

BEDFORD GROUP OF DRAINAGE BOARDS

FILMING OF PUBLIC MEETINGS GUIDANCE POLICY

GOVERNANCE

Review date: April 2022

To be reviewed every 5 years

Next review date: April 2027

Reviewed by: Joint Management Committee

Adopted by:

**Alconbury & Ellington Internal Drainage Board
Bedfordshire & River Ivel Internal Drainage Board
Buckingham & River Ouzel Internal Drainage Board**

FILMING OF PUBLIC MEETINGS GUIDANCE POLICY

1. Filming of Public Meetings

- 1.1. The recording, filming, and reporting of all public meetings is permitted. However, meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
- 1.2. Members of the public and press are permitted to film or record meetings to which they are permitted access in a non-disruptive manner and only from areas designated for the public. No prior permission is required however the Chairman and the Board should always be informed at the beginning of the meeting. We will ensure that reasonable facilities are made available to the public and press to assist filming or recording of meetings.
- 1.3. The use of digital and social media recording tools, for example through Zoom, Teams, Chime, Skype, Twitter, blogging or audio recording is allowed as long as the Board are informed beforehand, and it is carried out in a non-disruptive manner.
- 1.4. What is disruptive behaviour? Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see/hear/film/etc the proceedings. Examples can include:
 - moving to areas outside the areas designated for the public without the consent of the Chairman;
 - excessive noise in recording or setting up or adjusting equipment during the debate/discussion;
 - intrusive lighting and use of flash photography;
 - asking for people to repeat statements for the purposes of recording.
- 1.5. The Chairman of the meeting has the capacity to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be filming or recording in a disruptive manner.
- 1.6. In accordance with General Data Protection Regulation (GDPR) and in order to safeguard children, the vulnerable and individuals who do not wish to be filmed, we will ensure that space is provided where individuals cannot be filmed. In addition, we ask that the filming or recording of members of the public is kept to a minimum and filming is focused on those making representations to the meeting. When conducting virtual meetings, all participants (be they Board members or members of the public) will be encouraged to turn off their cameras and/or mute their microphones, if they do not want to be filmed and/or recorded.
- 1.7. Any person or organisation choosing to film, record or broadcast any meeting of the Board or its committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Board, its members, and officers in relation to any such claims or liabilities.
- 1.8. The Board will publish this guidance on the filming, recording, and broadcasting of meetings on its website and this guidance will be attached to all meeting invites/joining instructions for virtual meetings. Those undertaking these activities will be deemed to have accepted them whether they have read them or not.
- 1.9. When a meeting is filmed or recorded, the Board reserves the right to also film and record the meeting, so that if someone does try to manipulate footage of the meeting, the Board would be in a position to publish or make available the “true picture”. All virtual Board meetings will be filmed and recorded for the purposes of minute taking.

Version Control

Version	Changes made	Date
Version 1	n/a	??