

# NEWBY AND SCALBY PARISH COUNCIL



## Policy for Electronic Devices & Reporting in Council Meetings

### PURPOSE

The purpose of this Policy is to provide clear guidelines to ALL attendees of Council Meetings as to the acceptable use of electronic devices and recording of meetings.

Since 5<sup>th</sup> August 2014, Parish Councils have been legally required to permit the reporting on and photographing or recording of meetings.

Council's Standing Order 64 reflects this by stating - "**Reporting of a meeting may only take place in accordance with the Public Bodies (Admission to Meetings) Act 1960 as amended and Section 3 of the Openness of Local Government Bodies Regulations 2014.** Any person who breaches this standing order will be warned and if they persist will be excluded from the meeting and/or dealt with in accordance with Standing Orders and the Council's adopted Code of Conduct."

### DEFINITIONS

In the context of this policy:-

An electronic device is one that is capable of:-

- Photographing or
- Recording or
- Broadcasting or transmitting

the proceedings of a meeting by any means by any person.

### POLICY

- 1) Filming, photographing or audio recording of proceedings open to the public is allowed
- 2) In the interests of encouraging public participation, it is requested that anyone filming does not include members of the public "in shot"
- 3) As a matter of politeness, people are asked to tell the Clerk of their intention to record.
- 4) The person making the recording should OR must ensure that there is minimal or no disruption to the proceedings of the meeting.
- 5) Anyone making a recording has no right to interrupt a meeting by asking questions or making comments for the purpose of the recording.
- 6) The person recording has no right to ask anyone present to repeat a statement for the purposes of the recording.
- 7) All audible ringtones, alerts and alarms must be disabled during a Council Meeting.
- 8) Anyone in breach of this policy may be asked to leave by the Chairman of the meeting and/or the meeting suspended.

The Council may treat any breach of this policy by a representative of an organisation as a breach by any other persons perceived to be associated with that organisation and take action as deemed appropriate.

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Document History		
Status	Date	Version
Original - approved by Council.	8/1/2014	
Amendment after legislation change - approved by Council	9/3/2016	