

## **Bromsgrove District Council**

### **Protocol for Attending and Reporting Meetings**

Members of the public and press are welcome to attend meetings of Bromsgrove Council, Cabinet and Committees. Details of forthcoming meetings are published on the Council's website and copies of the agendas and reports for each meeting are available the week before.

#### **What you can record**

Members of the public and press can make a record of all or part of the meeting in the following ways:

In writing;

Audio recording;

Filming;

Taking photographs;

Using the internet and social media, such as tweeting and blogging.

The report can be made at the time of the meeting or afterwards. You can also make an oral report but not in the meeting itself.

There may be a few occasions when part of a meeting is closed to the public and you will not be able to make a record of what happens. The meeting will have to make a decision to exclude the press and public and this will be made clear to you if it happens. You must not leave any recording equipment in the room where a private meeting is being held. The agenda for each meeting usually shows where the public and press are likely to be excluded.

#### **What facilities are available?**

We provide chairs and tables for the press and members of the public who are attending to make a record of the meeting.

In most of the rooms used for our meetings, Wi-Fi is available and the details of how to access this are displayed on the table used by the press.

A paper copy of the agenda for each meeting is available at the press table and some copies are also made available to the public.

#### **We ask you.....**

Please let us know by the day before a meeting if you wish to record it. This helps us make the appropriate arrangements.

Please do not make an oral record in the meeting room – this may be disruptive and prevent others from hearing what is going on.

Please stay in one place. You are able to leave the meeting whenever you wish. To help the meeting run as smoothly as possible, we ask that you do not move around during the meeting as this can disrupt the business.

Please remember it is your right to record the meeting but other members of the public present may be attending only to observe it and may not wish to be filmed or recorded by you. Please comply with their wishes if they indicate that they object to being filmed or recorded.

Please do not interrupt the meeting.

The Chairman is responsible for how the meeting is run and should be able to conduct the meeting without interruption. Examples of disruptive behaviour include moving around without the Chairman's consent; making a noise setting up or re-siting equipment during the meeting; using flash photography etc. If the Chairman asks you to stop doing something to prevent the meeting being disturbed, please respect their request. If the Chairman considers you are being disruptive he or she may exclude you from the meeting altogether.

Democratic Services Manager, September 2014

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