

Appendix A

Protocol Relating to Televising and Sound Recording of Meetings

The televising or sound recording of the Council's public meetings, namely, the Council, Executive, Planning Committees, Licensing Committee, Governance and Audit Committee, Personnel Committee, and Overview and Scrutiny Management Commission, will be permitted, subject to the Protocol set out below. This is in accordance with guidance issued by the Department for Communities and Local Government in July 2013.

1. Requests for permission to film or take sound recordings should be submitted 3 clear working days before the date of the relevant meeting to the Head of Strategic Support.
2. The Head of Strategic Support shall advise the relevant Chairman or Vice-Chairman of the meeting of the request to film or record a meeting.
3. Filming or recording will only be permitted for a public purpose.
4. Television crews or persons undertaking sound recording shall comply with the requests of the Head of Strategic Support or his/her representative as to arrangements for filming and recording.
5. No filming or recording will be permitted, and persons present for those purposes will be required to leave the meeting, if a resolution is passed under Section 100A of the Local Government Act 1972 excluding the press and public from the meeting.
6. Members of the public who have given notice of their wish to speak at any public meeting shall be advised of the request to film or sound record the meeting and shall be able to decide to "opt out" of being filmed or sound recorded. This information will be relayed to the person wishing to film or record the meeting.
7. The Chairman shall be advised of any "objections to being filmed or sound recorded by members of the public speaking and shall ensure that before debate commences on any item the meeting and public attending are absolutely clear about who can and cannot be filmed or sound recorded.
8. Filming or sound recording must not cause any nuisance or interfere with any electronics or with the conduct of the meeting. In this situation the

Chairman may ask for the person filming for sound recording the meeting to cease this activity at any time.

9. No link will be permitted to the Council's sound recording equipment, neither may any equipment be placed on tables within the area occupied by Members or Officers.

10. If there is a breach of this Protocol, the Chairman may at his or her discretion, after a warning, order that no further sound recording or filming shall take place during the meeting.