Recording of Council Meetings
Task & Finish Group

1. Background

1.1 Josef Ransley, Cabinet Member for Corporate Services and Communications, used the Members' Bulletin Board to point out that the official minutes are not a full record of debates at meetings of the Council, Cabinet and Committees, and that some members have expressed an interest in a fuller record being available and broadcast so that people who are unable to attend the meeting can see or hear the recording.

1.2 Scrutiny Planning Group on 20 March 2012 agreed that this would be a useful review to be carried out by a Task & Finish Group of members and the scope and project plan were agreed by SPG on 17 April 2012. The purpose of the review is:

To explore the desirability and feasibility of

a) Audio recording meetings of the Council, Cabinet and Committees
b) Audio visual recording meetings of the Council, Cabinet and Committees
c) Making these recordings available on the Council's website taking account of:-

   i. Costs (not just the initial cost of installing equipment, but also on-going costs, such as editing and summarising) and added value, so that these can be balanced against other priorities.
   ii. Experience of other Councils, particularly in relation to web-casting, including information about viewing figures, public response, and demand.
   iii. Legal implications, such as data protection and human rights.

1.3 This report sets out some of the advantages and disadvantages together with a summary of the practical and cost implications. The evaluation is based on assumptions set out in the report.

2. Assumptions

2.1 The arrangements for recording committee meetings will depend on the number and location of meetings. The main public facing committees of the council are Full Council, Cabinet, Development Control Committees, Overview & Scrutiny Committee and Corporate Governance & Audit Committee. These meetings take place in Committee Room 1, Committee Room 2 and the combined space.

2.2 Full Council is of course the upper decision-making body in the council and the main forum for political debate. The number of members of the public that attend

varies but is usually low. Some of those who attend might do so anyway either because they wish to ask a question or witness a debate or because they have some involvement with the council or a political party. It is difficult to assess how many people who do not attend meetings of the council would watch all or some of the meetings on-line. This may depend on whether the matters under discussion are of interest outside of the council.

2.3 Cabinet is the main decision making body. The number of members of the public that attend is usually low, if any.

2.4 The level of public interest in Development Control Committee meetings is usually higher than for Full Council or Cabinet. This is likely to be because the decisions taken have a direct impact on the lives and interests of the applicants and other residents and businesses.

2.5 Overview & Scrutiny Committee and Corporate Governance & Audit Committee meetings are normally not attended by the public.

2.6 A number of assumptions have been made for the purposes of this report and to inform a decision regarding the relative merits and costs of recording meetings. These assumptions would be reviewed if a decision is taken to proceed.

> six Full Council meetings, eleven Cabinet meetings, 25 Development Control Committee meetings, five Corporate Governance & Audit Committee meetings and six Overview & Scrutiny Committee meetings in an annual cycle involving a total of approximately 140 hours (based on last year's calendar), excluding Part 2 items.
> there may be some other parts of proceedings (possibly Part 2) that could be recorded (for the archives) but not broadcast online.
> the system must be easy to operate and not require special technical knowledge.
> the broadcast material will be easy to view/hear, understand and access via our website.
> training would be provided to ensure that microphones are used properly, Members and officers leave a short interval before speaking, and people do not speak across each other.
> Each committee would require a pre-set room layout as well as a pre-set seating arrangement. Each council member would be allocated a dedicated microphone which would be laid out according to the seating arrangement to allow the members' names to come up on the webcast when they speak.

2.7 A number of options for recording meetings are set out at Appendix 1 and expanded in more detail in the following paragraphs.

2.8 There is no current budget provision for recording/webcasting the council's meetings. If it is decided to pursue any of options 1 to 3, funding would need to be identified in current and future years as applicable. Members would need to consider whether the benefits are commensurate with these costs and whether webcasting is the most effective way of using this resource to open up the

democratic process and enhance community engagement with local democracy.

3.   Current equipment

3.1   In February 2006 Cabinet agreed the supply and installation of an infra-red microphone system in the council chamber. The specification was to provide a microphone system capable of being used independently in both committee rooms at the same time with capability to serve the whole council chamber, providing 58 individual wireless microphone units, lapel radio microphones, infra-red hard of hearing systems (including headsets), electronic delegate voting and recording of voting, sound recording of meetings with a facility to transfer recordings to CD and capable of integration to provide webcasting.

