



FAREHAM

BOROUGH COUNCIL

PROTOCOL FOR THE FILMING AND RECORDING OF COUNCIL MEETINGS HELD IN PUBLIC

1. Fareham Borough Council welcomes members of the public and press who wish to film, photograph or record councillors and officers at any council meetings that are open to the public and press.
2. In order to ensure that the proceedings of Council meetings are not affected, the following rules should be observed by members of the public and press:
 - It is requested that you do not film the public seating area;
 - It is requested that you respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed;
 - It is requested that you are mindful of the common law duty of confidentiality - you could be at risk of being sued by another private individual if you disclose confidential information about such a person (note: confidential matters will ordinarily be considered in private session).
3. Fareham Borough Council supports the principle of transparency and encourages filming and reporting by means of social media at its Council, Executive, Committee and Panel meetings which are open to the public. It also welcomes the use of social networking websites - such as Twitter and Facebook - and micro blogging to communicate with people about what is happening, as it happens.
4. There is no requirement to notify the Council in advance, but it should be noted that the Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur could include:
 - public disturbance;
 - formal exclusion of the press and public from the meeting due to the confidential nature of the business being discussed;
 - where it is considered that continued recording/filming might infringe the rights of any individual;
 - when the Chairman considers that a defamatory statement has been made;
 - when requests are received from other members of the public to cease recording when they speak – for example when presenting a deputation or petition or asking a question.

5. In allowing this, the Council asks those recording proceedings not to edit the film/ record in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being filmed/ recorded.
6. Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Democratic Services Team in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.
7. At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded. This is in order to protect any present children, vulnerable adults and other members of the public who actively object to being filmed from being filmed.