Filming, Photography, Recording and Use of Social Networking at Council Meetings Policy
Accessible Information

If you have any concerns or queries contact Eden District Council’s Communication Officer
tel: 01768 817817 or email: communication@eden.gov.uk

English

You can get a copy of this document in different formats such as large print, Braille, audio,
or in a different language by calling the Access and Diversity Officer on 01768 212268 or
e-mail equality@eden.gov.uk

Cantonese
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Lithuanian
Paskambinę telefonu 01768 212268, galite užsisakyti šio dokumento kopiją įvairiais
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01768 212268. equality@eden.gov.uk

Urdu
دوزلکش فنلختخم ےک ےک رک ےک رپ 81768 212268 لیتی ھندی یک زیوالساب سرا بآ۔
عئیش نےکسرک لضاف نامز فنلختخم ای ےک، ودیا اے، لیہر پورحے ےپھ سےسیج
equality@eden.gov.uk
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While a meeting is open to the public, any person attending the meeting for the purposes of reporting the proceedings is, so far as practicable, to be afforded reasonable facilities for taking their report.

The taking of reports by filming, sound recordings, photography or by the use of social media is enabled and permitted at Eden District Council meetings which are open to the public, providing that any such activity does not disrupt the proceedings.

The meetings at which the public may take reports include all meetings including full Council, the Executive, Scrutiny Co-ordinating Board and Scrutiny Committees and Planning and Licensing Committees. Recording is not permitted at portfolio holder meetings or any meetings which are not open to the public. Reports by any member of the public may not be taken during private Council meetings which are for the discussion of confidential items and from which the public have been excluded.

Council Members and officers should expect to be filmed, sound recorded or photographed or to have their comments reported via social media or blogging or other means during meetings open to the public.

A Chairman of a meeting has discretion to terminate or suspend a meeting if, in his or her opinion, continuing to do so would be disruptive.

The circumstances in which termination or suspension might occur could include:

- Public disturbance or suspension of the meeting in accordance with Rules 21 or 22 of the Rules of Procedure
- Where it is considered that continued recording/photography/filming/webcasting might infringe the rights of any individual
- When the Chairman considers that a defamatory statement has been made

In allowing the recording of meetings, the Council asks those recording proceedings not to edit the film/recording/photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards anyone being photographed/filmed/recorded.

The following rules must be observed:

- Filming of children under the age of 18 who are taking part or attending Council meetings is not permitted without the consent of their parent/guardian.
- Persons who do not wish to be filmed, sound recorded or photographed will then have the opportunity to relocate to the public gallery (where they will not be recorded) or to leave the meeting if they so wish.
- Members of the public speaking officially (asking tabled questions) at a meeting who have informed the Chairman that they do not wish to be filmed, sound recorded or photographed must not be filmed, sound recorded or photographed by any persons present.
• Filming, sound recording or photography of the public gallery is not permitted. This is to allow those who actively object to being recorded to attend the meeting.

• Any person taking reports must be courteous and respectful to others present at all times, including Members and officers of the Council, the press and other members of the public.

• Electronic devices used for taking reports such as laptops, tablets, cameras or mobile phones etc must not be audible during proceedings and should be placed on ‘silent’ settings.

• The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

• Any person must remain silent whilst taking reports unless he or she is asked to comment.

• Any person wishing to film, take sound recordings or photograph a Council meeting which involves using large equipment or special arrangements or requirements should contact the Council well in advance of the meeting to seek advice and guidance. Please note that such requests will be subject to practical considerations and the constraints of specific meeting rooms. This requirement is to prevent proceedings from being disrupted and so that others attending the meeting can be informed. At least 24 hours notice should be given of a request to use large equipment or to make special arrangements.

• Any person intending film, take sound recordings or photograph a Council meeting which involves using large equipment or special arrangements including the use of a video camera and tripod must arrive at least one hour prior to the commencement of the meeting unless the meeting room is otherwise in use if her or she needs to set up and test equipment in order to avoid disruption to proceedings.

• Video cameras and tripods must not be dismantled or removed until the public meeting proceedings have been completed, unless otherwise permitted by the Chairman.

• Any filming with the use of a tripod must be carried out from a vantage point designated by the Council. Persons filming, taking sound recordings or photographing must remain at the vantage point for the duration of the public meeting and may not move around the room to record proceedings.

• Filming using video cameras, mobile phones, tablets, laptops or other devices must be carried out in such a way as to ensure the viewing of proceedings by others present is not obscured at any time.

• Any person wishing to take reports must provide their own equipment for the purposes of doing (equipment will not be provided by the Council).

• The Council does not accept any responsibility for the damage or loss of any equipment or device used for the taking of reports.

• Wifi is provided for use by the public in the Council Chamber.