3.2   There is a grey audio rack in each committee room which houses the audio equipment which includes dictation machine, foot pedal and earphones (to enable transcription).

3.3   There is also a 'follow me' camera to the left hand side of committee room 2. This camera is now over six years old, has never been used and would need to be replaced.

4.   Webcasting

4.1   Webcasting involves recording sound and video of an event, live transmission to a server and onward transmission to the internet for live viewing. It can also be made available online for viewing after the event. The technology is not new but has been hampered by the level and quality of broadband access.

4.2   Webcasting is used in a number of authorities but the take-up has been less than many had predicted. Within West Sussex it is used by West Sussex County Council for its Full Council meetings and a small number of other meetings which are likely to be of interest across the county. It is not used by any District or Borough in West Sussex.

In house webcasting – indicative costs

4.3   It will be possible to record meetings using new camera equipment and convert it in house to the correct format for broadcast to the web. It would also be possible to stream this live to the web, although with no content management system, this would not show speaker's names or indexing to agenda items. There are also certain practicalities with live streaming in house such as managing the video, stopping it at the right point (before Part 2 for instance and dealing with comfort breaks), IT malfunction etc. A more manageable option would be to save the recording and upload it to the website for later viewing.

4.4   Two tilt and zoom cameras would be required for each committee room (allowing four cameras for meetings in the combined space) with hard disk recorders, a PC for each room, a video processor, a 2 MB business ADSL line, a router, and additional miscellaneous hardware and software. This hardware will cost in the region of £6-10K which includes installation. There would be ongoing revenue

costs not currently costed.

4.5 A 'roving' microphone would need to be provided for use for speakers in the audience seats during OSC and CGAC or a procedure put in place for all speakers to approach the front table (set aside for officers and witnesses) when permitted to speak.

4.6 The current audio solution would need to be upgraded to allow 'push to talk' camera automation which would cost in the region of £2,000 and there would probably need to be additional development work required in the region of £1,200.

4.7 An upgrade to the video recorder software is required at a cost of roughly £700.

4.8 Additional costs would also be required to acquire a server with sufficient capacity and to design and develop a template. The initial costs will be in the region of £13-£15k.

4.9 We would possibly need an officer sitting in on meetings to ensure the microphones are used correctly (therefore allowing the camera to focus in on the user). There would also need to be an element of set up time and wrap up time including uploading the transmission to the web. The total resources which may be required would amount to approximately 4 hours per meeting.

4.10 Full revenue costs would need to be established. There would be costs of £800 per year for ADSL line rental and broadband connection. There would also be costs of maintaining and upgrading the equipment and upgrading software.

Webcasting hosted by external provider - indicative costs

4.11 A company with considerable experience of webcasting local authority meetings (over 25 local authority clients) was invited to visit the authority and meet with officers and subsequently to provide an idea of costings. This is for illustrative purposes as a formal tender exercise would be undertaken if Members decide to proceed and a formal specification to include the exact number of meetings (and hours) would be prepared.

4.12 The following would be provided as part of an annual fee arrangement:

- Licence
- Hardware – cameras and cabling, webcasting encoder and DVD back-up (covered by a full service level agreement)
- Hosting & streaming of all content
- Service and maintenance, project management and on-going account management, training

4.13 Ballpark annual costs for an F600 fixed webcasting solution with 4x cameras would be as follows, subject to a full site survey:

60 hours hosted content per annum	£16,000
90 hours hosted content per annum	£17,200
120 hours hosted content per annum	£18,400
140 hours hosted content per annum	**£19,100**
160 hours hosted content per annum	£20,000

These costs are for the full set up fees including the site survey and wiring diagram, project management and initial development work to build the end-user platform.

4.14 The costs related to the audio upgrade at 4.6 would also be required.

4.15 There would be costs of £800 per year for ADSL business line rental and broadband connection.

4.16 Webcasts would be kept for a period of six months.

5. Alternative approaches

5.1 WSCC has recently signed up to purchase a mobile webcasting unit and has raised the possibility of sharing this kit with CDC. A mobile webcasting kit is a suitcase size box and includes a laptop with all functionality, a camera and a microphone and leads/cables to connect to fixed cameras and microphones (if any). They are intending to use this mobile kit to webcast meetings held in the other main meeting rooms and alternative locations such as county local committees.

