

<b>Title of Report:</b>	<b>Recording of Questions and Answers at Council and Executive Meetings</b>
<b>Report to be considered by:</b>	Governance and Audit Committee
<b>Date of Meeting:</b>	9 July 2012
<b>Forward Plan Ref:</b>	N/a

**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	
<b>Name &amp; Telephone No.:</b>	Councillor Tony Vickers
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Contact Officer Details	
<b>Name:</b>	Gillian Durrant
<b>Job Title:</b>	Group Executive Lib Dems
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### **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

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

# Executive Report

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## 1. Introduction

- 1.1 At the meeting of the Executive on 12 April 2012 the device 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

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Appendix A – Equality Impact Assessment – Stage 1

## Consultees

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**Local Stakeholders:** n/a

**Officers Consulted:** Andy Day, Moira Fraser

**Trade Union:** n/a

## APPENDIX A

### Equality Impact Assessment – Stage One

<b>Name of item being assessed:</b>	Recording of Questions and Answers at Executive meetings
<b>Version and release date of item (if applicable):</b>	
<b>Owner of item being assessed:</b>	Gillian Durrant
<b>Name of assessor:</b>	Elaine Walker
<b>Date of assessment:</b>	29 July 2012

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

<b>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.</b> (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)
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Group Affected	What might be the effect?	Information to support this.

<b>Further comments relating to the item:</b>
This has a very minimal impact on any of the groups mentioned above, and will be discussed in a public meeting.

<b>3. Result</b> (please tick by clicking on relevant box)
<input type="checkbox"/> <b>High Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> <b>Medium Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/> <b>Low Relevance</b> - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/> <b>No Relevance</b> - This <b>does not</b> 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.**

<b>4. Identify next steps as appropriate:</b>	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

**Name:**

**Date:**