



**REPORT of  
DIRECTOR OF RESOURCES**

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to  
**FINANCE AND CORPORATE SERVICES COMMITTEE**  
**14 JUNE 2016**

**USE OF SOUND RECORDING EQUIPMENT AT MEETINGS PROTOCOL**

**1. PURPOSE OF THE REPORT**

- 1.1 To agree a protocol for the use of sound recording equipment at Council and Committee meetings.

**2. RECOMMENDATION**

To the Council:

That for the revised draft Protocol (**APPENDIX 1**) be agreed.

**3. SUMMARY OF KEY ISSUES**

**3.1 Brief background**

- 3.1.1 This matter was considered by the Committee on 11 March 2014 following the purchase of the sound recording equipment. A draft protocol was agreed to accompany the trialling of the equipment.
- 3.1.2 When the Council agreed to make the use of the sound recordings permanent on 11 September 2014 (Minute No. 400 refers) it was resolved to review the protocol and Members were asked to feed back their comments to the Committee Services Manager. No further comments were received. The protocol has been updated with tracked changes to deal with comments made by Members at the September 2014 meeting and this is attached at **APPENDIX 1**.
- 3.1.3 Matters have progressed since that time and Officers are currently undertaking a review of the current sound recording system and any further or proposed changes will be reported to the Council through this Committee. In the meantime, and following consideration of the matter by the Overview and Scrutiny Committee on 13 April 2016 the updated operating protocol for the existing sound recording system is submitted for approval in the light of comments received which have also been included in the version at **APPENDIX 1**.
- 3.1.4 As part of its review work, the Overview and Scrutiny has called for a report from the Monitoring Officer on the recording of private and confidential sessions of meetings

and any outcome from this requiring further revision of the Protocol will be reported separately.

#### **4. IMPACT ON CORPORATE GOALS**

- 4.1 This facility contributes, through desired high level outcomes, to the corporate goal of being an organisation that delivers good quality, cost effective and valued services in a transparent way.

#### **5. IMPLICATIONS**

- (i) **Impact on Customers** – The availability of sound recordings is a positive step in terms of public engagement with and accessibility to Council business.
- (ii) **Impact on Equalities** – This is a positive step in terms of accessibility to Council business.
- (iii) **Impact on Risk** – No specific corporate risks relate to this report.
- (iv) **Impact on Resources (financial)** – None identified.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None.

Background Papers: None

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