5.2 As both authorities meetings are held during the day, there may be difficulties with this option due to a clash of meeting timings. Also the issue of resources and transporting the equipment to and from the council for meetings and the setup time involved may be prohibitive. WSCC has only recently set in place this purchase order and has not been in touch with us regarding possible hiring costs.

5.3 This may be a suitable consideration if we were required to record meetings which are moved to alternative venues such as during elections for instance when the committee rooms are used as elections headquarters.

5.4 A cheaper alternative might be to obtain an audio-only record of each meeting and to upload this to the council's website. The equipment would need to be set at the beginning of each meeting and stopped at the end. It would need an operator to take the memory card out and to upload the audio content to the website.

5.5 If Members were minded to proceed with any of the options, a full specification and implementation plan would need to be prepared which would be based on the committees and meetings members consider most suitable to record. At this stage the view of the committee on the **principle** of recording meetings and the preferred method, based on the indicative costs, is being sought.

6.   What other local authorities are doing

6.1   WSCC has an annual contract with public-i in Brighton at £13,006 plus VAT plus £80 per meeting to upload the webcast live. This cost covers 60 hours of webcasting, but does not include any camera supply or service and maintenance. Web hits vary by month and by whether it is a live hit or a hit on the archived material. In 2011/12 five Council meetings and two Select Committee meetings were webcast. WSCC had 3097 hits during this time on live/archived material indicating a cost to the council of £1,938 per meeting and £4.38 per viewing. There is of course no indication as to the extent that members and officers account for a proportion of these viewing figures above, but it is common for staff working on reports to Council or select committees to follow the webcast at their desks to establish the outcome of decision making.

6.2   Guildford Borough Council recently decided to introduce webcasting at an estimated annual cost of £20,000 and is likely to broadcast their Full Council, Executive and Planning Committee meetings.

6.3   Attached at Appendix 2 is a list of viewing figures provided by public-i from various similar district councils.

6.4   Authorities which provide audio recordings of meetings include Bromsgrove (internal use only), Sutton BC (Local Committees only on web and indexed to agenda items) and Canterbury (on web with no indexing) and Tendring (on web and indexed to agenda items).

6.5   Crawley Borough Council piloted webcasting in 2006 when the State of the Borough debate was broadcast live. The number of viewers was very low. In June 2012 they put a report before members with the option of webcasting meetings, however it was decided not to proceed as members did not consider it good value for money.

7.   Potential advantages and disadvantages of webcasting

7.1   This section sets out potential advantages and disadvantages. Some of these are subjective, for example if a person views a webcast rather than attending a meeting it could be regarded as something that reduces active democratic activity or alternatively as a more convenient service for customers. Members are also better placed to comment on the likely views of constituents.

Advantages:

7.2   The council's meetings are held during the daytime, making them less accessible to residents who work during the day and which might explain the low numbers of residents attending meetings. This factor might increase the usage of web based records.

7.3   Some members of the public may be reluctant to attend council meetings due to concern that they may have to wait long periods before an item of interest is debated. Members of the public who attend Full Council for Public Question Time

often leave during this period and therefore miss matters which come up later in the agenda which have been considered by the Overview and Scrutiny Committee or Cabinet. There would not be an issue if web recordings were available for a person to select the item they wish to hear/view with immediate access.

7.4   Webcasting may be beneficial for people who find it difficult to attend meetings at the East Pallant House, for example due to disability, caring responsibilities or access to transport. People with specialist modifications to their home computer equipment for sight or hearing problems might also benefit. It is difficult to predict the number of people that might benefit in this respect given that the overall number of people watching webcasts may not be very high.

7.5   The age profile of those that do attend meetings is not representative of Chichester's population. Whilst webcasting is not the answer to democratic engagement, the very high level of internet use by younger generations may make council democracy more visible and accessible.

7.6   Regardless of the number of people who view web broadcasts, the fact that they exist might send a message of openness and transparency. A comparator may be the BBC Parliament channel which exists to shed light on the parliamentary process rather than to attract huge audiences.

7.7   Webcasting of meetings in some local authorities is reported to 'not have been noticed' by members. West Sussex County Council officers report that there has been no significant change in behaviour by members 'playing to the camera'. However, the general view is that with webcasting members' behaviour improves, there is no 'grandstanding' and that debate improves.

7.8   Council minutes are produced which provide a formal record of decisions taken and the basis for the decisions. They may reflect some overall themes of the debate but they are not verbatim records and do not cover every point raised. Some members may however wish to have a recording of meetings to refer to in the event of confusion.

