

Filming of public council meetings

Guidance for film makers and members of the public



If you would like to film a meeting, or do not want to appear in a film of a public meeting at Lichfield District Council, please read this guidance note.

Guidance note

Filming of public council meetings

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We do not film or broadcast public council meetings because of the costs and time involved. However, we welcome transparency and openness, and therefore support the concept of others filming public council meetings.

That said, we have to balance this with the need to protect the privacy rights of any members of the public who attend meetings. We have developed the following guidance in order to achieve this.

Please follow this guidance if you wish to film during any public council meetings.

Background

We believe that councillors and council officers acting in the public interest should expect to be held to account for their comments and votes in relevant meetings.

Under the Localism Act 2011, councils are required to provide reasonable facilities for any member of the public to report on meetings, and therefore should allow the filming of councillors and officers at meetings that are open to the public. Equally, the Data Protection Act does not prohibit filming of public meetings.

However, councils may ask for the filming to be undertaken in such a way that it is not disruptive or distracting to the meeting.

As a courtesy, members of the public should also be informed at the start of the meeting that it is being filmed, in order that they can request not to be filmed, or choose to leave the meeting.

Filming at Lichfield District Council

We permit filming of public council meetings on the following basis:

- Anyone intending to film during the meeting must inform the meeting clerk by no later than 3pm on the day of the meeting.
- This will allow an announcement to be made by the Chairman at the start of the meeting that filming will take place. It will then allow any members of the public to indicate if they do not wish to be filmed, or to leave the meeting.
- You cannot film if you do not alert the clerk in advance, and if an announcement is not made by the Chairman. This is to protect the rights of the members of public attending the meeting.
- Members of the public attending the meeting/speaking at the meeting have a right not to be filmed and if they indicate they do not wish to be filmed, you must observe their wishes and not film them.
- The way in which you film the meeting must not be disruptive or distracting to the meeting.
- If the Chairman deems that the filming is either disruptive or distracting, he/she will be entitled to ask for the filming to cease. The Chairman's decision will be final.

Notices in meeting rooms

A notice is displayed in all our meeting rooms to provide information to both filmmakers and members of the public.

Please see overleaf for the current notice.

Find out about upcoming public meetings

To find out about upcoming public meetings visit www.lichfielddc.gov.uk/meetingsandminutes

Note to filmmakers

If you wish to film during a public meeting, you must give advance notice to the clerk by **3pm on the day of the meeting.**

Please call 01543 308000 and ask to speak to the clerk responsible for the meeting.



From time to time our public meetings may be filmed - either by citizen journalists, members of the press or members of the public

Appendix One
Posters on display in council meeting rooms



If you would like to film a meeting, or do not want to appear in a film of a public meeting, please read the following information:

Important information for film makers

- If you wish to film during a public meeting, you must give advance notice to the clerk by 3pm on the day of the meeting. Please call 01543 308000 and ask to speak to the clerk responsible for the meeting.
- This will allow the Chairman to make an announcement at the start of the meeting that filming will take place. It will also allow members of the public who do not wish to be filmed to alert the Chairman, or to leave the meeting.
- If you have not alerted the clerk and an announcement has not been made, please do not film the meeting.
- Should the Chairman deem your film making to be disruptive or distracting to the meeting, he/she will ask you to stop filming. The Chairman's decision will be final and we ask that you respect it.

Important information for members of the public

- If a meeting is to be filmed, an announcement will be made at the start of the meeting by the Chairman.
- Should you not wish to be filmed, please alert the Chairman following the announcement.
- The film maker will be asked to respect your wishes not to be filmed.

Questions

If you have any queries regarding filming of meetings, please contact Richard King, Strategic Director of Democratic, Development and Legal Services on **01543 308060** or email richard.king@lichfielddc.gov.uk