

EVACUATION PROCEDURE, AUDIO RECORDING & HOUSEKEEPING

Ground Floor Committee Room, Town Hall

Fire alarms are normally tested on a Wednesday morning at the Town Hall. If the fire or bomb alarm should sound please exit by the nearest emergency exit.

The Fire alarm is a continuous ring and the Bomb alarm is the same as the fire alarm however it is an intermittent ring. If you hear the fire alarm sound please exit the Ground Floor Committee Room by the normal exit. Please then exit the Town Hall by using the normal front exit – this can be located by immediately turning right out of the Ground Floor Committee Room. There is also an exit located directly down the corridor which is straight ahead of you as you exit the Ground Floor Committee Room. The assembly point for everyone in the Town Hall is outside of the Shambles. The assembly point for everyone if the Bomb alarm is sounded is the Swallow Hotel, Johnny Walker Square, Stockton.

Location of the Ladies Toilets are on the Ground floor opposite the Ground Floor Committee Room and the men's are just a little further along the same corridor (to the right of the ground floor Committee Room).

The Governance officer will be using a smart pen to record the audio of the meeting which they will later use to assist their drafting of the minutes of the meeting.

At such time when those minutes have been agreed by the Chair, the audio recording will then be deleted.

If a copy of the audio recording is requested under FOI legislation at a point at which the information is still held, officers may be obliged to provide a copy unless there is a particular reason for exemption as specified by the legislation. Once notification of a valid request has been received, a copy of the recording shall be retained and all members and officers in attendance at the meeting will be advised that a copy is to be provided under FOI legislation. The legislation precludes the identity of the questioner being disclosed.

Should an elected member make a similar request for a copy of the audio recording which is deemed valid in accordance with either Access to Information Procedure Rules or their common law rights to inspect Council documents (as documented within Part 5 of the Council's Constitution – Protocol on Member/Officer Relations), a copy of the recording will also be provided.

Discussion of exempt items will be recorded but will NOT be made available if requested under FOI legislation but may still be disclosed if requested under Members Rights to Information provided their 'need to know' had been satisfactorily demonstrated.