7.9   Webcasting combined with social media and other collaboration tools can increase participation in the democratic process, for example by allowing people to post questions during or in advance of a meeting.

7.10   Webcasting provides a record of meetings that can be used for training purposes for members and staff, and for citizenship education.

Disadvantages:

7.11   Webcasting could potentially work to reduce the number of people who attend meetings even further, although people who feel strongly about an issue attend a meeting not just to listen to the debate but to display their support or opposition.

7.12 Matters relating to the conduct of meetings are entirely within the control of those attending the meetings and, it could be argued, not a reason to purchase equipment and broadcast meetings.

7.13 There is a risk that edited footage of council meetings could be used to misrepresent the council or an individual member or to show the council in a bad light. A councillor in another local authority was once suspended for six months after he published selected parts of a webcast meeting on YouTube. He later won an appeal against the decision but this does show the potential to place webcast broadcasts on the wider web.

7.14 The existence of an alternative record of a meeting might be used in legal proceedings to challenge the official approved minutes. A recording can still give a false impression.

7.15 The need to ensure that the layout of the committee rooms precisely follows the design template for each meeting will add to the time taken by caretakers to set up the rooms for meetings. Members will have to sit in their allotted seat.

7.16 The initial investment, on-going increase in revenue costs and additional staff time required at a time of financial stringency

7.17 The risk of technical malfunction disrupting proceedings or disappointing expectations.

8.   Legal Implications/Powers

8.1   Section 100A(7) of the Local Government Act 1972 states that 'the council is not required to permit the taking of any photographs of any proceedings, or the use of any means to enable persons not present to see or hear any proceedings (whether at the time or later) or the making of any oral report on any proceedings as they take place'. This means the council can stop a member of the public from photographing, videoing or recording meetings in any way.

8.2   Where a Council decides to webcast its proceedings, consideration needs to be given to provisions in the Data Protection Act 1988 and the Human Rights Act 1998. The council should ensure it is compliant with the regulations in these two acts by developing a suitable protocol which should include displaying information on agendas and in the committee rooms of those meetings it intends to record in any as well as advising those members of the public, applicants, supports, objectors, and evidence givers who may be attending meetings in order that all are aware.
.

9.   Appendices

Appendix 1 – options
Appendix 2 – viewing figures

Contact Officers:
Bambi Jones – Principal Scrutiny Officer
Philip Coleman – Member Services Manager

RECORDING COMMITTEE MEETINGS – OPTIONS

App 1

Method of recording	What equipment currently in place?	What extra equipment required and cost?	What extra resources required?	What are the issues?
1. Audio record meetings for later upload to the website	• Infra-red audio system with a microphone for each member. • Audio equipment in each CR with facility to record and transcribe. • 128MB memory card gives 2.5/3 hours coverage. • Dictaphone, foot pedal and earphones for transcription purposes	• Server costs and support over 5 years £10k • Template design and development - £3-£5k **Total: Capital costs £15k approx.**	Operator required to set up at beginning of meeting and stop when ends. Also to take memory card from audio equipment, upload file to server and save to website. **Total: 1 hour per meeting approx. average**	• No facility to exclude Part 2 items unless editing software purchased. • Operator would need to stop recording at end Part 1.
2. Webcasting meetings with later upload to the website as archived material (**carried out in-house**)	• As 1above • One 'follow me' camera in CR2 in central position • Video recorder	• As above 1 with costs of £15k • Audio upgrade £3,200 • 2MB ADSL line installation and router £180 • Broadband and business ADSL line rental £800 annual fee • Video recorder upgrade at £700. • Dome tilt and zoom cameras in each CR and link to current audio system, video processor, monitors, data video hard disk recorder, and miscellaneous equipment from £6-10K. • Authoring software licence £120 **Total: Capital costs £29,200 Revenue costs £800**	• Resources to set up equipment and take down. • Possibly need someone to oversee operation during entire meeting depending on resilience of system. • Administrator to upload webcast to CDC server. **Total: 4 hours per meeting approx. average**	• Current camera not able to be upgraded therefore need for 4 new cameras and installation. • Members would need to sit in designated seats at all meetings, therefore room, table and seat layouts would need to be developed and adhered to. • Live viewing could possibly be achieved, but certainly would allow a record to be added to the council's website following the meeting.

