

STREET PARISH COUNCIL

POLICY FOR LIVE BROADCASTING OF COUNCIL MEETINGS

Reviewed 7th February 2023

Next Review February 2025

Street Parish Council live streams monthly and extraordinary meetings of the full Council and Committees on YouTube so that local residents and anyone else who is interested can easily access decision-making in Street. The aim is to improve accountability, transparency and understanding of how the Council operates. Meetings can be watched live, and recordings are held for 2 months. You will be able to see what the Council is considering, decisions being made on behalf of residents and how councillors are representing your views and interests. If you would like to make a comment on anything we would love to hear from you **when the meeting has finished**. You can contact the Council in the following ways -

Tel: 01458 440588

Email: street.parish@street-pc.gov.uk

Street Parish Council, Parish Rooms, 6 Leigh Road, Street, Somerset BA16 0HA

All members and officers and any others at the meeting must switch off their mobile phone while the meeting is in progress.

PROCEDURE FOR A COUNCIL MEETING BEING BROADCAST LIVE AND THEN AVAILABLE ON THE COUNCIL'S YOUTUBE CHANNEL

At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded. The meeting may also be recorded by the press or members of the public. This includes filming, audio recording, taking photographs, blogging, tweeting and using other social media.

The Chair will ask those present to note that by being at the meeting they are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes. For actual meetings the Chair will also state that any children or vulnerable adults must sit in a specified section of the room where they will not be seen or recorded, unless their parents/guardians have given their written consent.

This Protocol aims to assist the conduct of meetings and to ensure that in doing so the Council is compliant with its obligations under the UK General Data Protection Regulations and the Human Rights Act 1998. It also provides practical information to assist anyone considering recording meetings and anyone speaking at meetings which may be recorded.

General

A notice will be included on the agenda and be displayed on the door of an actual meeting room advising everyone who attends that the meeting will be livestreamed on YouTube and that by attending the meeting they are consenting to the broadcast of their image. The Chair will make an announcement to attendees at the start of the meeting informing them of this and that the Chair may terminate or suspend the meeting should the Chair consider this desirable to maintain the proper running of the meeting. Anyone who remains at the meeting after the Chair's announcement will be deemed to have consented to the broadcast of their image, except for children and vulnerable adults.

Recording must be non-intrusive, and the Chair may order the removal of a member of the public from a meeting should that person, having been warned, continue to interrupt proceedings. The Chair may also call for any part of the meeting room to be cleared in the event of a general disturbance.

PLEASE NOTE: Any person or organisation choosing to record or broadcast any meeting is responsible for any claims or other liability from them so doing and by choosing to record or broadcast proceedings they accept that they are required to indemnify the Council, its members, and officers in relation to any such claims or liabilities.

Before the meeting

Anyone intending to record a meeting should contact the Clerk (contact details above) for advice and guidance. Reasonable advance notice will enable practical arrangements to be made and any special requirements to be discussed. Flash photography, additional lighting or large equipment will not be permitted unless agreed in advance and it can be accommodated without causing disruption to the proceedings. Requests to use equipment of this nature will be subject to consideration of the constraints of the meeting rooms.

During the meeting

Recording of meetings should:

- not interfere with the effective conduct of the meeting, nor should it be disruptive or distracting. The Chair has the discretion to suspend or stop recording at any time if and to take appropriate action if anyone is, in their opinion, doing so in a disruptive manner
- not seek to 'overview' sensitive information such as close ups of confidential papers or private notes
- not obstruct others for observing and participating in the proceedings
- cease immediately if and when the meeting agrees to formally exclude the Press and Public due to business of an Exempt or Confidential nature
- not be edited in any way that could lead to misinterpretation of the proceedings or the comments made, or that ridicules those being recorded

- when published or broadcast, recordings should be accompanied by information including when and where the recording was made and the context in which the discussion took place
- be overt i.e. clearly visible to anyone at the meeting
- cease, unless continued recording has been explicitly agreed by the Chairman, when the meeting is formally concluded.

Exempt or confidential business

No part of any meeting will be livestreamed after members have passed a resolution excluding the press and public because there is likely to be disclosure of exempt or confidential information. The Clerk, Deputy Clerk or Assistant Clerk will ensure that recording of the meeting has ceased and will confirm this to the Chair before any discussion of exempt or confidential matters is commenced.