

<b>Report on</b>	Recordings of Council and Committee Meetings - Audio and Video
<b>Date of Meeting</b>	Thursday 9 <sup>th</sup> September 2021
<b>Reporting Officer</b>	Philip Moffett, Head of Democratic Services
<b>Contact Officer</b>	Philip Moffett, Head of Democratic Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

<b>1.0</b>	<b>Purpose of Report</b>
1.1	The purpose of this report is to update members on the arrangements in place for audio-video recording council and committee meetings in line with the Local Government (NI) Act 2014 and in response to the movement to virtual meetings emanating from the COVID-19 pandemic.
<b>2.0</b>	<b>Background</b>
	<p><b>Council Meetings</b></p> <p>2.1 Members will be aware that there is a requirement on the Council to make an audio recording of all its council meetings, so far as is reasonably practicable, under the Local Government (Northern Ireland) Act 2014. There is a requirement on the council to make an audio recording of the section of the council meeting that is open to the public. The purpose of this audio recording is to then have it available to the public for a period of 6 years from the date of the meeting and that it be published on our website for a period 2 years from the date of the meeting. This requirement does not extend to committee meetings.</p> <p>2.2 The Act states:</p> <p><i>47. (1) so far as is reasonably practicable, a council must make an audio recording of so much of a meeting of the council as is open to the public and the recording must be available to the public at the offices of the council until the expiration of the period of six years from the date of the meeting and published on the council website until the expiration of the period of two years from the date of the meeting</i></p> <p><i>(2) This section does not apply in relation to meetings of any committee or sub-committee of the council.</i></p> <p><b>Video Recordings of Council and Committee meetings</b></p> <p>2.2 The onset of COVID-19 pandemic necessitated a new way of running council and committee business to allow us to get business transacted, whilst adhering to</p>

	<p>COVID restrictions. Meetings over this period and to date have been held in a hybrid form with Members and council officers being able to join them virtually. Video recordings of virtual meetings were made from the live stream broadcasts generated for members of the public to hear open business debate, as they were unable to come into the chambers.</p>
2.3	<p>These video recordings are available for public viewing on the council's You Tube channel going back a period of 3 months.</p> <p><a href="https://www.youtube.com/c/MidUlsterDistrictCouncil/featured">https://www.youtube.com/c/MidUlsterDistrictCouncil/featured</a></p>
2.4	<p>The other video recordings (i.e. 3 months plus) are archived and taken from the public facing webpage.</p>
<b>3.0</b>	<b>Main Report</b>
	<p><b>Council Meetings (audio recordings)</b></p> <p>3.1 To meet the requirement placed on the Council by Section 47 of the Act, we have been making the audio recordings of meetings available on our website since the council's establishment in April 2015. We are now applying to the six-year requirement and removing the audio recordings on a month-by-month basis, which are now outside the six-year period.</p> <p>3.2 In line with data protection principles and GDPR, the council no longer has a legal obligation for processing/holding this information and will be moving to disposing of audio recordings in excess of 6 years. This would be in line with council retention and disposal arrangements. We do not have a continuing business need to hold this information</p> <p><b>Video Recordings of Council and Committee meetings</b></p> <p>3.3 As referred at 2.2 (above) we currently hold videos of all virtual council and committee meetings held from June 2021, with videos accessible from the Council's YouTube account (3 months of meetings being publically available at any one time).</p> <p>3.4 The purpose of these videos were to provide members of the public with remote access to view and hear proceedings. There is no requirement for council to hold this information or have them made publically available on a long-term basis. In line with data protection principles and GDPR, the council has no lawful basis for continuing to process and hold this information for any longer than it has to – which is to allow members of the public view proceedings as they happen.</p> <p>We will be moving to disposing of any video recordings held which are older than 3 months. Video recordings will however be held for up to three months for business reasons (a public task) for purpose of minuting meetings to check back on proceedings for accuracy purposes, if required.</p>

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: not applicable
	Human: not applicable
	Risk Management: the action being taken as outlined will fulfil legislative requirements of the Local Government Act (NI) 2014 and (GDPR)
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: not applicable
	Rural Needs Implications: not applicable
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the committee considers and notes the action that will be taken on the management of audio and video recordings of Council and Committee Meetings
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Ref: <a href="#">Sec. 47 (Audio Recording of meetings) Local Government Act (NI) 2014</a>