Method of recording	What equipment currently in place?	What extra equipment required and cost?	What extra resources required?	What are the issues?
3. Webcasting meetings with live streaming **(carried out externally)**	• As above 1 & 2	• Audio upgrade £3,200 • 2MB ADSL line installation and router £180 • Broadband and business ADSL line rental £800 annual fee • £19,100 annual fee based on 140 hrs – which includes provision of 4x cameras and full set up fees including site survey and wiring diagram, project management and initial development work **Total: Capital costs £3,380** **Revenue costs £19,900 per annum**	• Operator required to set up each meeting in content management system, pull in the required room/table layout, agenda items etc. • Operator not required during meetings as long as set up process is efficient. **Total: 1 hour per meeting approx. average**	• Members would need to sit in designated seats at all meetings, therefore room, table and seat layouts would need to be developed and adhered to. • Live streaming • Would allow a focus in on the speaker and link to agenda item/ speaker name on website • Cameras would be installed and maintained by specialist supplier
4. Share mobile webcasting system with WSCC	• As above 1 & 2	• As above capital £3,380 and revenue costs £19,900 p.a. • Cost of hiring mobile webcasting equipment from WSCC per meeting not yet known. • Use external company to host and stream content. Annual fee may be reduced if we are hiring mobile kit from WSCC. **Not considered to offer any savings over and above option 3 therefore no costings have been sought.**	• Operator required to set up before and take down after meetings as well as operate during the meeting. • Need to transport mobile equipment back and forth from/to WSCC.	• Possible clash of meeting dates
5. Do nothing				Continue current practice of not recording the council's meetings. This option would be lawful and would give rise to no budgetary implications.

BRAINTREE DISTRICT COUNCIL

	Title	Live date	Hits	Live	Archive	Category
	LOCAL DEVELOPMENT FRAMEWORK PANEL - 22nd February 2012	22-Feb-12	260	10	250	Planning
	Full Council Monday 19th September 2011	19-Sep-11	256	24	232	Amenities
	Planning Comittee Tues 04th October 2011	04-Oct-11	199	39	160	Amenities
	Planning Comittee Tues 13th September	13-Sep-11	196	26	170	Amenities
	Cabinet 1st September 2011	01-Sep-11	190	14	176	Amenities
	Full Council Meeting - Monday 12th December 2011	12-Dec-11	187	2	184	Amenities
	Planning Committee 27th March 2012	27-Mar-12	165	16	149	Amenities
	Planning Committee - Tuesday 17th January 2012	17-Jan-12	162	8	154	Amenities
	Planning Committee - Tuesday 6th December 2011	06-Dec-11	159	16	143	Amenities
	Planning Committee - 10th April 2012	10-Apr-12	154	6	148	Amenities
	Planning Committee Tuesday 25th October 2011	25-Oct-11	150	31	119	Amenities
	Council - 16th April 2012	16-Apr-12	147	16	131	Amenities
	Planning Committee 28th February 2012	28-Feb-12	147	23	124	Amenities
	Cabinet 24th October 2011	24-Oct-11	134	13	121	Amenities
	Planning Committee - Tuesday 22nd November 2011	22-Nov-11	132	15	117	Amenities
	Cabinet - 1st February 2012	01-Feb-12	130	3	126	Amenities
	Planning Committee - 22nd May 2012	22-May-12	125	2	123	Amenities
	Full Council - Monday 7th November 2011	07-Nov-11	124	12	112	Amenities
	Full Council - 15th February 2012	15-Feb-12	124	13	111	Amenities
	Planning Committee - Tuesday 8th November 2011	08-Nov-11	120	31	89	Amenities
	LOCAL DEVELOPMENT FRAMEWORK PANEL - 1st MARCH 2012	01-Mar-12	119	2	117	Amenities
	Cabinet - Monday 5th December 2011	05-Dec-11	118	6	112	Amenities
	Cabinet 26th March 2012	26-Mar-12	117	2	115	Amenities
	Council AGM - 26th April 2012	26-Apr-12	113	3	110	Amenities
	Cabinet - 9th May 2012	09-May-12	112	10	102	Amenities
	Planning Committee - Tuesday 20th December 2011	20-Dec-11	105	3	102	Amenities
	Planning Committee 13th March 2012	13-Mar-12	103	7	96	Amenities
	Planning Committee - 8th May 2012	08-May-12	102	4	98	Amenities
	Planning Committee - 12th June 2012	12-Jun-12	102	9	93	Amenities

