

## **RECORDING, PHOTOGRAPHY AND USE OF SOCIAL MEDIA IN COUNCIL MEETINGS: PROTOCOL AND GUIDANCE**

The Openness of Local Government Bodies Regulations 2014 allow reporting at meetings of the council which are open to the public to attend (such as Council, Cabinet and any committees). Reporting includes filming, photographing and making an audio recording of proceedings at a meeting, and also any other means, including social media, for enabling a person who is not present to see or hear proceedings at a meeting as it takes place or later.

Reporting is not permitted where the public have specifically been excluded from the meeting in accordance with lawful requirements. If this is the case an explanation will be given of those reasons by the chairman at the meeting.

The regulations do not permit oral reporting or commentary on a meeting as it takes place if the person reporting or providing the commentary is present at the meeting.

The reporting of meetings should not disrupt the business of the meeting. If it does the person reporting can be asked to stop doing so and if they do not, they may be asked to leave the meeting.

The reporting of meetings is subject to the law and it is the responsibility of those doing the reporting to ensure they comply.

If you are intending to film, photograph or otherwise record at the meeting

- please let the governance services team know as far in advance of the meeting as possible so that any appropriate arrangements can be put in place
- please remain within the area designated for the public and minimise movement
- please do not use flash photography or additional lighting without prior approval
- please respect the privacy of members of the public and do not film or photograph any member of the public speaking at, or attending the meeting if they have indicated that they do not wish to be included
- please do not put undue restrictions on the material produced, so that it can be reused by local people and organisations on a non-commercial basis

If you are attending a meeting and do not wish to be filmed or photographed please let the governance services team know before the meeting starts so that anyone who intends filming or photographing can be made aware.

### **Further information**

Further advice or guidance may be sought from the governance team  
([GovernanceSupportTeam@herefordshire.gov.uk](mailto:GovernanceSupportTeam@herefordshire.gov.uk))

Notice to be displayed in all public meeting rooms:

#### Recording of meetings.

Anyone is welcome to record public meetings of the council using whatever, non-disruptive, methods you think are suitable. Please note that the meeting chairman has the discretion to halt any recording for a number of reasons including disruption caused by the recording, or the nature of the business being conducted. Recording should end when the meeting ends, if the meeting is adjourned, or if the public and press are excluded in accordance with lawful requirements.

Anyone filming a meeting is asked to focus only on those actively participating.

If, as a member of the public, you do not wish to be filmed please make a member of the governance team aware.