

Draft Protocol for the use of sound recording equipment at Council meetings

The Council will decide which of its meeting and those of its Committees will be recorded by sound only.

This protocol has been produced to assist the conduct of the recording of meetings and to ensure that the Council is compliant with its legal obligations.

1. The agenda will indicate that the meeting will be recorded (from the time it is opened to when it is closed) and the recording will be published ~~with the Minutes~~ on the Council's website.
2. Notices will be displayed advising that proceedings may be recorded, and the Chairman will include an announcement on the recording of the meeting as part of the opening of the meeting announcements.
3. Letters / emails to applicants, supporters or objectors on planning and licensing applications on when an application will be heard will state that the meeting will be recorded and the recording will be published on the Council's website.
4. A press representative, member of the public, Officer or elected Councillor (~~not part of the meeting~~) wishing to make their own audio recording of the meeting may do so.
5. Any such persons making their own full or partial recordings must respect the law including Human Rights and Data Protection legislation and intellectual property rights. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the meeting room on the basis that they accept this responsibility.
6. The Council takes no responsibility for any recording made by a third party of its subsequent use. Any third party making a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, demands, liabilities, losses and expenses whatsoever relating to the making of that recording.
7. The Chairman has the discretion to request that recording is paused if continuing to record would prejudice the proceedings of the meeting. An example of circumstances when this might be done is public disturbance or any other suspension of the meeting.
8. Recording will stop once a motion to exclude the press and public to deal with exempt or confidential items has been passed.
9. The Council will not provide transcripts of the recordings or any extracts from them. The minutes of the meeting are the official record of proceedings.
10. Recordings or parts thereof can be removed from the Council's website at any time by the Monitoring Officer if he/she considers that because all or part of the content is or is likely to be in breach of any statutory provision or common law doctrine, and if this did occur the Chairman of the Committee should be informed. Examples are data protection and human rights legislation or provisions relating to confidential or exempt information.
11. Recordings will be available on the website for one year but will continue to be available on request.