	Council - 11th June 2012	11-Jun-12	101	11	90	Amenities
	Planning Committee 14th February 2012	14-Feb-12	94	2	92	Amenities
	Planning Committee - Tuesday 31st January 2012	31-Jan-12	81	2	79	Amenities
	Planning Committee - 12th April 2011	12-Apr-11	65	0	65	Planning
	Full Council - 11th April 2011	11-Apr-11	57	0	57	Full Council
	Planning Committee - 26th June 2012	26-Jun-12	53	4	49	Amenities
	Planning Committee - 29th March 2011	29-Mar-11	50	0	50	Planning
	Cabinet - 28th March 2011	28-Mar-11	45	0	45	Cabinet
	Planning Committee - 15th March 2011	15-Mar-11	34	0	34	Planning
	BDC - Planning Committee - 31st March 2009	31-Mar-09	33	0	0	Planning
	Members Evening - Localism - 26th January 2012	26-Jan-12	30	0	30	Amenities
	Council - 30th July 2012	30-Jul-12	28	9	19	Amenities
	Planning Committee - 24th July 2012	24-Jul-12	27	3	24	Amenities
	Planning Committee - 10th July 2012	10-Jul-12	26	0	26	Amenities
	Cabinet - 16th July 2012	16-Jul-12	23	1	22	Amenities
	Cabinet - 14th February 2011	14-Feb-11	13	0	13	Cabinet
	Planning Committee - 15th February 2011	15-Feb-11	10	0	10	Planning
	Council - 23rd February 2011	23-Feb-11	9	0	9	Full Council
	Planning Committee - 1st March 2011	01-Mar-11	8	0	8	Planning
	Member Briefing Event - Housing Issues in the Braintree District	19-Apr-12	5	0	5	Amenities
	Members Evening - 20th June 2012	20-Jun-12	3	0	3	Amenities
			5047	**398**	**4614**	

EAST HERTS DISTRICT COUNCIL

	Title	Live date	Hits	Live	Archive	Category
	Development Control Committee	26-Oct-11	758	78	680	Development Control
	Development Control Committee	14-Sep-11	377	28	349	Development Control
	Development Control Committee	17-Aug-11	352	31	321	Development Control
	Development Control Committee	20-Jul-11	341	0	341	Development Control
	Development Control Committee	12-Oct-11	320	68	252	Development Control
	Development Control Committee	29-Feb-12	266	21	245	Development Control
	Executive	06-Sep-11	222	21	201	Executive
	Development Control Committee	07-Dec-11	221	20	201	Development Control
	Council	28-Sep-11	216	17	198	Full Council
	Council	18-May-11	213	0	213	Full Council
	Development Control Committee	01-Feb-12	212	11	201	Development Control
	Development Control Committee	09-Nov-11	209	22	187	Development Control
	Development Control Committee	24-Mar-11	203	0	203	Development Control
	Development Control Committee	22-Jun-11	200	0	198	Development Control
	Development Control Committee	04-Jan-12	193	11	182	Development Control
	Council	06-Jul-11	178	0	178	Full Council
	Development Control Committee	25-May-11	172	0	172	Development Control
	Development Control Committee	23-May-12	172	17	155	Development Control
	Development Control Committee	21-Mar-12	156	3	153	Development Control
	Executive	06-Dec-11	150	16	134	Executive
	Executive	11-Oct-11	147	19	128	Executive
	Executive	24-May-11	142	0	141	Executive
	East Herts Community Safety Partnership Meeting	09-Mar-11	142	0	142	Amenities
	Development Control Committee	09-Feb-11	141	0	141	Development Control
	Executive	05-Jul-11	140	0	140	Executive
	Council	22-Feb-12	140	4	136	Full Council
	Executive	08-Nov-11	140	16	124	Executive
	Executive	10-Jan-12	139	2	137	Executive
	Development Control Committee	18-Apr-12	135	15	120	Development Control
	Executive	07-Feb-12	123	2	121	Executive
	Council	23-Feb-11	122	0	112	Full Council

