

Sandbach Town Council

Audio recordings protocol

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

Provisions

1. The agenda of each meeting will indicate that the meeting will be recorded.
2. The Chair will include an announcement on the recording of the meeting as part of the opening of the meeting announcements. "This meeting is being recorded and the recording will be published on the Council's website." The Chair will invite speakers by name or request the speakers to say their name and to speak clearly.
3. The audio recording of meeting will be published on the Council's website within 5 working days
4. Correspondence containing information about forthcoming meetings, will state that meetings are recorded and that such recordings will be placed in the public domain.
5. The Chair has the discretion to request that recording is paused if continuing to record would prejudice the proceedings of the meeting. Examples of circumstances when this might be done is public disturbance, discussion of personnel matters or any other suspension of the meeting.
6. Recording will stop once a motion to exclude the press and public to deal with exempt or confidential items has been passed, the recording will stop during the discussion of an item which is being discussed privately, following a resolution to exclude the press and public to deal with exempt or confidential information, the clerk should then begin a separate recording of those discussions which will not be released to the public.
7. The Council will not provide transcripts of the recordings or any extracts from them. The minutes of the meeting, as approved by the Council or Committee, remain the official record of proceedings.
8. Recordings can be removed from the Council's website at any time, (or exclude from publication on the website) by the Clerk if he/she considers that all or part of the content is or is likely to be in breach of any statutory provision or the common law. Examples are data protection and human rights legislation or provisions relating to confidential, exempt information or defamatory material
9. Recordings will be available on the website for two years but may continue to be available on request.

9 February 2017