

Operating Protocol for the Audio Recording of Committee Meetings

1. No recording will take place of a meeting, or those parts of a meeting, where confidential matters, as described in the Local Government Act (Northern Ireland) 2014, are being discussed and where the public have been excluded.
2. The recordings will be made available on the council website for a period of 2 years from the date of the meeting and will be archived and made available at the council offices for a period of 6 years from the date of the meeting.
3. The consent of any third party appearing before committees or deputations must be obtained prior to any audio recording of that part of the proceedings for which they are in attendance.
4. Members are individually responsible for what they say. Editorial control will only be exercised over the audio recordings to the extent that is necessary to avoid the publication of defamatory content or other material which it would be unlawful to publish. The Town Solicitor will exercise this editorial control. Full records of the proceedings will be retained notwithstanding that an edited version has been made available to the public.