	Name	Date	Total			Type
	Council	07-Mar-12	120	1	119	Full Council
	Executive	15-Jun-11	117	0	117	Executive
	Development Control Committee	12-Jan-11	116	0	116	Development Control
	Development Control Committee	09-Mar-11	113	0	113	Development Control
	Council	04-Apr-12	107	3	104	Full Council
	Development Control Committee	20-Jun-12	103	10	93	Development Control
	Executive	06-Mar-12	97	3	93	Executive
	Development Control Committee - 20 October 2010.	20-Oct-10	97	0	97	Amenities
	Council	08-Dec-10	94	0	94	Full Council
	Council	16-May-12	93	11	82	Full Council
	Development Control Committee	18-Jul-12	89	10	79	Development Control
	Council	02-Mar-11	88	0	88	Full Council
	Development Control Committee	15-Dec-10	80	0	80	Development Control
	Development Control Committee	17-Nov-10	79	0	71	Development Control
	Executive	04-Apr-12	77	1	76	Executive
	Executive	22-May-12	72	3	69	Executive
	District Planning Executive Panel (formerly known as LDF Executive Panel)	26-Jul-12	47	10	37	Executive
	Development Control Committee - 22 September 2010	22-Sep-10	29	0	29	Amenities
	Executive	19-Jun-12	27	0	27	Executive
	Council - 29 September 2010.	29-Sep-10	25	0	25	Amenities
	Council	04-Jul-12	22	5	17	Full Council
	Executive	10-Jul-12	17	2	15	Executive
	Executive	31-Jul-12	4	4	0	Executive
	Development Control Committee - 25 August 2010.	25-Aug-10	1	0	1	Amenities
			8356	**485**	**7848**	

MOLE VALLEY DISTRICT COUNCIL

	Title	Live date	Hits	Live	Archive	Category
	Development Control Committee 3rd August 2011	03-Aug-11	410	59	350	Development Control
	Development Control Committee 4th April 2012	04-Apr-12	401	90	311	Development Control
	Development Control Committee 7th September 2011	07-Sep-11	378	96	277	Development Control
	Development Control Committee 4th January 2012	04-Jan-12	342	25	317	Development Control
	Development Control Committee 5th October 2011	05-Oct-11	247	59	188	Development Control
	Development Control Committee 2nd May 2012	02-May-12	247	73	174	Development Control
	Development Control Committee 7th December 2011	07-Dec-11	243	60	183	Development Control
	Council 27th September 2011	27-Sep-11	224	63	161	Full Council
	Development Control Committee 6th July 2011	06-Jul-11	218	0	215	Development Control
	Development Control Committee 2nd November 2011	02-Nov-11	206	55	151	Development Control
	Standards Committee 26th July 2011	26-Jul-11	189	0	189	Standards
	Scrutiny Committee 8th September 2011	08-Sep-11	185	34	151	Scrutiny
	Scrutiny Committee 4th October 2011	04-Oct-11	179	37	142	Scrutiny
	Audit Committee 28th June 2011	28-Jun-11	178	0	178	Audit and Performance Review
	Council 19th July 2011	19-Jul-11	177	0	177	Full Council
	Scrutiny Committee 5th July 2011	05-Jul-11	174	0	174	Scrutiny
	Development Control Committee 7th March 2012	07-Mar-12	172	43	129	Development Control
	Executive 8th November 2011	08-Nov-11	161	16	145	Executive
	Executive 12th July 2011	12-Jul-11	160	0	160	Executive
	Executive 21st June 2011	21-Jun-11	158	0	158	Executive
	Scrutiny Committee 5th January 2012	05-Jan-12	150	8	142	Scrutiny
	Executive 11th October 2011	11-Oct-11	148	24	124	Executive
	Special Executive	27-Sep-11	147	20	127	Executive
	Council 24th May 2011	24-May-11	146	0	144	Full Council
	Audit Committee 28th September 2011	28-Sep-11	145	33	112	Audit and Performance Review
	Executive 10th January 2012	10-Jan-12	145	11	134	Executive
	Scrutiny Committee 6th December 2011	06-Dec-11	142	30	112	Scrutiny
	Scrutiny Committee 14th June 2011	14-Jun-11	139	0	139	Scrutiny
	Development Control Committee 1st February 2012	01-Feb-12	138	17	121	Development Control
	Development Control Committee 1st June 2011	01-Jun-11	134	0	134	Development Control
	Scrutiny Committee 31st January 2012	31-Jan-12	127	16	111	Scrutiny
	Council 17th January 2012	17-Jan-12	126	4	122	Full Council
	Scrutiny Committee 28th February 2012	28-Feb-12	124	3	121	Scrutiny
	Standards Committee 15th November 2011	15-Nov-11	123	8	115	Standards

