

## Protocol for members of the public wishing to report on meetings of the North East Combined Authority

The North East Combined Authority (NECA) is committed to the principles of openness and transparency in the way it conducts its meetings.

Members of the public are entitled to report on meetings of the Combined Authority's Leadership Board, the Transport North East Joint Committee, the Transport North East (Tyne and Wear) Sub-Committee, the Overview and Scrutiny Committee and the Governance Committee, except in circumstances where the public have been excluded as permitted by law.

Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place, is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted. The following will be displayed inside the meeting room:

“Please note: this meeting may be filmed or an audio recording made for live or subsequent broadcast by either the Authority or members of the public/press in attendance.

Generally the public seating areas are not to be filmed/recorded. However, by entering the meeting room and using the public seating area, you are consenting to you being filmed or your voice recorded and to the possible use of those images and sound recordings for live or subsequent broadcast.

If you have any enquiries regarding this please contact the representative of the Head of Law and Governance present at the meeting prior to the start of the meeting.”

Anyone wishing to attend and report on a meeting is asked to notify us via the ‘Contact us’ page. This is to enable the Authority's Officers to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public/press are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

If, during the proceedings, the Chair of the meeting considers that filming or recording has become inappropriate, such use must stop. If such use continues, the Chair has the discretion to exercise the provisions of the Authority's Constitution relating to disturbance by the public.

In order to avoid accidents, the Authority regrets that it is unable to facilitate members of the public/press using electric plug sockets in meetings for their equipment. In addition, all equipment must be turned to silent mode for the duration of the proceedings.

The Authority takes no responsibility for any recording made by a third party or its subsequent use.