



**NORTH HERTFORDSHIRE
DISTRICT COUNCIL**

**PROTOCOL FOR RECORDING OF
COUNCIL MEETINGS**

Protocol

The following will apply to all Council meetings:-

The Council permits recording (including filming, photographing, audio recording or such devices that enable others not present to see or hear proceedings) of meetings by the press, public and elected Councillors subject to the provisions below:

1. The Chairman of the meeting has the discretion to request the termination or suspension of any recording if in the opinion of the Chairman continuing to record would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or other suspension of the meeting;
 - (ii) The recording of the meeting is, in the opinion of the Chairman of the meeting, becoming disruptive or distracting from the good order and conduct of the meeting.
2. No exempt or confidential agenda items shall be allowed to be recorded. Any person recording at the point in the meeting where exclusion is agreed will be required to stop recording.
 3. Any party recording the Council's meetings will be expected to abide by this protocol and the requests of individual members of the public present at the meeting who ask not to be recorded.
 4. Any party filming the Council's meetings should be located in an unobtrusive position in the room, where the potential for inadvertent filming of the public is minimised.
 5. In order to provide reasonable facilities to enable those wishing to report on the Council's meetings, please contact the Committee and Member Services team in advance of the meeting.
 6. The taking of photographs is permitted, but you are asked to be considerate with the use of flash photography as this could cause disruption to the meeting.

Conduct of Meetings

The Council will have a pro-forma Notice fixed to the entrance that notifies all parties that recording of meetings may take place.

Where the Council has been made aware that recording will take place, at the start of each meeting to be *recorded*, an announcement will be made by the Chairman to explain that the meeting is being recorded:-

"I would like to remind everyone present that this meeting is being recorded. If you participate in the meeting your contribution will be included in the recording".

At the start of each meeting to be *filmed*, the announcement will be as follows:-

"I would like to remind everyone present that this meeting is being filmed. If you participate in the meeting it is likely that your image will be captured. Any member of

the public who does not wish to be filmed should identify themselves to the Committee clerk.”

Filming by News Agencies/Broadcast Companies

In order that appropriate facilities can be extended to news agencies and/or broadcast and production companies at meetings, contact should be made with the Communications team prior to the filming date.

Disclaimer

In consenting to recording being carried out in accordance with this protocol the Council accepts no liability for the content, distribution or adaptation of such recording by third parties.