

## **Protocol on reporting on and recording meetings of the County Council.**

The County Council is committed to open and transparent decision making. This protocol explains the rights of the press and public to report on or record meetings of the council.

All formal meetings of the County Council, its Cabinet, committees, sub committees and joint committees are open to the public, except where there are legal requirements preventing them from being so.

Members of the Press or public are not required to give notice of their intention to attend a meeting that is open to the public. However, in order to make sure appropriate arrangements are in place to facilitate attendance, it is requested that individuals with special access needs or large groups wishing to attend a meeting contact Democratic Services in advance of the meeting on 01772 530596 or by email to [democratic.services@lancashire.gov.uk](mailto:democratic.services@lancashire.gov.uk)

### **Filming and photography**

The council provides a webcasting facility, whereby meetings are broadcast live over the internet and are also available to view for 6 months after the meeting.

Scheduled meetings of the following committees are webcast:

- Full Council
- Cabinet
- Development Control
- Regulatory
- Internal Scrutiny Committee
- Health Scrutiny Committee
- External Scrutiny Committee
- Education and Children's Services Scrutiny Committee

Webcasts are available on the County Council website.

Anyone intending to film or record a meeting of the County Council should notify Democratic Services in advance of the meeting on 01772 530596 or by email to [democratic.services@lancashire.gov.uk](mailto:democratic.services@lancashire.gov.uk)

Unless specific permission is given by the Monitoring Officer of the meeting in advance, filming or photography must be from a fixed spot and should aim to focus on the speaker. Any member of the public in attendance who has indicated that they do not wish to be filmed or photographed must not be. In no circumstances should any children in attendance at a meeting be filmed or photographed. County Councillors who are members of the committee may not request that they are not filmed.

The County Council requests that any video recordings or photographs made during a meeting are not subsequently edited in a way that would misrepresent the views of a speaker or the general proceedings.

All recording activity must be done in such a way that does not disrupt or interfere with the running of the meeting or with the ability of other observers to view or record the proceedings. For that reason, large or distracting equipment (such as lighting rigs, flash photography, floor standing cameras) would generally not be allowed without the express permission of the Monitoring Officer.

Anyone recording or attending a meeting is not permitted to provide an oral commentary from within the room.

### **Social media**

Members of the public and the Press are welcome to tweet or blog (or use any other form of real time social media) from any meeting of the council that is open to the public.

Oral commentary from within the meeting room is not permitted.

Any use of social media within a meeting room must not disrupt or interfere with the meeting.

### **General**

All recording must be overt. At the beginning of any meeting, the Chair will ask anyone intending to record or report on a meeting to make the fact known to the meeting.

All recording must be discreet and conducted in a way that does not disrupt the meeting. In general all recording devices and equipment should operate quietly and unobtrusively (electronic devices, such as Smart phones, should be switched to silent, for example).

The rights set out in this protocol are subject to the County Council's existing rules set out in the constitution on members of the public attendance at meetings. These rules allow for the Chair of a meeting, after giving a warning, to order that a member of the public be removed from the meeting, or that a meeting be adjourned.

Any queries about this protocol or requests for special permissions requiring the Monitoring officer's consent, should be directed to Democratic Services on 01772 530596 or by email to [democratic.services@lancashire.gov.uk](mailto:democratic.services@lancashire.gov.uk)

On all matters connected to this protocol, the decision of the Monitoring Officer (outside of the meeting) or the Chair of the meeting (during the meeting) are final.