

# Protocol for Recording Meetings

## 38.1 Sound Recording

- (1) With the exception of those Meetings referred to in (3) below, meetings of the Council, its Committees and their Sub-Committees, the Cabinet and its Committees shall be sound recorded for the purposes of assisting with the recording of decisions. Such sound recording, which shall not be available to the press and public, to be erased as soon as the Minutes of the relevant meeting have been approved at a subsequent meeting.
- (2) The Chief Executive may authorise in exceptional cases the retention of the sound recording of any specific meeting if in his opinion, it would be useful in the conduct of the business of the City Council or otherwise be appropriate.
- (3) In circumstances where the press and public have been excluded these meetings will not normally be sound recorded.
- (4) The Chairman of the Westminster Scrutiny Commission, the Policy and Scrutiny Committees and Task Groups or Sub-Committees relating thereto shall have the discretion to dispense with the requirement to have particular meetings sound recorded where it is not appropriate or practical to do so.