

Audio Recording of Meetings

Policy Statement

DRAFT

Introduction

Audio recording of meetings held in the Council Chamber was agreed by Council in April 2014.

This Policy Statement sets out the rules the Council will apply to undertaking audio recordings and its policies for the retention, sharing and disposal of those recording.

Purpose

Meetings are to be recorded to provide a full and accurate record of the discussions held at meetings held in the Council Chamber including Full Council, Development Control and Licensing Hearings.

The recordings will enable the Council to respond to any requests for clarification of items discussed. They will not be routinely reviewed or in anyway replace the process of the taking of Minutes at meetings.

The recordings will not be routinely published.

Policies

Signs will be posted on the entrance ways to meetings stating that the meeting may be recorded

Before commencing the meeting the Chairman of that meeting will inform attendees if the meeting is to be recorded

Recordings will be retained on the Council's network for a period of 6 months commencing on the day of the meeting.

At the end of the 6 month period the recordings will be deleted from the Council's network and no further record will be kept except in exceptional circumstances.

In exceptional circumstances, where a need is identified to retain the full recording for a period more than 6 months, the Council may make arrangements for the recording to be fully transcribed.

Transcribed documents, in line with best practice, will be retained until their useful life has ceased, before being properly disposed of.

Where the Council receives a request for a copy of the recording this will be made available on CD. The Council reserves the right to request payment for each copy of a recording produced based on cost recovery only.