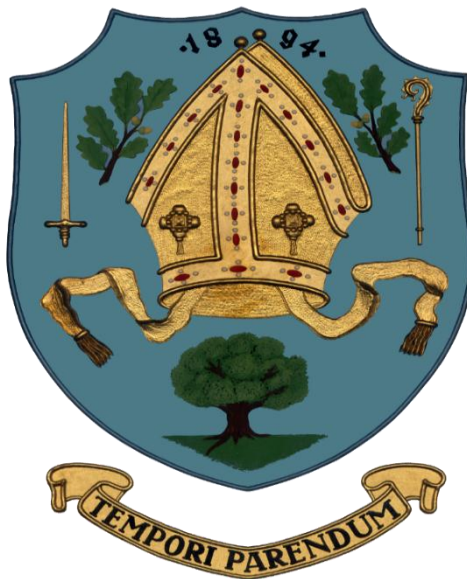


BISHOP AUCKLAND TOWN COUNCIL



Filming, Reporting and Recording Policy

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In accordance with the Freedom of Information Act 2000, this document is available on the Council's Website www.bishopauckland-tc.gov.uk and copies of this document will be available for inspection on deposit in the Town Council Office, 54 Kingsway, Bishop Auckland, DL14 7JF.

Costs are as per the publication scheme.

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2 Introduction

We now live in a modern, digital world where the use of modern communication methods such as filming, tweeting and blogging should be embraced for enhancing the openness and transparency of local government bodies. Member of the public may take photographs, film and audio-record the proceedings, and report on all Council meetings, except in limited defined circumstances where the national rules require or allow the meeting to be closed to the public.

3 Council Policy Statement

- 3.1. The Council acknowledges that it is required by legislation to allow any member of the public to take photographs, film and audio record the proceedings and report on all public meetings.
- 3.2. Whilst no prior consent is required, it is advisable that anyone wishing to film or audio record public meeting contact the Council so that reasonable arrangements can be made.
- 3.3. The Council will provide a space with seats and a table to view and hear the meetings. This will not be part of the seating arrangements for the Council itself or an area required by Council staff or invited guests.
- 3.4. It is not permitted to provide a running verbal commentary, as this may be disruptive to the meeting
- 3.5. Those undertaking reporting must not act in a disruptive manner. Anyone acting in such a manner may be asked to leave the meeting.
- 3.6. Disruptive behaviour is defined as any action or activity that adversely affects the conduct of meetings or impedes other members of the public being able to see, hear or film etc. the proceedings.
- 3.7. Examples are listed below, but are not inclusive:
 - 3.7.1. Moving to areas outside the areas designated for the public without the consent of the Chairman,
 - 3.7.2. Excessive noise in recording or setting up or re-siting equipment during the debate / discussion.
 - 3.7.3. Intrusive lighting and use of flash photography; and
 - 3.7.4. Asking for people to repeat statements for the purpose of recording.
- 3.8. Recording equipment must be removed from the room if at any stage the meeting becomes closed to the public.

- 3.9. Electrical equipment should not be plugged into power sockets. Trailing cables will not be permitted.
- 3.10. Children and vulnerable adults are not to be filmed, recorded or photographed or otherwise reported unless a relevant responsible adult has given consent. In the case of a vulnerable adult this means a medical professional, their carer or legal guardian. In the case of a child, this means their parent, legal guardian or teacher.
- 3.11. Part of the public area will be used, if required, for children and vulnerable adults or those public attending who do not wish to be filmed, however, this is within the limitation of the meeting room and its layout.
- 3.12. Anyone taking part in the public participation part of a meeting, excluding children and vulnerable adults as indicated above, may be filmed, recorded or photographed or otherwise reported. Persons filming meetings etc. are likely to record personal data of individuals.
- 3.13. These persons must take care to ensure that personal data is used in accordance with the General Data Protection Regulation 2018.

4 Responsibilities

- 4.1. The policy is intended to clarify the requirements of the Openness of Local Government Bodies Regulations 2014 for the benefit of anyone attending or wishing to attend a meeting.
- 4.2. Anyone reporting on meetings is reminded that the laws of the land apply, including the law of defamation and the law on public order offences. Freedom of speech within the law should also be exercised with personal and social responsibility showing respect and tolerance towards the views of others.
- 4.3. The chairman of a meeting will be responsible for its conduct and implementation of the rules. He/she will deal with any incidents that disrupt the conduct of meetings or impedes other members of the public being able to see, hear or film, audit record, take photographs and use social media such as tweeting and blogging.
- 4.4. Behaviour deemed to be disruptive will be dealt with under Council Standing Order No. 2 - Disorderly Conduct at Meetings.