

Protocol for Use of Audio Recording Pen

Following statement to be read by Chair at the start of the meeting:-

“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 requested, officers may be obliged to provide a copy of the recording under FOI legislation provided a copy at that point is retained. All members and officers in attendance will be advised should that be the case.”

Policy:-

Immediately following the meeting, a copy of the recording will be downloaded into the Democratic Services area of the Council’s shared drive and be removed from the pen. Access to this shared drive is limited to Governance Officers and Scrutiny Officers.

The recording will be retained until the minutes have been agreed by the Chair and will then be deleted from the shared drive.

Downloaded audio recordings will be available if requested from a Freedom of Information (FOI) request. If a copy of the recording is requested under a FOI request a copy should remain on the shared drive in case of the need for future clarification.

Discussion of exempt items will be recorded but will NOT be made available if requested. The item(s) will be edited from a recorded meeting if requested from a Freedom of Information request.”