

LEDBURY TOWN COUNCIL

POLICY FOR THE RECORDING AND LIVE STREAMING OF COUNCIL MEETINGS

Date Adopted: 4 June 2026

Next Review: 13 May 2027 (or before if legislation requires)

1. Introduction

- 1.1 This policy establishes the framework for recording, live streaming, and managing council meetings, including provisions for hybrid participation.
- 1.2 It aligns with NALC Model Standing Orders, particularly those relating to public participation, conduct of meetings, and transparency.
- 1.3 The policy ensures compliance with statutory requirements while enabling future flexibility as legislation evolves.

2. Scope

- 2.1 This policy applies to all meetings of the Council, committees, and sub-committees.
- 2.2 It operates alongside the Council's Standing Orders and Code of Conduct. In the event of conflict, Standing Orders shall take precedence.

3. Legal and Governance Framework

- 3.1 This policy is governed by:
 - Local Government Act 1972
 - Openness of Local Government Bodies Regulations 2014
 - UK GDPR
 - Data Protection Act 2018
 - Freedom of Information Act 2000
- 3.2 The policy reflects guidance from the National Association of Local Councils.

4. Recording of Meetings

- 4.1 Council Recordings
 - 4.1.1 The Council may make audio and/or video recordings of meetings to support accurate minute-taking and enhance transparency.
 - 4.1.2 Recording must be authorised in advance by the Chair or Proper Officer.
- 4.2 Notification of Recording
 - 4.2.1 Notice that a meeting is being recorded shall be:
 - Included on the meeting agenda
 - Announced by the Chair at the start of the meeting
 - Displayed at the meeting venue where appropriate

- 4.3 Public and Press Recording
- 4.3.1 Members of the public and press have the right to record meetings in accordance with legislation.
- 4.3.2 Recording must not disrupt proceedings.
- 4.3.3 The Chair may require the cessation of recording where it interferes with the proper conduct of the meeting.

5. Live Streaming

- 5.1 Implementation
- 5.1.1 The Council may provide live streaming of its meetings to promote transparency, accessibility, and public engagement.
- 5.1.2 The introduction of live streaming shall be subject to the availability of appropriate resources, technology, and officer capacity.
- 5.1.3 The decision to live stream a meeting shall be made by the Council, the Chair, or the Proper Officer, in accordance with operational arrangements.
- 5.2 Notification and Transparency
- 5.2.1 Where a meeting is to be live streamed, clear notice shall be provided:
- On the meeting agenda
 - Via the Council's website (where practicable)
 - By announcement from the Chair at the start of the meeting
- 5.2.2 The notification shall make clear that the meeting may also be recorded and retained in accordance with this policy.
- 5.3 Operation and Control
- 5.3.1 The Council shall retain control over any live streaming platform used.
- 5.3.2 Live streaming shall be managed in a way that does not interfere with the proper conduct of the meeting.
- 5.3.3 Interactive features (such as live chat) may be disabled or moderated to ensure orderly proceedings and compliance with the Council's Code of Conduct.
- 5.4 Technical Issues and Continuity
- 5.4.1 The Council shall take reasonable steps to ensure the reliability of live streaming; however, it shall not be liable for interruptions due to technical failure.
- 5.4.2 In the event of a failure of the live stream, the meeting shall continue, provided it remains quorate and lawful.
- 5.5 Scope and Limitations
- 5.5.1 Live streaming shall not take place during any part of a meeting where confidential or exempt information is being considered.
- 5.5.2 The Chair or Proper Officer shall ensure that live streaming is paused or stopped for such items.

- 5.6 Retention of Live Streams
- 5.6.1 Where live streams are recorded or saved, they shall be treated as recordings and managed in accordance with this policy, including retention and disposal provisions.

