee are webcast or recorded for subsequent transmission.

Unless the meeting/part of the meeting is not open to the public, members of the public are also entitled to :

- Film, photograph or make an audio recording of the proceedings
- Use any other means to enable those not present to see or hear proceedings as they happen or at a later date
- Report or provide commentary on proceedings so that the report or commentary is available as the meeting takes place or at a later date.

In order to avoid disruption of a meeting, no-one attending the meeting will be allowed to carry out an oral commentary or report at the meeting as it takes place. Recording/filming must be overt, so that participants are aware that it is happening.

Those wishing to film, record or report on meetings are requested to notify the Council in advance. The council is required to provide reasonable facilities for those wishing to attend and report on a meeting and it is helpful to the Council to know, for example, if it is planned to bring large equipment into the meeting room or if there are special requirements.

The Chair of the meeting has the absolute discretion to terminate or suspend filming, recording and use of social media during a meeting if, in their opinion, the activity:

- is disrupting the meeting and impeding good decision making
- is infringing the rights of any members of the public
- is in danger of repeating a defamatory statement that has been made

Those attending meetings in order to report on them may use any communication method, including the internet to publish, post or share that information.

The Council asks those recording proceedings not to edit the film/recording in a way that could lead to misinterpretation of the proceedings or shows a lack of respect to those being filmed/recorded.

Those filming or recording proceedings are also asked not to film those in the public seating areas, particularly where these include vulnerable people and/or children however no guarantee can be given to members of the public that they will not be filmed or recorded. By entering the meeting room and using the public seating area, members of the public are consenting to being filmed and to the possible use of those images and sound recordings.

Flash photography or additional; lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting the meeting.

At the start of each meeting, the Chair will make an announcement, using the text below, that the meeting may be filmed/recorded or social media used.

Where a meeting goes into private session, for example where confidential or exempt information is to be discussed, the public are excluded and any filming/recording equipment remaining in the room must be turned off and disconnected/removed before the person responsible for it leaves the room. Members of the Council remaining in the room for the private session may not record or film the meeting in private session.

Agenda front sheets and signage at meetings

On the front of each meeting agenda; on signs displayed inside each meeting room and by announcement of the chair, there will be the following notice:

'Please note this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that you will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.'

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.'

Those wishing to record/film/report on meetings should contact the Head of Democratic Services on 020 8489 2920 or by e-mail to: Clifford.Hart@Haringey.gov.uk