

COUNCIL	AGENDA ITEM No. 12(c)
15 JULY 2015	PUBLIC REPORT

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RECORDING PROTOCOL

R E C O M M E N D A T I O N S
FROM : Kim Sawyer, Director of Governance
It is recommended that Council adopts the 'Recording Protocol' for inclusion within the Constitution.

1. PURPOSE AND REASON FOR REPORT

- 1.1 This report is presented to Council to ensure that the Constitution contains all relevant supporting protocols and schemes.
- 1.2 Council is delegated responsibility for adopting and reviewing the Constitution and for determining any changes to it.

2. BACKGROUND

- 2.1 At the last meeting of Council on 20 May 2015, the revised Standing Orders were referred for adoption. The Standing Orders were agreed along with supporting protocols/schemes for inclusion within the Constitution, those being the 'Selection of Mayor Protocol' and the 'Petition Scheme'.
- 2.2 The revised Standing Orders included the provision for anyone to be able to take photographs or audio/visual record and utilise social media during any part of the meeting open to the public without the need for express authorisation from the Chairman of a meeting.
- 2.3 This Order was included within the revised Standing Orders following the introduction of the 'Openness of Local Government Bodies Regulations' in 2014 which aimed to give greater transparency to members of the public in relation to the business of council's and other government bodies.

- 2.4 The Regulations made amendment to a number of pieces of legislation including the 'Public Bodies (Admission to Meetings) Act 1960' and made provision for members of the public to film, audio record, photograph and utilise social media at meetings as standard practice.
- 2.5 Following the introduction of the Regulations, guidance was produced for members of the public and this allowed for advance organisation of meeting rooms, appropriate preparation and minimal disruption to proceedings.
- 2.6 The guidance also provided direction around the impact on other members of the public attending meetings, seated in the public gallery, and their rights not to be filmed without their consent, but acknowledging that those members of the public attending a meeting to ask a question or present a petition would likely be filmed.
- 2.7 This guidance has been successfully utilised since September 2014 and is available to view via a link on all meeting agendas.
- 2.8 With the adoption of the revised Standing Orders it is deemed appropriate to include the guidance within the Constitution and for Council to adopt it as one of its supporting protocols.
- 2.9 The guidance has been re-drafted into a protocol format and is attached at Appendix 1.
- 2.10 Council is requested to consider the Protocol and to adopt it into the Constitution at Part 5 Section 10.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications for any of the above report.

4. LEGAL IMPLICATIONS

- 4.1 There are no legal implications for any of the above report.

5. BACKGROUND DOCUMENTS

- 5.1 The Council's Constitution and the Openness of Local Government Bodies Regulations 2014.