

## **North West Leicestershire District Council - Openness of Local Government Bodies Regulations 2014**

### **Protocol to allow persons to film, photograph or make sound recordings, etc, of proceedings at council meetings.**

North West Leicestershire District Council is committed to being open and transparent in the way it conducts its business. The press and public are therefore welcome to film, photograph or record decision making at any meeting which is open to the public. This includes meetings of full council, cabinet and meetings of committees and sub-committees.

This should be done in such a way as not to disrupt the conduct of the meeting or stop other members of the public from being able to see, hear or film the proceedings.

We ask therefore, that anyone wishing to photograph, film or record proceedings abides by the following:

#### **Audio and visual recording - your obligations**

Where possible, please inform democratic services if you intend to film or record a public meeting so that necessary arrangements can be made.

Any photography or audio/visual recording must take place from a fixed position in the meeting room approved by the chair so as to minimise disruption to the proceedings.

No oral commentary is permitted.

The use of flash photography or additional lighting will only be permitted for a limited period during the meeting at a point in the proceedings agreed in advance with the chair.

If the chair feels that any photography, audio or visual recording is disrupting the meeting in any way or any pre-meeting agreement has been breached then the operator of the equipment will be required to stop.

If, during the course of a meeting, a motion is passed to exclude the press and public because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photographing and remove all equipment from the room for the duration of the private session.

If a meeting for which agreement has been given to record or photograph is adjourned by the chair, then the operator of the equipment should stop any recording of photography at the point at which the meeting is adjourned.

Anyone filming a meeting must only focus on those actively participating, and not on people seated in the public gallery/seating area, particularly children or those persons who have expressed an objection to being filmed.

Photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.