

		REGULATORY COMMITTEE 6 MAY 2009	Agenda Item No.
Title		Recording of Committee meetings	
For further information about this report please contact		Graham Leach, Senior Committee Services Officer, email graham.leach@warwickdc.gov.uk or telephone 01926 456114	
Service Area		Members' Services	
Wards of the District directly affected		None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006			
Date and meeting when issue was last considered and relevant minute number			
Background Papers			

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <u>must</u> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director		
Chief Executive	17/4/09	Chris Elliott
CMT		
Section 151 Officer		
Legal	20/4/09	Peter Oliver
Finance	17/4/09	Marcus Miskinis
Portfolio Holder(s)		Michael Doody
Consultation Undertaken		
<p>In addition to the above the following have also been consulted and approved the report:</p> <p>Interim Monitoring Officer – Robert Inman – Approved 16/4/09</p> <p>Licensing Services Manager – David Davies – Approved 16/4/09</p> <p>Chairman of Regulatory Committee – Councillor Mrs Susan Gallagher Approved 16/4/09</p> <p>Vice-Chairman of Regulatory Committee – Councillor Andrew Mobbs – Approved 17/4/09</p>		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1 Following a recent investigation into a corporate complaint, officers felt it would be good practice and an example of good governance if the meetings of this Committee were both audio and visually recorded.

2. RECOMMENDATION

- 2.1 That this Committee adopts the practice of recording all of its meetings (including confidential reports but excluding the deliberation by the Committee on a decision) starting from the new municipal year.
- 2.2 That the recordings are kept for 12 months after the date of the meeting or longer if there are ongoing legal matters being considered with regard to the recording.
- 2.3 That the recordings are retained by Committee Services and are available for use in the following circumstances only:
- For use at any appeal to arising from this Committee's decision by either the council or the person making the appeal.
 - For use in the investigation of either a corporate complaint or allegation of a breach of the code of conduct by an officer authorised to conduct such enquiries.
 - Data Protection and Freedom of Information Requests.

3. REASONS FOR THE RECOMMENDATION

- 3.1 Nationally, many Councils are now recording and broadcasting public meetings over the internet. This assists in making the meetings more accessible to the public and aids good governance in allowing reviews, if required, of any issues that arise at the meeting.
- 3.2 A recent corporate complaint received by Members' Services is currently being considered at stage 2 of the Council's complaints process. A recording of the meeting would have provided incontrovertible evidence to assist answer this complaint.
- 3.3 Recently a number of the Committee's decisions have been the subject of appeals to court and the recording from this Committees meetings could have assisted the Council's case.
- 3.4 The secure retention of recordings for a period of 12 months permits use of recordings to be used for investigative and evidentiary purposes referred in 2.2 and for no other purposes.
- 3.5 By approving recommendation 2.3 this sets a clear procedure for who may and may not view the recordings and the purposes for which they can be used.

4. ALTERNATIVE OPTION CONSIDERED

- 4.1 The Committee could continue as at present.

5. **BUDGETARY FRAMEWORK**

- 5.1 The equipment for making recordings is already installed in the Council Chamber and following trials at some Committee meetings is ready for use.
- 5.2 The cost to the Council of recording meetings is negligible as it will only involve the purchase of re-writeable DVDs which can be reused. This cost will be met from the current Members' Services stationery budget.

6. **POLICY FRAMEWORK**

- 6.1 This has no direct impact on the Council's Policy Framework, but is in accordance with the Council's values as stated in the Corporate Strategy, i.e. demonstrating honesty and integrity, and openness and transparency.