

## 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 as follows:

*“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.
- 2.3 This protocol does not include meetings of Regulatory Committees such as Planning, Licensing and the Licensing sub-committee, or of Governance & Audit Committee, at which filming will not be permitted.
- 2.4 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.

- 3.2 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 wishes to film at the meeting, along with proof of accreditation.
- 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 Chairman of the Committee in advance of the meeting taking place.
- 4.2 It will be for the Chairman to determine whether to consult or involve the rest of the Committee in the decision to grant permission. However, if the Chairman makes a decision to allow filming, the consent of relevant committee members to such filming

will be presumed to have been given, by virtue of the existence of this protocol in the constitution.

- 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 Where permission to film has been granted, the members of the committee will be informed of that decision prior to the meeting taking place.
- 4.6 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 Where a Chairman has granted permission to film they will announce at the beginning of that meeting that filming will take place.
- 5.2 Once granted, permission will apply to film the meeting in full for all items that are open to the press and public.
- 5.3 Filming any items which are identified as 'excluded from press or public' will not be permitted.
- 5.4 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.
- 5.5 Permission to film will only be granted on the basis that filming does not interrupt or disturb proceedings.
- 5.6 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.
- 5.7 This permission does not extend to filming or recording any members of the public in attendance without seeking prior and independent consent.