



## Protocol for Attending and Reporting Meetings

Everyone is welcome to attend meetings of the Council that are held in public. Details of forthcoming meetings are published on the Council's website at <https://www.hart.gov.uk/council-meetings> and copies of the agendas and reports for each meeting are available the week before.

The aim of this guidance is to help those who wish to record and broadcast the proceedings of all the meetings that we hold in public.

### What you can record

You can make a record of all or part of the meeting in the following ways:

- In writing;
- Audio recording;
- Filming;
- Taking photographs;
- Using the internet and social media, such as tweeting and blogging.

Please contact Committee Services on 01252 774141 or email [committeeservices@hart.gov.uk](mailto:committeeservices@hart.gov.uk) 24 hours in advance of the meeting if you require special arrangements to film or audio-record a meeting.

There may be a few occasions when part of a meeting is closed to the public and you will not be able to make a record of what happens. The meeting will have to make a decision to exclude the press and public and this will be made clear to you if it happens. You must not leave any recording equipment in the room where a private meeting is being held. The agenda for each meeting usually shows where the public and press are likely to be excluded.

### We ask you to.....

Make sure that all filming and recording is overt (i.e. visible to anyone at the meeting).

Remain seated at all times and only record the meeting from a designated area or from a public seating area.

Not to edit the recording in a way that could lead to misinterpretation of the proceedings or the comments made or edited in a way that ridicules those being filmed.

When publishing or broadcasting recordings please:

- include details of when and where the recording was made; and
- show the recording fully in the context in which the discussion took place.

Please remember that whilst it is your right to record the meeting, other members of the public present may be attending only to observe it and may not wish to be filmed or recorded by you. Please comply with their wishes if they indicate that they object to being filmed or recorded. In all cases you must **not** film/record vulnerable people and/or children.

Filming or recording must be non-intrusive. Therefore, please do not interrupt the meeting by:

- standing up or moving around as this can disrupt the business. You may however, leave the meeting whenever you wish;
- obstruct others from observing and participating in the proceedings
- asking people to repeat statements for the purposes of the recording;
- making a noise setting up or re-siting equipment during the meeting; and
- using flash photography, extra lighting or large equipment etc. unless it has first been agreed with us in advance and can be done without disrupting the meeting.

If the Chairman asks you to stop doing something to prevent the meeting being disturbed, please respect that request. Anyone continuing to disturb proceedings after being warned may be removed from the meeting altogether.

### **Issues that Councillors need to consider if they film or record a meeting**

Councillors are bound by a range of additional provisions which apply to them in their role as Members of the Council. They are able to record proceedings in the same way as members of the public, but they must make sure that they are fully complying with;

- Hart District Council's Safeguarding Policy
- Hart District Council's Corporate Equality Policy and Objectives 2017-21
- Hart District Council's Code of Conduct
- The Data Protection Act 1998 (and emerging General Data Protection Regulations)
- The Freedom of Information Act 2000.

### **Chairman's Announcement**

- There will be an announcement before the start of the meeting that the meeting may be filmed.
- A notice to this effect will also be posted on the door of the meeting room.
- If you stay at a meeting after this announcement it will be taken that you have agreed to the broadcast of your image.