

**RECOMMENDED AMENDMENTS TO PROCEDURE RULES
REGARDING FILMING AND RECORDING OF COUNCIL MEETINGS**

COUNCIL MEETING PROCEDURE RULES

32 RECORDINGS OF MEETINGS OF THE COUNCIL

- (a) Council meetings shall be webcast, ~~(‘the official recording’)~~ in accordance with the Webcasting Protocol (contained within Part 5 of the Constitution). ~~Other than the official recording, no recording shall be made of the proceedings of meetings of the Council whether audio or visual and by whatever method except with the express authorisation of the meeting.~~
- (b) ~~If a person records the proceedings of any meeting (or causes such recording to be effected) without authorisation then the Chair will order their removal from the meeting room and shall not permit them to be admitted to a further meeting except on a written undertaking to desist from such recording and on the destruction of such recordings as may have been made and anything derived from them.~~
Other filming, recording and use of social media is permitted during Council meetings, provided that:
- (i) The recording or transmission must create no disturbance, disruption or distraction to the good order and conduct of the meeting;
 - (ii) Notice has been given (on the meeting agenda and signage outside the meeting) so that everyone attending the meeting is made aware that they may be recorded and that by attending the meeting they are deemed to consent to this;
 - (iii) Any recording must be overt, not covert;
 - (iv) There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;
 - (v) The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules; and
 - (vi) The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions.

COMMITTEE MEETING PROCEDURE RULES

18 RECORDING OF PROCEEDINGS OF COMMITTEES

~~No recording shall be made of the proceedings of meetings of committees whether audio or visual and by whatever method except with the express authorisation of the meeting. If a person records the proceedings of any meeting (or causes such recording to be effected) without authorisation then the chair will order their removal from the meeting room and shall not permit them to be admitted to a further meeting of the committee except on a written undertaking to desist from such recording and on the destruction of such recordings as may have been made and anything derived from them.~~

- (a) Committee meetings may be webcast by the Council, in accordance with the Webcasting Protocol (contained within Part 5 of the Constitution).
- (b) Other filming, recording and use of social media is permitted during Committee meetings, provided that:
 - (i) The recording or transmission must create no disturbance, disruption or distraction to the good order and conduct of the meeting;
 - (ii) Notice has been given (on the meeting agenda and signage outside the meeting) so that everyone attending the meeting is made aware that they may be recorded and that by attending the meeting they are deemed to consent to this;
 - (iii) Any recording must be overt, not covert;
 - (iv) There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;
 - (v) The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules; and
 - (vi) The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions.
- (c) Use of social media by members of planning, licensing or other regulatory committees is not permitted during the meeting.

PLANNING COMMITTEE PROCEDURE RULES

18 RECORDING OF PROCEEDINGS OF COMMITTEES

~~No recording shall be made of the proceedings of meetings of committees whether audio or visual and by whatever method except with the express authorisation of the meeting. If a person records the proceedings of any meeting (or causes such recording to be effected) without authorisation then the chair will order their removal from the meeting room and shall not permit them to be admitted to a further meeting of the committee except on a written undertaking to desist from such recording and on the destruction of such recordings as may have been made and anything derived from them.~~

- (a) Planning Committee meetings shall be webcast, in accordance with the Webcasting Protocol (contained within Part 5 of the Constitution).
- (b) Other filming, recording and use of social media is permitted during Planning Committee meetings, provided that:
 - (i) The recording or transmission must create no disturbance, disruption or distraction to the good order and conduct of the meeting;
 - (ii) Notice has been given (on the meeting agenda and signage outside the meeting) so that everyone attending the meeting is made aware that they may be recorded and that by attending the meeting they are deemed to consent to this;
 - (iii) Any recording must be overt, not covert;
 - (iv) There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;
 - (v) The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules; and

(vi) The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions.

(c) Use of social media by members of the Committee is not permitted during the meeting.

ACCESS TO INFORMATION PROCEDURE RULES

4 Rights of the Public to attend Meetings

Members of the public may attend all meetings subject only to the exceptions in these rules. ~~The right to attend meetings does not extend to taking photographs or the making of video or audio transmissions or recordings without consent.~~ The right to attend meetings is subject to the Council's right to exclude persons if their conduct is disorderly or if they misbehave at the meeting. The Press may attend that part of any meeting open to the public.

4A Filming, recording and social media

(a) Meetings which are open to the public under these rules may be webcast by the Council. The Webcasting Protocol (contained within Part 5 of the Constitution) shall apply to all meetings which are webcast.

(b) Other filming, recording and use of social media is also permitted, provided that:

- (i) The recording or transmission must create no disturbance, disruption or distraction to the good order and conduct of the meeting;
- (ii) Notice has been given (on the meeting agenda and signage outside the meeting) so that everyone attending the meeting is made aware that they may be recorded and that by attending the meeting they are deemed to consent to this;
- (iii) Any recording must be overt, not covert;
- (iv) There is to be no recording or transmission of proceedings dealing with any exempt or confidential information;
- (v) The Chair shall have discretion, subject to proper consideration of any relevant representations and legal advice, to prohibit a recording or exclude anyone reasonably considered to be in breach of these rules; and
- (vi) The person making the recording or transmission shall be solely responsible for complying with all applicable legal obligations arising from their actions.