

WORCESTERSHIRE COUNTY COUNCIL PROTOCOL FOR FILMING OR RECORDING PUBLIC MEETINGS

1. The Council webcasts many of its meetings (accessible at: www.worcestershire.public-i.tv/core/portal/home), but members of the public and press are also welcome to attend and report on any of our meetings which are held in public.
2. You can report these public meetings by filming, photographing, making an audio recording or otherwise reporting on them eg through the use of social media.
3. You do not need prior permission to attend and report, but it would be helpful if members of the public are able to give us notice of their intention so we can make any necessary practical arrangements.
4. The primary purpose of the public meeting is to transact its business in a transparent manner. If you are present at the meeting you are not permitted to provide an oral report or oral commentary on the meeting as it takes place. There is, of course, no prohibition on you providing written commentary as the meeting takes place or adding subsequent oral commentary.
5. The Council will as far as practicable provide reasonable facilities for members of the press or public who wish to report on proceedings. You may only carry out your reporting from within the areas designated for the press and public or as directed by the Chairman of the meeting, from where you will be able to view and hear the meeting. You may only do so in a non-disruptive way, and must not impede the view of other attendees or access to the meeting room. We have limited spaces for tables but if you have specific requirements, please let us know in advance and we will try to accommodate them.
6. Please bear in mind that your right is to report the proceedings of the meeting. Other members of the public may also be present as observers only and may not wish to be filmed or recorded by you. Please comply with their wishes if they actively indicate an objection to being filmed or recorded. This does not apply to formal public participation in the meeting, which forms part of the proceedings.
7. Please note that you are not able to attend or report private meetings (including those where the press and public have been excluded) and must not leave any recording equipment in the room where a private meeting is held.
8. You must not behave in a way which is disruptive, and to do so could result in you being stopped from reporting on the meeting or even excluded from it. Disruptive behaviour could be any action or activity which disrupts the good conduct of the meeting or impedes others from being able to see, hear or themselves film etc the proceedings. Examples include moving outside the areas designated for the press/public without the Chairman's consent, excessive noise in recording, setting-up or re-siting equipment during the meeting, intrusive lighting, any flash photography, or interrupting the meeting in any way. The Chairman of the meeting has responsibility for ensuring the proper conduct of the meeting's business and may require you to stop reporting, or even exclude you from the meeting entirely if he or she considers you are being disruptive.

**Head of Legal and Democratic Services
16 September 2014 (vf)**