

## Appendix **A**

### **Central Bedfordshire Council Protocol on the use of social media and recording at the Council's meetings**

#### **Reporting using social media at meetings**

Anyone attending one of the Council's meetings is welcome to report on the proceedings by making use of social media (e.g. to tweet or blog), provided that this does not disturb the business of the meeting. There is no need to secure permission before using social media. To support this, the Council has Wi-Fi available for those visiting the building. You can receive the details from reception or, if you ask at least 15 minutes before the meeting starts, the Committee Services Officer supporting the meeting can help you.

Council Members attending any of the Council's meetings may use social media except when an exempt matter is under consideration. Members are reminded that they must take account of all information presented before making a decision, particularly when a planning application is under consideration, and should actively listen and be courteous to others. Again, using social media should not disturb the business of the meeting. Any concerns about a Member using social media should be raised with the Chairman before or after the meeting.

#### **Using Mobile Technology**

You may use mobile technology at meetings provided that it does not interfere with the PA or induction loop system. As a courtesy to others and to avoid disruption to the meeting, all mobile technology should be on silent mode during meetings.

#### **Video recordings of meetings**

In line with our commitment to openness and transparency, we produce video recordings of Full Council, Executive, Development Management Committee and Overview and Scrutiny Committee meetings. A video recording of other meetings may also be produced where there is expected to be significant public interest in the discussion. All video recordings are available to view online for a period of <TBC> after each meeting.

#### **Other recording or broadcasting of meetings**

No form of photography, filming, recording or broadcasting of meetings (other than video recording for the Council's purposes) shall take place except with the express permission given in advance of the meeting by the Chairman at his or her discretion. To arrange this, please liaise with the Governance Services Officer listed on the front sheet of the agenda prior at least 15 minutes before the start of the meeting so that the Chairman can be consulted and give their consent, and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not record anyone in the public seating area.