



## **Shevington Parish Council**

### **Protocol Concerning the Recording of Public Meetings**

#### **1. POLICY STATEMENT**

The Council is committed to ensuring consistently high standards of accountability and transparency in local government. It seeks to deliver this commitment through a culture of openness in which the public, press and elected members know how best to influence decisions affecting the local community. Local people and local stakeholders deserve a consistently high standard of access to information to ensure that the Council's decision making is responsive to what they want.

#### **2. SYSTEM OBJECTIVES**

The Freedom of Information Act 2000 encourages councils to be pro-active in the provision of information. The recording of public meetings accords with this objective. Recordings will also assist in the drafting of accurate minutes, investigation of complaints, protection of the Council from challenges, and informing about the training needs of staff and members.

#### **3. RESPONSIBLE OFFICER**

The Proper Officer (Clerk/RFO) is already responsible for keeping records of decisions and ensuring public access to information, and will be responsible for administering the recording of meetings.

#### **4. RECORDINGS**

The recording apparatus will be suitable for the work in question. When meetings are private (not open to the public) or when confidential or exempt items of business are transacted (when the press and public are excluded), no audio/video recording will be allowed.

#### **5. OWNERSHIP CUSTODY AND DISCLOSURE**

Ownership of all official recordings will remain with Shevington Parish Council. The responsible officer will keep custody of them. Any request to listen to a recording (or part thereof) must be made in writing to the responsible officer and state:-

- . (1) The date and time of the relevant meeting.
- . (2) The approximate time/nature of the item(s) of business.
- . (3) Whether the person requesting the information is a data subject or his or her authorised agent.

The Council may levy a fee for data subject access requests and/or for any costs involved in providing copies or transcripts of any recording. The fee shall not apply to requests from elected members of the Council.

6. RETENTION OF RECORDINGS

Recordings will be retained for a minimum period of ninety days.  
No maximum period for retention is prescribed, as they may be required to fulfil any of the stated objectives beyond that time.

7. PROTOCOL

This protocol will be included in the Council's Publication Scheme of documents available for inspection under the Freedom of Information Act 2000.

8. COMPLAINTS The Council's complaints procedure will be applicable to operation of the recording facility.

**Adopted: 4 February 20016**

**Signed: .....**  
**(Chairperson)**