

## ***Protocol for Recording, Filming and Social Media at Meetings***

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The Council welcomes engagement by the public and through the media with the decision-making processes that determine the policies and strategies that shape provision of services in Wolverhampton. Audio and video/visual recording, photography, blogging, tweeting or use of other social media at meetings open to the public (hereafter referred to as 'broadcasting activities') are allowed subject to the following restrictions:

- a. All broadcasting activities should take place from the public gallery or the designated press seating in the meeting room.
- b. Anyone undertaking broadcasting activities must comply with any instructions given by the Chair of the meeting.
- c. The use of flash photography, additional lighting or professional microphones (i.e. by recognised media groups or for educational purposes) in connection with audio/visual recording at meetings will not be permitted without prior permission.
- d. The Democratic Services team will ensure signs are prominently displayed at meetings to remind attendees that broadcasting activities may be undertaken and that the Council has no control over where material may appear (for example posted on the internet). Meeting agendas will also carry this message.
- e. Where the Chair of a meeting reasonably considers the broadcasting activity is disrupting the meeting, the operator of the equipment will be required to stop.
- f. Anyone refusing to stop when requested to do so may be requested by the Chair to leave the meeting. If the person refuses to leave, then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. These will be in line with disorderly conduct procedures set out in the Constitution.
- g. Anyone asked to leave a meeting because they have refused to comply with the Chair's requests may be refused permission to engage in broadcasting activities at future meetings.
- h. Where a recording is made that features a minor (under the age of 18), it is the recorder's responsibility to gain the permission of the appropriate parent/guardian, both for the initial recording and for any subsequent dissemination of it (e.g. on social media), and to ensure compliance with any prevailing legislation in relation to such activity.
- i. Any decision taken by the Chair on the interpretation of this protocol is final.

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- j. The media and public may only be excluded from a meeting in respect of business relating to confidential or exempt information if a resolution is passed under Section 100A of the Local Government Act 1972. The media and public will be told about the nature of the exclusion relating to the business to be discussed. No broadcasting activities will be permitted during this exclusion. All cameras, recording and sound equipment must then be removed from the meeting room.
  
- k. Recognised media organisations and educational institutions may be given greater flexibility to record/film meetings for the purposes of news bulletins, programmes and education. These requests must be directed through the Council's Communications Team and approved by the Leader plus the Mayor (in the case of meetings of the Full Council) or the Chair (for all other meetings).