

## **COUNCIL MEETING – 20<sup>TH</sup> OCTOBER 2016**

### **Extract from the Minutes of the Constitution Committee meeting on 15<sup>th</sup> September 2016**

#### **15 AUDIO-RECORDING OF MEETINGS**

The Committee considered a report seeking clarification and guidance on the arrangements for the audio-recording of decision-making meetings. The purpose of such recordings would be to resolve any disagreement as to the accuracy of the draft minutes.

The Committee took the view that the requirement to record should apply to the meetings of all decision-making bodies, including overview and scrutiny committees.

The Committee also considered whether the audio recordings should be published on the Council's website.

Councillor S Pochin attended the meeting and, at the invitation of the Chairman, spoke on this matter.

#### **RESOLVED**

That

1. Council be recommended to agree that, subject to the following principles, the audio recording of meetings shall take place:
  - (a) All decision-making meetings of the Council be subject to audio-recording, including overview and scrutiny committees (but not informal non-decision-making bodies such as working groups) unless the press and public have, by resolution, been excluded from the meeting;
  - (b) Any member who was a member of a decision-making body at a meeting of that body, including anyone attending as a substitute, may request that the audio recording of that meeting be reviewed in order to clarify the wording of a draft minute;
  - (c) Such a request for review of the audio recording must be made on a working day before the day of the meeting at which the draft minutes are to be submitted for approval; and
  - (d) The audio recordings be retained for a period of 6 months from the date of the meeting in question, unless a Freedom of Information request is made in respect of the recording, in which case the recording will be retained for such longer period as is required by law.

2. Council be asked to give authority to the Director of Legal Services, in consultation with the Chairman and Vice-Chairman of the Constitution Committee, to make such changes to the Constitution as he considers necessary to give effect to the wishes of Council;
3. Council be asked to consider whether the audio recordings of meetings should be published on the Council's website and, if it is minded to agree, request and authorise the Constitution Committee to approve the detailed arrangements and the necessary changes to the Constitution; and
4. Council be asked to consider whether a report should be presented to the Constitution Committee which will explore the implications of the Openness and Local Government Bodies Regulations 2014.