



London Borough of Merton Guidance on recording meetings of the Council and Committees

This guidance applies to all Council and Committee meetings held in public.

1. London Borough of Merton encourages public interest and engagement in decision making and supports openness and transparency around Council and Committee meetings.
2. In accordance with the Openness of Local Government Bodies Regulations 2014, members of the public and press attending any meeting of the Council or its Committees open to the public are permitted to record the meeting. This includes filming, audio recording and photographing.
3. Recording or filming may not be undertaken when the press and public are excluded from the meeting, nor when a meeting has been suspended. This includes filming or recording prior to the meeting starting, after it has ended or in the event of any adjournments or breaks during the meeting.
4. London Borough of Merton will provide reasonable facilities to assist people in recording and reporting meetings.
5. It would be helpful if anyone wishing to record all or part of a meeting could notify Democracy Services by email to democratic.services@merton.gov.uk or by telephone to 020 8545 3357 prior to the meeting.
6. If advance notification has been received, the Chair will advise all present at the start of the meeting that the meeting is being filmed.
7. Anyone recording a meeting should be aware that although they may film the meeting, the filming should focus on councillors, officers and those attending the meeting in an official capacity, and not on members of the public who are present to observe the meeting.
8. Recording must not be disruptive to the meeting, and any disruption could result in exclusion from the meeting. Disruption includes but is not limited to preventing others from viewing and listening to the proceedings.
9. The Chair of the meeting or any officer designated by the Chair shall stop the meeting and take appropriate action if any person contravenes this guidance.
10. Those who wish to make recordings must respect the law and will be responsible for any allegations of breaches of law resulting from their actions.

Further information is available from the [DCLG guidance](#) on Open and Accountable Local Government 2014. For any further assistance, please contact Democracy Services at democratic.services@merton.gov.uk.