

## Guidelines for Media access to Council and Committee meetings – January 2018

### FILMING/AUDITORY RECORDING OF MEETINGS

1. In the first instance, requests are to be in writing to the Media Manager, specifying the agenda item(s) of interest and what the TV footage/auditory recording and photography will be used for and when and how.
2. The Media Manager shall forward the request details to the Lord Mayor, Deputy Lord Mayor, all Councillors, Chief Executive Officer, Director City Economy and Activation, Manager Governance and Legal and Council Business for noting.
3. Unless otherwise advised by the Lord Mayor or Chief Executive Officer, permission will be granted and a motion will be moved at the relevant meeting, to allow filming/auditory recording and photography.

### RESTRICTIONS ON FILMING

#### Council Chamber

4. Permission is only given for a camera crew to adopt a fixed position at the right hand side (from the view of Councillors facing the Council chair) of the Council Chamber and not to disrupt proceedings by moving around the Chamber. The Media Manager or a Media Adviser must be present to enforce these rules. Photographers can move around the public gallery, subject to minimising impact on public viewing, but must adopt a fixed position in the Council Chamber.
5. The public gallery is not to be photographed or recorded, except for limited “cut away” shots.

#### Committee Meeting Room

6. Permission is only given for the camera crew to adopt a fixed position (as approved by the Media Manager or Media Adviser) in the Committee meeting room. The Media Manager or a Media Adviser must be present to enforce these rules and to ensure camera crews and/or journalists do not block the entry or exit of the Committee meeting room.
7. Boom mike operators are allowed to enter the Chamber and Committee meeting rooms until such time as a permanent splitter device is installed.

### USE OF LAPTOPS

8. Journalists are able to use laptop computers, tablets and mobile phones to report Committee meetings. It is requested that all devices be turned to silent before entering the meeting.