6. Hybrid and Remote Participation

- 6.1 Governance Alignment
- 6.1.1 Hybrid meeting arrangements shall be conducted in accordance with Standing Orders, particularly those relating to quorum, debate, and voting.
- 6.1.2 Remote participation shall not override statutory requirements for physical attendance unless expressly permitted by legislation.
- 6.2 Current Legal Position
- 6.2.1 As at the date of adoption, legislation requires councillors to be physically present to:
- Be counted in the quorum
 - Vote on decisions
- 6.2.2 Remote attendees may participate informally where permitted by the Chair but shall not exercise voting rights unless the law changes.
- 6.3 Future Legislative Change (Forward-Looking Clause)
- 6.3.1 The Council acknowledges ongoing national discussions regarding remote attendance and proxy or electronic voting in local government.
- 6.3.2 Should legislation change this policy shall automatically be interpreted to permit:
- Remote attendance counting toward quorum
 - Remote voting
 - Fully virtual or hybrid formal meetings
- 6.3.3 The Proper Officer is authorised to update operational procedures to reflect such changes without requiring full policy re-adoption, subject to reporting to Council.
- 6.4 Practical Operation
- Remote councillors must be clearly audible
 - The Chair must manage inclusion fairly
 - Meetings remain valid even if remote connections fail

7. Data Protection and Privacy

- 7.1 Personal Data
- 7.1.1 Recordings and live streams may include personal data such as voices, images, and names.
- 7.1.2 The Council shall process such data in accordance with the principles of the UK General Data Protection Regulation (UK GDPR), including lawfulness, fairness, and transparency.

- 7.2 Lawful Basis
- 7.2.1 The Council's lawful basis for processing personal data in recordings and live streams is the performance of a task carried out in the public interest and in the exercise of official authority.
- 7.3 Confidential and Exempt Information
- 7.3.1 Meetings, or parts thereof, that consider confidential or exempt information shall not be recorded or live streamed.
- 7.3.2 Recording and live streaming shall be paused or stopped for such items.
- 7.4 Awareness and Transparency
- 7.4.1 All attendees shall be informed where recording and/or live streaming is taking place.

8. Storage and Security

- 8.1 Recordings shall be stored securely using Council-approved systems.
- 8.2 Access to recordings shall be restricted to authorised personnel only.
- 8.3 Appropriate technical and organisational measures shall be in place to prevent unauthorised access, loss, alteration, or misuse.

9. Retention and Disposal

- 9.1 Recordings shall be retained for the length of the Council year, unless required for a legal or evidential purpose.
- 9.2 Retention periods shall be documented within the Council's data retention schedule.
- 9.3 Recordings shall be securely deleted at the end of the retention period.

10. Use of Recordings

- 10.1 Recordings shall be used for:
- Supporting the preparation of accurate minutes
 - Enhancing transparency and public access
- 10.2 Recordings do not constitute the official legal record of the meeting.
- 10.3 Approved minutes remain the formal and legally binding record.

11. Publication

- 11.1 Recordings and live streams may be published via the Council's website or other approved platforms.
- 11.2 The Council may edit recordings only where necessary to:
- Remove confidential or exempt information
 - Address technical issues
- 11.3 Published recordings shall be made accessible where reasonably practicable.

12. Requests for Access

- 12.1 Requests for access to recordings shall be handled in accordance with:
- Data Protection legislation (for personal data requests)
 - Freedom of Information legislation (for general requests)

13. Breaches and Complaints

- 13.1 Any breach of this policy shall be investigated by the Proper Officer.
- 13.2 Complaints relating to recordings or live streaming shall be handled in accordance with the Council's complaints procedure.

14. Roles and Responsibilities

Role	Responsibility
Chair	Ensures proper conduct of meetings, including recording and hybrid participation
Proper Officer/Clerk	Oversees implementation, compliance, recording, streaming, and storage
Councillors	Comply with this policy and meeting procedures
Administrator	Manages recording and streaming
Data Protection Officer (if appointed)	Provides advice on data protection compliance

15. Review

- 15.1 This policy shall be reviewed every 2 years, or sooner if required due to legislative or operational changes.
- 15.2 Minor administrative updates may be made by the Proper Officer, with any substantive changes reported to Council for approval.

Appendix A – Standard Notice

"This meeting is being recorded and may be live streamed in accordance with the Council's Recording and Streaming Policy and NALC guidance..."

Appendix B – Standing Orders Cross-Reference

Standing Order Area Policy Alignment

Meetings Generally	Recording and streaming permitted
Public Participation	Supports openness provisions
Voting	Reflects current legal requirement for physical presence
Disorderly Conduct	Chair retains control over recording/streaming

Appendix C – Implementation Guidance (Clerk Use)

- Ensure agendas include recording notice
- Test equipment prior to meetings
- Maintain secure storage
- Monitor legislative updates (Government consultations)