

HARTLEBURY PARISH COUNCIL

Proposal Template

Date	01/03/2016	
Agenda Item No	13a	
Title	Protocol for the recording of meetings.	
B a c k g r o u n d	<p>The council has recently had cause to refer to audio recordings of meetings to ensure clarity and to confirm the minutes of meetings.</p> <p>A sub-committee was formed to discuss the possible protocol of this procedure addressing our exposure to legislation and the need to comply with best practice.</p>	
C o n s i d e r a t i o n s	<p>Advice was sought from CALC but the response was vague and referred to the perception of our potential responsibility without referring to any best practice previously seen or to legal responsibility.</p> <p>In our existing format we do not have the infrastructure, guidance, expertise or training framework to facilitate the recording of meetings and to meet our responsibility to current legislation.</p> <p>The most pertinent legislation, Data Protection Act, shows that as a statutory public body we do not fulfil the criteria to record, store or distribute data in this manner for this purpose.</p> <p>The procedures we currently have in place should be enough to provide a true account of meetings and all councillors already have the opportunity to ensure comprehension and clarity before the minutes are ratified.</p> <p>Minutes are produced in accordance with guidelines and best practice issued by CALC. As a public body to go further than this, without fulfilling our legal obligations based on a perception of increasing clarity, leaves us open to litigation.</p>	
P r o p o s a l s	<p>The council will not record meetings as we do not meet the criteria within the current legislation.</p> <p>Councillors will ensure comprehension and clarity during meetings. The chair and clerk will continue to facilitate and encourage this good practice.</p>	
Risk	Low	
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