

**CHARNWOOD BOROUGH COUNCIL
PROTOCOL FOR WEBCASTING, RECORDING AND USE OF SOCIAL
MEDIA
AT COUNCIL MEETINGS**

1. Charnwood Borough Council supports the principles of openness and transparency in its decision making. The Council sound records all meetings that are open to the public and in the case of the Plans Committee broadcasts an online webcast, it also supports video and audio recording by the public and press, for live or subsequent broadcast. The use of communication methods such as social media and the use of web-based technologies to share information and report what is happening at meetings are also supported.
2. This note sets out some general information to help anyone intending to report on meetings, either by recording them or via social media. For the purpose of this note, the words filming and recording refers to the use of any device that has the ability to electronically document sounds and/or images including: photography, video/audio recording and web-based reporting. Anyone wishing to take advantage of these facilities is requested to contact the Democratic Services team before the meeting so that any necessary arrangements can be made.
3. Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact Democratic Services well in advance of the meeting to agree arrangements. The use of flash photography or additional lighting will not be allowed unless this has been agreed in advance of the meeting.
4. The Democratic Services team can also advise on how the general principles set out below would apply to a particular meeting.

FILMING, PHOTOGRAPHY AND RECORDING

General Principles

5. The right to film and record is limited to the duration of the meeting. Recording must not start until the meeting is called to order and must end when the Chair closes the meeting.
6. The Council expects that film or audio recordings will not be edited before transmission in a way that misrepresents what occurred.

Cessation of webcasting for private sessions

7. No part of any meeting will be webcast after Members have resolved to exclude the press and public because there is likely to be disclosure of exempt or confidential information. The Democratic Services team will check that filming and/or recording of the meeting has ceased and will confirm this to the Chair of the meeting before any discussion of exempt or confidential matters is commenced.

Storage and retention of webcasts

8. Webcast meetings will be recorded and broadcast on the internet. All archived webcasts will then be available to view for a period of twelve months. Archived webcasts shall only be removed from the website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information. It is anticipated, however, that meetings will be conducted lawfully and that the need to exercise this power will occur only on an exceptional basis. Council Members will be notified by the Monitoring Officer if such action is taken.

Specific Guidelines for Members

9. Members during meetings are required to pay attention to the proceedings in order to make effective and legal decisions. Therefore, it is not expected that Members will make any recording of the meeting that diverts their attention from the agenda.
10. Should any filming, photography or recording of a meeting be uploaded onto a personal site by a member of the council, any inappropriate comments or content could result in an investigation under the Member Conduct Committee.

Specific Arrangements

11. At the beginning of any meeting, where it is known that filming, recording or photography will be taking place, the Chair will make an announcement before the meeting starts. If any members of the public attending the meeting objects to being filmed, photographed or recorded then their wishes should be respected. Any filming or recording should only focus on councillors, officers or speakers directly involved in the meeting. Should the Chair become aware that filming is taking place in a meeting for instance via a smart phone, he/she will notify the meeting at an appropriate time.
12. All recordings or filming are to be conducted in an observational manner. That is to say, neither intrusive filming of a specific individual or individuals or any disruptive behaviour that occurs as part of the filming or recording process will be permitted. The decision as to whether any behaviour is considered intrusive or disruptive to the meeting will be at the discretion of the Chair who can stop any filming, videoing, photographing or recording; or alternatively adjourn the meeting.
13. In this regard, the meeting will operate under the following guidelines:
 - a) Phones must be turned to silent, whether recording or not.
 - b) Oral commentary is not permitted.
 - c) Equipment which needs setting up must be in place before the meeting starts.

- d) Excessive noise, intrusive lighting and the use of flash photography are not permitted.
- e) Speakers must not be asked to repeat statements for the purpose of recording.
- f) Roaming or moving around while filming or recording is not permitted – those operating equipment must stay in the area designated to them.