Recording of Questions and Answers at Council and Executive Meetings

Purpose of Report: To ensure that mechanisms are put in place to ensure the question and answers at Council and Executive are recorded accurately.

Recommended Action: That a reliable recording device be used in meetings, with a back up in case this fails.

Reason for decision to be taken: A number of issues have arisen recently which have meant that questions have not been recorded

Other options considered: None

Key background documentation: None

The proposals will also help achieve the following Council Strategy principle:

- CSP9 - Doing what’s important well

The proposals contained in this report will help to achieve the above Council Strategy principle by:

being open and transparent in the way we do business

Portfolio Member Details

Name & Telephone No.: Councillor Tony Vickers
E-mail Address: tvickers@westberks.gov.uk

Contact Officer Details

Name: Gillian Durrant
Job Title: Group Executive Lib Dems
Tel. No.: 01635 509097
E-mail Address: gdurrant@westberks.gov.uk

Implications

Policy: None
Financial: £350 for an additional piece of recording equipment
Personnel: None
Legal/Procurement: None
Property: None
Risk Management: None
Equalities Impact Assessment: Appendix A

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<thead>
<tr>
<th>Is this item subject to call-in?</th>
<th>Yes: □</th>
<th>No: ☒</th>
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<tbody>
<tr>
<td>If not subject to call-in please put a cross in the appropriate box:</td>
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<td>The item is due to be referred to Council for final approval</td>
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<td>Delays in implementation could have serious financial implications for the Council</td>
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<td>Delays in implementation could compromise the Council's position</td>
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<tr>
<td>Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months</td>
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<td>Item is Urgent Key Decision</td>
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<td>Report is to note only</td>
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Executive Report

1. Introduction

1.1 At the meeting of the Executive on 12 April 2012 the devise used for recording questions and answers failed to work. Due to the importance of properly recording public meetings, a reliable system needs to be implemented to prevent this happening again.

2. Proposals

2.1 That Governance and Audit Committee discuss how a proper record of Questions and Answers can be achieved, and then recommend a course of action to Council.

3. Equalities Impact Assessment Outcomes

3.1 See Appendix A

4. Conclusion

4.1 A recommendation to improve the recording of meetings of Executive be agreed by Governance and Audit committee.

Appendices

Appendix A – Equality Impact Assessment – Stage 1

Consultees

Local Stakeholders: n/a
Officers Consulted: Andy Day, Moira Fraser
Trade Union: n/a
Equality Impact Assessment – Stage One

Name of item being assessed: Recording of Questions and Answers at Executive meetings

Version and release date of item (if applicable):

Owner of item being assessed: Gillian Durrant

Name of assessor: Elaine Walker

Date of assessment: 29 July 2012

1. What are the main aims of the item?
To purchase an additional voice recorder for Executive and Council meetings, as a back up

2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)

<table>
<thead>
<tr>
<th>Group Affected</th>
<th>What might be the effect?</th>
<th>Information to support this.</th>
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Further comments relating to the item:
This has a very minimal impact on any of the groups mentioned above, and will be discussed in a public meeting.

3. Result (please tick by clicking on relevant box)

- [X] **High Relevance** - This needs to undergo a Stage 2 Equality Impact Assessment
- [ ] **Medium Relevance** - This needs to undergo a Stage 2 Equality Impact Assessment
- [ ] **Low Relevance** - This needs to undergo a Stage 2 Equality Impact Assessment
- [ ] **No Relevance** - This does not need to undergo a Stage 2 Equality Impact Assessment
For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

4. Identify next steps as appropriate:

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<tr>
<th>Stage Two required</th>
<th>Owner of Stage Two assessment:</th>
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<tr>
<td>Timescale for Stage Two assessment:</td>
<td>Stage Two not required:</td>
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Name: ___________________________ Date: ___________________________