

BURNLEY BOROUGH COUNCIL

REQUEST FOR RECORDING A COMMITTEE MEETING

NAME:

ADDRESS:

Telephone Number during office hours :

I would like to record the meeting of (please insert name of meeting and date);

I have read the guidelines for recording and will comply with these.

Please state below which recording equipment you will be using;

Once the Democracy Team receive your completed request form they will contact you to discuss arrangements prior to the meeting.

Signed:

Date:

Council Meetings start at 7.00 p.m., Licensing starts at 6.00 p.m. and other Committee/Sub Committee Meetings usually start at 6.30 p.m. This is not always the case and you should check with the Democracy Team (01282 477256)

PLEASE RETURN THIS FORM BY 5 PM AT LEAST ONE DAY BEFORE THE MEETING TO:

**THE DEMOCRACY TEAM
TOWN HALL
MANCHESTER ROAD
BURNLEY
BB11 9SA**

OR E MAIL democracy@burnley.gov.uk

BURNLEY BOROUGH COUNCIL

Filming or Recording meetings

WHAT YOU NEED TO DO IF YOU WISH TO RECORD A MEETING OF THE COUNCIL

1. The filming, videoing, photographing or recording of Council meetings or other meetings which are open to the public is allowed provided it does not disrupt the meeting.
2. Individuals or organisations who wish to record by any means are advised to contact the Council's Democracy team at least one day before a meeting to discuss and agree arrangements for recording. (e-mail democracy@burnley.gov.uk)
3. The Chair of the meeting will have absolute discretion to stop or prevent any filming, videoing; photographing or recording of meetings if, in the opinion of the Chair, it is disruptive or otherwise disturbs the conduct of the meeting or likely to do so.
4. At the beginning of any meeting, where it is known that filming, recording or photography will be taking place the Chair will make an announcement to that effect.
5. Anyone filming or photographing meetings should only focus on recording councillors, officers and any speakers i.e. those directly involved in the conduct of the meeting.
6. If a meeting passes a motion to exclude the press and public then, in conjunction with this, all previous rights to record the meeting by any means are immediately cancelled.
7. Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Communications Team (email communications@burnley.gov.uk) in advance of the meeting to agree arrangements. 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.
8. Those recording proceedings should not edit the film, recording or photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes not editing an image or views expressed in a way that may misrepresent, ridicule, or show a lack of respect towards those being photographed, filmed or recorded.

Use of Mobile Devices

9. During meetings all phones or other mobile devices must be switched off, or set to silent mode whether or not they are being used to record.
10. No Councillor or Officer in attendance, whether as a member of the meeting or as an observer, is permitted to use social media or mobile devices during a private session (when the press and the public are excluded), or to disclose in any way the content of the items under discussion.

11. The Members' Code of Conduct will apply to Councillors when using social media. Inappropriate comments made during a meeting could open Councillors to potential complaints or investigation under the Code of Conduct.

Disturbance by Recording etc.

12. If recording is considered to be disruptive or otherwise disturbs the conduct of the meeting the Chair will apply the provisions of Council Procedure Rule 21 set out below:

21. DISTURBANCE BY PUBLIC

21.1 Removal of member of the public

If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the chair will order their removal from the meeting room. The Chair may adjourn the meeting to allow the member of the public to be removed, either by officers or the police.

21.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.