



Standing Order No 6 – Management of Recording at Council Meetings

The right to record, film and broadcast meetings of Pateley Bridge Town Council, its committees and joint committees is established under the Openness of Local Government Regulations 2014. For the purpose of this policy the term "record" means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of Pateley Bridge Town Council ("the Council").

Some members of the public may not wish to be recorded and the Chairman will ensure that any such request is respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman prior to the start of the meeting.

1. Pateley Bridge Town Council will display requirements as to recording and broadcasting at the Council Chamber and on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not. A copy of these rules will be provided to all members of the public in attendance at a council meeting. The Chairman may also verbally remind all present of the freedom to record but that these rules **must** be observed.
2. Any person wishing to record a meeting in any format whatsoever must contact the Clerk prior to the start of the meeting. In the Clerk's absence, the contact will be the Chairman.
3. The Council will define an area from which recording may be carried out, and due to the layout of the Council Chamber, all visual recording will be undertaken from a static point to avoid disruption.
4. The "Public Participation" period is not part of the formal meeting and anyone recording the meeting should take legal advice for themselves as to their rights to record during that period.
5. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording will not be permitted.
6. Anyone under the age of 18 is not to be filmed unless their parent/guardian has given written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required, ie a medical professional, carer or legal guardian.
7. Anyone recording a meeting is requested to focus on councillors, the clerk and those members of the public who have not requested anonymity or been identified in 6 above.
8. Members of the public who do not consent to being recorded are to sit separately.
9. All recording must be overt, ie clearly visible to anyone at the meeting. Persons recording must strive not to leave equipment unattended.
10. The use of digital and social media tools are allowed as long as this type of recording is carried out in a non-disruptive way without interfering with any person's ability to follow the debate.
11. Anyone making a recording has no right to interrupt a council meeting by asking questions or making comments, nor the right to ask councillors, the clerk or members of the public who have been given permission to contribute orally to the meeting to repeat a statement.
12. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her opinion, continuing to do so would prejudice proceedings or breach these rules.
13. The recording and reporting on meetings of the Council is subject to the law and those doing the recording should ensure compliance. This includes 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 misrepresentation or that ridicules those in the recording. The Council expects 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.
14. The Clerk should be contacted in advance of the meeting if the recording device being used is larger than a tablet or if there are other special requirements. The use of lighting is discouraged due to the impact of such lighting on the ability of others to view the meeting, and/or for reasons of health.
15. Pateley Bridge Town Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
16. The Minutes of a council meeting remain the statutory, legally binding record of council decisions.

Date of adoption – 7 October 2014