

## 1.0 Filming of Council Committee Meetings Media Protocol

- 1.1 Filming of Council Committee meetings will be permitted in accordance with the following media protocol.

## 2.0 Rules for filming of Council meetings

- 2.1 Requests to film Council Committee meetings will only be granted to accredited media representatives.

The definition of an accredited media organisation is included within the Council's Constitution:

*"a media organisation or individual that holds a National Press Card and is registered with the Press Complaints Commission (or its successor) or a similar regulated body with a code of conduct and associated complaints process through which the Council could take recourse".*

- 2.2 This media protocol applies to the following Council Committee Meetings – Full Council, Cabinet and Overview and Scrutiny.

This protocol does not include Regulatory Committees such as Planning, Licensing and the Licensing sub-committee.

- 2.3 No audio or visual recordings will be permitted except for official agreed recordings.

## 3.0 Requesting permission

- 3.1 Requests to film a council meeting must be submitted to the council's Corporate Communications team.

They should be submitted electronically to [press.office@thanet.gov.uk](mailto:press.office@thanet.gov.uk)

- 3.3 All requests must be submitted **at least five working days prior to the meeting**. Requests received after this time will have no guarantee of being considered.

- 3.4 The request must clearly state the name of the journalist or broadcaster who will be filming at the meeting, along with proof of accreditation – *is that a reasonable request?*

- 3.5 Media outlets must identify clearly whether they are seeking permission for a single broadcaster with a hand held device or if this will involve an additional cameraman and/or sound technician.

## 4.0 Granting permission

- 4.1 The decision on whether to grant permission to film will be made by the Chair of the Committee.

- 4.2 It will be for the Chair to determine whether to consult or involve the rest of the Committee in the decision to grant permission.

- 4.3 The Corporate Communications team will confirm to the journalist whether permission has been granted.
- 4.4 Permission to film will be granted on the basis that the journalist agrees in advance of the meeting to adhere to the media protocol.
- 4.5 The decision of the Chairman of the Committee is final and there will be no avenue of appeal.

#### 5.0 **Protocol during filming**

- 5.1 Once granted, permission will apply to film the meeting in full for all items that are open for press and public.

Filming any items which are identified as 'excluded from press or public' will not be permitted.

- 5.2 Members of the media will be permitted to film or record the meeting on a hand-held mobile device or tablet, standard video recorder or free-standing camera.
- 5.3 Permission to film will only be granted on the basis that filming does not interrupt or disturb proceedings.

While filming, journalists will be asked to remain in one designated media area and will not have permission to move around while the meeting is underway.

- 5.4 Permission to film is granted on the basis that the committee members have given consent to be recorded.

This permission does not extend to filming or recording any members of the public in attendance without seeking prior and independent consent.