



WEST OXFORDSHIRE
DISTRICT COUNCIL

PROTOCOL FOR RECORDING AT PUBLIC MEETINGS

There is no requirement to notify the Council if you intend to record a public Council meeting but, as a matter of courtesy and in the interests avoiding disruption, members of the public and the press are requested to tell the Committee Officer named on the meeting agenda of their intentions.

It should be noted that the Chairman of the meeting has absolute discretion to suspend or terminate any activities that, in his or her opinion, are disruptive.

In order to avoid disruption those recording, and in particular those filming the meeting, will be required to do so from one fixed point. An individual “roaming” around the meeting room will inevitably be disruptive and will not be tolerated.

A notice is placed outside and inside each meeting room advising members of the public that the meeting may be recorded in order that they may make an informed decision as to whether or not to attend. The statutory right to record the meeting overrides any individual objection to being recorded.

The Council asks those recording the meeting:

- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being recorded.
- To avoid recording members of the public present unless they are addressing the meeting.

Those intending to use large equipment, or wishing to discuss any special requirements are advised to contact Committee Services (email: enquiries@westoxon.gov.uk; telephone 01993 861523) in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless it has been agreed in advance and can be done without disrupting the meeting.

At the beginning of each meeting, the Chairman will ask if anyone intends to record proceedings and announce that the meeting is to be recorded should a notification have been received in advance.

Keith Butler

Head of Democratic Services and Monitoring Officer
West Oxfordshire District Council