

Filming Protocol

Tower Hamlets Council, Cabinet and Committees

Introduction

As set out in the Council Procedure Rules (Constitution, Section 26, Paragraph 22), members of the press and public are welcome to film, audio record, take photographs, use social media or otherwise record or report on (collectively referred to as film/record in this protocol) meetings of the Council, Cabinet and Committees.

This facility is important in ensuring the transparency and openness of the Council's decision making.

It is equally important that this filming/recording is done in a way which does not:

- Cause a disturbance at the meeting
- Cause health and safety issues
- Unnecessarily impact on the privacy of members of the public

The Speaker/Chair of the meeting will in all cases make the final decision on all matters of dispute in regard to filming/recording meetings.

Recommended actions for those wishing to film/record meetings

It is recommended that all those who wish to film/record meetings following these guidelines to ensure their approach meets with the smooth running of meetings:

- Read any specific guidance in the meeting agenda.
- Notify the clerk to the meeting at least 24 hours in advance (contact details are printed on the agenda front sheet).
 - In particular, it is important to highlight if you wish to bring larger hardware/equipment as facilities arrangements may have to be made.
- Members of the Press should also notify the Communications team [Add contact details].

When recording the meeting:

- Do not approach the committee Members or tables, remain at the front of the public gallery or any other location directed by staff.
- Avoid the use of flashes, bright lights, noisy equipment or anything which could be distracting.
- Only record those who are actively participating in the meeting.
- Do not film the public gallery.
- Obey any instructions of the Chair of the meeting including on who can/cannot be filmed/recorded.

Restrictions

You may not film/record:

- Any person(s) who the meeting is informed must not be filmed.
- Any portion of a meeting where a motion has been passed to exclude the press and public.