

Statutory Meeting Recording Protocol

1. This protocol provides guidance on the Tees Valley Combined Authority's filming of Statutory Meetings, including:
 - o Cabinet
 - o Overview & Scrutiny Committee
 - o Audit & Governance Committee
 - o Transport Committee
2. It is intended that TVCA will film the aforementioned public meetings.
3. Once the meetings have been recorded, TVCA will endeavour to upload the recording of the meeting to YouTube within two working days of the meeting. There may be extenuating circumstances where this is not possible, in which case they will be uploaded as soon as practically possible.
4. Once uploaded to the YouTube, the footage will be available for public viewing for a period of 12 months and will then be deleted.
5. The Chair will remind all attendees when a meeting is to be recorded.
6. The Chair reserves the right to terminate or suspend the recording of the meeting if, in their opinion, continuing to record would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by TVCA.
7. Where there is a decision to move a meeting into a private session and the public are to be excluded, any recording equipment remaining in the room will be turned off before the person responsible for managing the recording leaves the room.
8. The recording will begin in advance of the Chair opening the meeting, once all attendees and the public are seated. Should there be no private sessions, the recording will end at the point the Chair brings the meeting to a close.
9. Sound will be taken from the room, through the audio amplified by the microphones in the room.
10. It is not proposed that a recording will be edited as standard, but editing of content before publication may be carried out if there is a legal reason to do so to protect the Data Protection rights of a member of the public or the rights of anyone attending the meeting.

11. In the event of a disruption to the meeting, the sound may be muffled on the recording so as to avoid the publication of inappropriate behaviour or foul language.
12. Signs will be displayed inside and outside the meeting room there will be the following notice:

Please note: In accordance with the Openness of Local Government Bodies Regulations 2014 the Combined Authority is permitted to film this meeting and publish it online. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. The public seating area is a non-filming area is designated at the rear of the public seating area. The public will not be filmed.

13. Members of the public or other non TVCA Members or Staff who have requested or have been requested to speak at any meeting should be aware that they could be considered to be part of the public meeting and therefore may be filmed, photographed or recorded. If a member of the public who wishes to speak at a meeting does not wish to be filmed they should inform tvcagovernance@teesvalley-ca.gov.uk in advance of the meeting and the Combined Authority will try to facilitate that request.
14. Prior to the meeting and as part of the post containing the live video, we ask those commenting to abide by any Community Standards pertaining to the websites that the video is uploaded to or shared on.
15. Comments will be monitored and unacceptable comments will be removed.
16. Users will be asked to keep their points to the discussions taking place. Any posts that are offensive or which contain personal comments about any individual present will be removed and users advised that their access may be restricted/blocked.
17. Whilst no prior permission is required for public filming, the Combined Authority asks that anyone proposing to film, photograph or record a meeting inform TVCA's Governance Team in advance of the meeting by emailing TVCAGovernance@teesvalley-ca.gov.uk
18. If any person attending the meeting causes a disruption to proceedings, the Chair may ask the person to leave the meeting. If the person refuses to leave, the Chair will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. For more information on acceptable behaviour at meetings, please see Appendix VI of the [Tees Valley Combined Authority Constitution](#) - Attendance at Cabinet, Boards and Committees.

19. Recording and filming of Combined Authority meetings is regulated under the Openness of Local Government Bodies Regulations 2014.
20. The Combined Authority is a Data Controller under the General Data Protection Regulation (EU) 2016 and the Data Protection Act 2018 for its own filming/recording. Any personal data collected as part of the recordings of meetings will be deleted immediately following posting to YouTube and will not be held by the Combined Authority. Further information on your rights are contained in the Combined Authority's Privacy Notice which can be found here – <https://teesvalley-ca.gov.uk/privacy/>
21. Officers and Members are expected to be filmed and for images to be published online, unless a specific request is made to the Monitoring Officer for an exception to be made in advance of the meeting.