

# Haverhill Town Council

## Policy for Audio/Visual Recording of Haverhill Town Council Meetings



HAVERHILL  
TOWN COUNCIL

Adopted 23<sup>rd</sup> September 2014

### 1 Policy Statement

1.1 The Council is committed to being open and transparent in the way decisions are made and welcomes the provisions under the Openness of Local Government Bodies Regulations 2014. While no prior permission for someone to broadcast or record meetings is required, the Council notes that the regulations do not allow indiscriminate and intrusive recording so has set out the following protocol to provide a framework through which openness can be achieved.

1.2 Recording is generally permitted at all council meetings but restrictions will apply to protect confidential information and those individuals who do not wish to be recorded.

1.3 Haverhill Arts Centre is a cinema and theatre. Permission to record meetings does not extend beyond public council meetings in session. Unauthorised use of recording equipment in any other part of the Arts Centre is strictly forbidden.

1.4 The following protocol sets out how recordings are permitted and managed.

### 2 Recording of Meetings

2.1 An unedited 'master' audio recording will be made by the Council for the following meetings:

- a) Full Council
- b) Planning Committee
- c) Leisure & Community Committee
- d) Finance Committee

2.2 At the start of the meeting, the Chairman will remind all present that an audio recording is being made. Press representatives, members of the public and elected Councillors are permitted to make their own recordings of these meetings. Doing so indicates agreement to abide by the provisions of this protocol.

2.3 Any person recording (audio, video or still photography) or broadcasting (tweeting) a meeting in any form must notify the Chairman of their intent prior to the start of the meeting so that everyone is aware that recording is taking place. The regulations do not allow for covert recording of meetings as this would undermine the Chairman's ability to ensure compliance with any instruction they give to cease recording – for example when a request is made by a member of the public not to be recorded.

2.4 Flash photography is not permitted during a meeting without the Chairman's consent.

2.5 Recordings will not be made by the Council, any elected Member or any other individual for any part of the meeting when the public and press are excluded.

2.6 Any press representative or member of the public wishing to make their own recording of the meeting, must do so overtly from the public area.

2.7 All agendas for the meetings listed in section 1 above will contain information about recording, both of the Council's recording and that individuals can record. Signs will be displayed at the meetings listed in section 1 outlining this information.

2.8 The Chairman of the meeting has the absolute discretion to stop or suspend all recording if, in their opinion, continuing to do so would prejudice proceedings. This could include but not be restricted to:

- a) Public disturbance or other suspension of the meeting
- b) A motion seeking exclusion of the public and press being moved and supported (such exclusion applies both to themselves and their recording equipment)
- c) The manner of recording by an individual or individuals is considered to be disrupting to the good order of the meeting
- d) The manner of recording by an individual or individuals is considered to be preventing any other individual from viewing and listening to the meeting
- e) Recording may inhibit a member of the public's contribution to matters, such as planning or licensing.

2.9 Persons who, in the opinion of the Chairman, are abusing the right to record meetings and who refuse to abide by directions given, shall be expelled from the meeting.

### **3 Subsequent storage and use of recordings made of meetings**

3.1 The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises.

3.2 Press representatives, members of the public or individual officers or elected Members making their own full or partial recordings of meetings must respect the law including Human Rights, Data Protection legislation and Intellectual Property rights. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility.

3.3 The Council takes no responsibility for any recording made by it or any other person or subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.

3.4 Subject to clause 3.3 above, all archived audio recordings made by the Council will be available on request.

3.5 Published recordings by the Council or part of published recordings shall only be removed by the Council if it is considered that it is necessary to do so because all or part of the content of the recording is likely to be in breach of any statutory provision such as Data Protection and Human Rights legislation, or libel and defamation laws. Inappropriate

language may also be removed. It is anticipated that the need to edit content will only occur on an exceptional basis and a transcript of the edited content will be retained by the Town Clerk.

3.6 The Council is a Data Controller under the Data Protection Act. Data collected during recording will be retained in accordance with the council's practices under this Act.

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