Recording of Meetings Policy

Adopted at the 17 May 2023 meeting of Eastleigh Town Council.

Introduction

Eastleigh Town Council is committed to meaningful engagement with the local community. Our intention is to be open, transparent, and accountable for meetings and decisions taken by the Council at all times.

The Council understands and recognises that different people within our community will have different communication needs and strives to facilitate access to public Council meetings for all residents. The Council will continue to provide information on Public Council meetings through notices, agendas, minutes, and reports through the Council website.

Residents are welcome to attend all meetings of the Council and its committees, and may make representations during the public session. If residents are unable to attend in person, they can view an online live stream or recording of the meeting. The recording of meetings makes use of technology to provide residents and the public with access to view public meetings. Meetings are recorded wherever practicable and shared online via the Eastleigh Town Council website.

This policy will provide guidelines for the transparent management of Council recordings of public meetings. This policy should be read in conjunction with the Standing Orders and Code of Conduct for Members.

1. Scope

1.1. This policy applies only to the recording, storage, and distribution of recordings by Eastleigh Town Council of its public meetings.

1.2. This policy has no effect on the statutory rights of any person who attends a meeting to report on the meeting whilst the meeting is open to the public, as provided for under standing orders 3 (l)-(n).

2. Procedures

2.1. Wherever practicable, Council meetings will be recorded and made available via the Council's website within seven (7) clear days of the meeting being held. Any meetings or portions of meetings that are closed to the public, and periods where the meeting is suspended under the Standing Orders 2, shall not be recorded or live streamed.

2.2. It is the intent that the camera position will only provide vision of the Chair, Deputy Chair, Councillors, designated staff, and presenters/speakers who are present at the

meeting. It is not intended that there be recorded footage of the public. However, there may be incidental capture. Members of the public should inform the Clerk if they do not wish to be filmed so they can be directed where to sit out of the camera view.

2.3. Presenters and members of the public who address Council shall be recorded. Members of the public who do not wish to be recorded may instead submit their representation in writing to the Clerk, to be read out to those present by the Chair.

2.4. To ensure those present at meetings are aware that meetings will be recorded, at the commencement of each meeting the Chair shall notify those present, including members of the public, that the meeting is being recorded in accordance with this policy.

2.5. The announcement will remind people of the recording and the expectation that they shall refrain from making potentially defamatory statements or inappropriate comments.

2.6. A designated staff member or Councillor shall be responsible for the operation of the recording equipment.

2.7. The Clerk, or in the absence of the Clerk, the Chair, has the discretion and authority at any time to direct the interruption of any live stream of the meeting if they have good reason to believe that a defamatory statement will be made or repeated, or as directed by 2.1.

2.8. The Council's recording of the meeting shall not be interrupted or terminated, except as directed by 2.1.

2.9. Following any meeting, the Clerk, may direct staff to remove recordings or portions of recordings from the public domain where there is a statutory reason to do so. Due care and attention shall be paid to ensure that where portions of a recording are deleted that the resultant recording does not misrepresent the contributions to the meeting. The Clerk will maintain a record of all such deletions, and a note will be attached to the public copy of the recording stating the statutory reason for the deletion. An unedited copy will be retained by the Clerk, and edited video may be revisited subject to a vote at full Council.

2.10. Opinions and statements expressed and made during a Meeting are those of the individuals making them.

2.11. Eastleigh Town Council does not accept responsibility for any verbal statements made by the public during meetings which may be inaccurate, incorrect, or defamatory.

2.12. No protection will be afforded to Council members or staff, or to the public, for comments and statements made during the recording of Council Meetings which may be or are subsequently challenged in a court of law and determined to be potentially defamatory or inappropriate.

2.13. This policy does not extend to confidential meetings closed to the public. Privileged or private meetings shall not be recorded. Should a meeting be adjourned for Exempt Business, a motion of Council is required, and this Exempt Business shall not be recorded. The Clerk, or in the absence of the Clerk, the Chair, shall provide direction to resume recording.

2.14. The Council will make every reasonable effort to ensure that a recording is available of all meetings of the Council and its Standing Committees. There may be situations where, due to technical difficulties, the recording will not be available. If such circumstances occur, the Chair shall advise those present that recording is not available. In the event the technical difficulties are not identified during the meeting, this information will be displayed on the Council's website.

2.15. Viewing recordings over the internet consumes data. The user is responsible for any charges that a service provider may impose for data usage. The Council does not accept any responsibility or liability for any loss, damage, cost, or expense that may be incurred as a result of viewing recordings of its meetings.

2.16. Recordings made and published by Eastleigh Town Council are the property of the Council and cannot be reused or reproduced without the approval of the Council. If requested, permission may be granted to produce or reproduce the recordings posted on the Council's website, provided that the copied material is not modified or altered, and ownership of the material is attributed to Eastleigh Town Council. No person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorised herein, no part of the recorded materials posted on the Council website may be reproduced without the written permission of the Council. Copyright remains with Council.

2.17. Recordings will be available to the public via the Council's website for a period of seven (7) years from the date of the meeting. Once the seven (7) year period has elapsed the recording shall be removed from the website.

2.18. Meeting recordings made available via the Council's website are for information purposes only. The adopted Minutes of a meeting remain the official record. The recordings are to promote broader access to meetings and are for information purposes only.