



The Openness of Local Government Bodies Regulations came into effect on 6th August 2014 and broadly the Regulations give the public the right to film, audio record, take photographs and use social media and the internet at meetings in order to report on any meetings that are open to the public. At the City of London, meetings of the Court of Common Council, its Committees and Sub-Committees are open to the press and public under the s. 100A of the Local Government Act 1972.

The City of London Corporation approved the protocol on filming in May 2014 which is set out below.

City of London Protocol on the filming/recording of meetings

Procedure Note – filming, photographing or making an audio recording of proceedings at public meetings

Meetings of the Court of Common Council, its Committees and Sub-Committees may be recorded through any audio, visual or written methods provided this does not disturb the conduct of the meeting.

In order to ensure effective management of meetings held in public, at which the rights to film, photograph or make an audio recording of the proceedings are being exercised, the following procedures will be adopted.

Those persons wishing to film, photograph, or make an audio recording of proceedings are asked to give prior notification in writing or by telephone to the City of London Corporation's Press Office via Email: TC-MediaTeam@cityoflondon.gov.uk or Tel no. 020 7332 1835.

The filming, photographing or audio recordings should only be made from the designated public seating area and with the knowledge of the Chairman of the meeting.

The Chairman of the meeting has the power to rescind this permission should it prove necessary due to the nature of the meeting or if the conduct of the meeting is disturbed, for example through flash photography or intrusive camera equipment (*Standing Order No. 39(b)*).

People will be informed at the start of the meeting if filming/recording is to take place. A person undertaking the filming or audio recording shall respect any request from members of the public that they do not wish to be filmed.

All those visually recording a meeting are requested to only focus on recording Members, officers and the public who are directly involved in the conduct of the meeting.

Filming, photography or audio recordings should normally be taken from one fixed position and must not obstruct others from observing proceedings. There shall be no oral commentary permitted in the Meeting.

If a meeting passes a motion to exclude the press and public (because exempt information, as defined by the Local Government Act 1972, is likely to be disclosed) then, in conjunction with this, all rights to record the meeting are removed.

The Corporation is not required to grant access to unlimited numbers of the public and the public may be excluded once the accommodation reasonably made available to them is full.

Use of Recordings by Third Parties

Whilst not part of the approved protocol the City Corporation will expect those filming or audio recording any proceedings to abide by (a) and (b) below:-

- a. Any published filming or audio recording should be accompanied by a statement of when and where the filming and audio recording was made, the context of the discussion that took place and a clear identification of the main speakers and their role or title;
- b. Those undertaking the filming or recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees.

Data Protection

Please note that it is the responsibility of the maker and user of any recording made, stored and transmitted by electronic means to comply with the relevant provisions of the General Data Protection Regulation (2016/679) and the Data Protection Act 2018. See the Information Commissioner's website (www.ico.gov.uk) for further details.