

<b>Title of Report:</b>	<b>Proposal to record meetings of the PEACEPLUS Partnership</b>
<b>Committee Report Submitted To:</b>	Leisure & Development Committee
<b>Date of Meeting:</b>	18 June 2024
<b>For Decision or For Information</b>	For Decision
<b>To be discussed In Committee</b>	No

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	- <b>Objective 5</b> <i>"We will improve and increase our level of citizens engagement ahead of a new Corporate Strategy in 2025."</i>
Outcome	
Lead Officer	Funding Unit Manager Peace Programme Co-ordinator

<b>Budgetary Considerations</b>	
Cost of Proposal	£0
Included in Current Year Estimates	<b>NO</b>
Capital/Revenue	n/a
Code	
Staffing Costs	Covered under existing staffing

<b>Legal Considerations</b>	
Input of Legal Services Required	<b>YES</b>
Legal Opinion Obtained	<b>NO</b>

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	No	Date:
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	No	Date:
	RNA Required and Completed:	No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes	Date:

## **1.0 Purpose of Report**

**The purpose of this report is to request approval from Council for the recording of PEACE PLUS Partnership Meetings.**

## **2.0 Background**

The PEACE PLUS Partnership was established by Council in April 2022 and comprises 25 members, including 11 elected members.

The meetings are hybrid enabling partners to join remotely and minutes are available from the PEACEPLUS Webpage.

At the November 2023 PEACEPLUS Partnership meeting it was proposed to record future meetings using MS Teams in order to afford partners who have missed a meeting the opportunity to hear the discussions and the decision making. The Partnership acknowledge that this will involve recording individuals who will be filmed for the purpose of recording and presenting information.

A consultation with the members of the PEACE PLUS Partnership was carried out between Jan and March 2024 and a Data Protection Impact Assessment was undertaken with the support of Council's Data Protection Information Officer.

In March 2024 after the findings of the consultation were shared with the Partnership members and the proposal was passed, Council Officers advised that the proposal would require full Council approval before proceeding with recordings.

## **3.0 Proposals**

Should the proposal succeed, the recording of meetings will start in September 2024.

MS Teams will be used to record during the hybrid meetings, with a link being provided to members who were absent from the meeting. The link will remain open for 7 days.

The link will be stored in the PEACE PLUS server and deleted after 7 days.

The link would only be shared with Partnership members with the strict caveat that the recordings be viewed solely by the recipient and are not to be circulated. Before recordings would proceed, a signed declaration from each Partner to this end would be obtained.

Due to the nature of the subject area, there may be instances in which areas of the Borough may be mentioned, council officers, elected members, community, or statutory reps may voice concerns, opinions or objections which could be recorded. There will be issues/items that may need to be discussed "In Committee", and the recording will be paused so as not to record confidential or sensitive information.

## **4.0 Recommendation**

It is recommended that the Leisure & Development Committee recommends to Council:

- a. To allow the PEACE PLUS Partnership to record meetings as outlined in this report.

**OR**

- b. Reject the proposal and maintain the status quo at Partnership meetings whereby no recording is undertaken.