



## **POLICY STATEMENT ON MEETING NOTES AND AUDIO RECORDING AT FORMAL HR MEETINGS**

Surrey County Council is committed to fostering a culture of openness and transparency within its workforce, and seeks to resolve differences in employment in the most constructive and least formal manner possible. To that end, employees and managers have access to a comprehensive support network which has been designed to encourage open dialogue and restorative practice, in order to resolve differences and improve working relationships. To that end, managers should aim to offer staff the opportunity to discuss issues on an one-to-one basis wherever possible.

The Council recognises that there will be some cases which present the need for HR meetings or hearings to be conducted in a formal manner. When a formal meeting is organised, the Council will normally arrange for an impartial officer to take notes/minutes of the discussions. Employees participating in these meetings will be able to review the minutes before they are confirmed.

The Council accepts that there will be occasions on which a participant may want to use an audio recording device to accurately record discussions at a HR meeting. In the interests of maintaining a positive employment relations climate, any participants who intend to use such a device are required to request permission to do so from the meeting Chair. Such requests can only be submitted for meetings for which minutes are to be taken, and they should be submitted with adequate notice before the meeting.

Meeting Chairs should not unreasonably withhold permission for a meeting to be recorded; however there may be instances in which they feel that the purpose or the success of the meeting may be undermined. Meeting Chairs should obtain detailed HR advice before making a decision to withhold permission for audio recording at a meeting.

Where a meeting Chair accepts a request from a participant who wishes to record the meeting, the participant will be welcome to bring their own recording equipment to the venue of the meeting. Meeting Chairs should note that the submission and/or acceptance of such a request will not negate the requirement for minutes to be taken. However, where a request has been accepted, the meeting Chair may arrange to obtain a separate audio recording of the meeting.

It is important to note that the Council is unable to supply participants with recording equipment or arrange for their equipment to be tested. The Council

will not accept any responsibility or liability in respect of equipment failure or poor audio quality.