

Leeds City Council

Facilities to be made available for reporting on council committee meetings

Leeds City Council fully supports the principle of transparency. All meetings of the council's committees, boards and panels are held in public and facilities are available for the reporting of the proceedings of those meetings.

The facilities include;

- Publication of agendas, reports and minutes on the council's web site.
- Provision of a 'public gallery' from which the proceedings of meetings can be observed – including a designated area for journalists.
- Live Webcasting of our full Council meeting and the subsequent publication of an archived video and verbatim record.
- Access to audio recordings made by the Council.

Procedure for considering requests to record

Requests to audio record meetings will be taken in accordance with this protocol¹. Permission to audio record regulatory meetings² will not be granted, nor will requests to video record proceedings of any meeting be granted.

1. Requests to record must be put on a meeting by meeting basis.
2. Requests must be made prior to the commencement of a meeting and be made to either the clerk or the chair.
3. Where requests have been received they must be put to the meeting by the chair for resolution.
4. Where permission is granted;
 - a. Conditions may be applied relevant to the circumstances.
 - b. Those making recordings must act in accordance with those conditions and may not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by members, officers or others presenting.
 - c. Those presenting to the meeting must be made aware that the proceedings are being recorded – where those who are to speak object to being recorded then those individuals should not be recorded.
 - d. The recording must not be disruptive or distracting to the good order and conduct of proceedings.
5. Where a meeting goes into exempt session all recording equipment must be switched off and removed from the meeting room
6. Where it is found that a recording is being made by an individual(s) without permission having been granted then the meeting may resolve to exclude that individual(s) from the meeting³.
7. The Chair of the meeting has absolute discretion to withdraw or suspend the permission to record if, in their opinion, a recording would prejudice proceedings at the meeting or, if the person recording is in breach of these rules.

¹ Requests to audio record Executive Board meetings will routinely be granted.

² Plans Panels and Licensing Committee and Sub Committees

³ Exclusion is only likely to be justified where actions of individuals are disruptive or distracting to the good order and conduct of a meeting.