

## **Jim Cooke Conference Suite, Stockton Central Library Evacuation Procedure, Audio Recording & Housekeeping**

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 the Fire Alarm rings exit through the nearest available emergency exit and form up in Municipal Buildings Car Park.

The assembly point for everyone if the Bomb alarm is sounded is the car park at the rear of Splash on Church Road.

The emergency exits are located via the doors between the 2 projector screens. The key coded emergency exit door will automatically disengage when the alarm sounds.

The Toilets are located on the Ground floor corridor of Municipal Buildings next to the emergency exit. Both the ladies and gents toilets are located on the right hand side.

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.