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# Audio/Visual Recording Protocol

**Version:** March 2015  
**Owner:** Communications and Culture Manager

- 1 The council will ensure that documents and communication in advance of a public meeting will notify recipients that the meeting may be recorded and a note to this effect will appear on the face of the agenda.
- 2 Signage will be deployed confirming audio/visual recording at the entrance to and inside the public galleries of the venue where the public meeting will take place.
- 3 While no prior permission is required allowing the press and public to film, audio-record, take photographs and use social media to report the proceedings of meetings that are open to the press and public, it is advisable that any person wishing to film or audio-record a public meeting should contact the council's Democratic Services in advance so that all necessary arrangements can be made for the meeting. The council will provide reasonable facilities for any member of the press and public to report on meetings.
- 4 The Chair of the public meeting has absolute discretion to stop or suspend film and audio recording if, in their opinion, continuing to record may prejudice proceedings at the meeting or if the person recording is in breach of these rules.

This could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film the proceedings. Members of the press and public attending public meetings should be ready to film, audio record, take photographs or use social media before the start of the meeting. However, those undertaking these activities must not act in a disruptive manner, which could result in being excluded from the meeting. Recording may be stopped or suspended at a public meeting in the following circumstances:

- The process of audio/visual recording is disrupting the public meeting;
- there is a public disturbance or a suspension of the meeting;
- members of the press and public moving to areas outside the areas designated for the press and public without the consent of the Chairman;
- excessive noise in recording, setting up or re-siting equipment during the debate/discussion;
- intrusive lighting and use of flash photography;
- asking people to repeat statements for the purpose of recording; and
- The meeting has resolved to exclude the press and public for reasons which are set down in the council's constitution.

Oral commentary is not permitted during the council's public meetings.

- 5 Audio/Visual recording and reporting of the council's public meetings is subject to the law and it is the responsibility of those carrying out the recording and reporting to ensure compliance with the Human Rights Act, the Data Protection Act and the laws of defamation.
- 6 Members of the press and public carrying out recording and reporting of the council's public meetings are required to pay particular attention to the expectations of privacy of people aged 16 and under, those that are vulnerable and members of the public who actively object to being filmed. When children are featured, those responsible are required to gain the informed consent of a parent, legal guardian or other person over the age of 18, such as a school Head Teacher, acting on their behalf.

Erewash Borough Council

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