	Development Control Committee 4th May 2011	04-May-11	120	0	120	Development Control
	Audit Committee 29th November 2011	29-Nov-11	118	17	101	Audit and Performance Review
	Licensing Sub-Committee 19th December 2011	19-Dec-11	117	4	112	Licensing
	Council 22nd November 2011	22-Nov-11	115	17	98	Full Council
	Scrutiny Committee 1st November 2011	01-Nov-11	112	7	105	Scrutiny
	Executive 13th December 2011	13-Dec-11	111	13	98	Executive
	Council 22nd May 2012	22-May-12	107	19	88	Full Council
	Council 21st February 2012	21-Feb-12	105	4	101	Full Council
	Special Scrutiny Committee 3rd November 2011	03-Nov-11	104	15	89	Scrutiny
	Executive 7th February 2012	07-Feb-12	103	4	99	Executive
	Audit Committee 13th March 2012	13-Mar-12	101	6	95	Audit and Performance Review
	Development Control Committee 6th June 2012	06-Jun-12	90	12	78	Development Control
	Council 17th April 2012	17-Apr-12	87	9	78	Full Council
	Audit Committee 24th January 2012	24-Jan-12	87	2	85	Audit and Performance Review
	Executive 6th March 2012	06-Mar-12	86	0	85	Executive
	Executive 5th April 2011	05-Apr-11	80	0	80	Executive
	Standards Committee 21st March 2012	21-Mar-12	75	1	74	Standards
	Mole Valley DC - Information Video	28-May-12	74	0	74	Amenities
	Scrutiny Committee 23rd January 2012	23-Jan-12	59	3	56	Scrutiny
	Scrutiny and Audit Committee 29th March 2011	29-Mar-11	57	0	57	Scrutiny
	Council 3rd July 2012	03-Jul-12	49	18	31	Full Council
	Scrutiny Committee 29th May 2012	29-May-12	45	1	43	Scrutiny
	Standards Committee 11th June 2012	11-Jun-12	41	1	40	Standards
	Executive 1st March 2011	01-Mar-11	34	0	34	Executive
	Council 22nd February 2011	22-Feb-11	30	0	27	Full Council
	Scrutiny and Audit Committee 21st February 2011	21-Feb-11	29	0	29	Scrutiny
	Development Control Committee 4th June 2012	04-Jul-12	25	5	20	Development Control
	Council (special) 8th March 2011	08-Mar-11	25	0	24	Full Council
	Audit Committee 8th March 2011	08-Mar-11	20	0	20	Audit and Performance Review
	Executive 10th July 2012	10-Jul-12	18	0	18	Executive
	Licensing Sub-Committee 24th July 2012	24-Jul-12	18	0	18	Licensing
	Audit Committee 28th June 2012	28-Jun-12	11	4	7	Audit and Performance Review
	Council 9th July 2012	09-Jul-12	9	1	8	Full Council
	Executive 8th February 2011	08-Feb-11	8	0	8	Executive
	Scrutiny Committee 9th July 2012	09-Jul-12	7	4	3	Scrutiny
	Development Control Committee 2nd February 2011	02-Feb-11	2	0	2	Development Control
			8862	1051	7793	

WEST LINDSEY DISTRICT COUNCIL

	Title	Live date	Hits	Live	Archive	Category
	Meeting of the Development Management Committee on 24 August 2011 commencing at 6.30pm	24-Aug-11	197	1	195	Planning
	Meeting of the Challenge and Improvement Committee on 1 September 2011 commencing at 6.30pm	01-Sep-11	193	4	189	Scrutiny
	Meeting of the Development Management Committee on 27 July 2011 commencing at 6.30pm	27-Jul-11	177	0	177	Planning
	Meeting of Council on 18 July 2011 commencing at 7.00pm	18-Jul-11	167	0	167	Full Council
	Meeting of the Development Management Committee on 19 October 2011 commencing at 6.30pm	19-Oct-11	163	0	163	Planning
	Meeting of Full Council 12 September 2011	12-Sep-11	146	4	142	Full Council
	Meeting of the Development Management Committee on 21 September 2011 commencing at 6.30pm	21-Sep-11	144	5	139	Planning
	Meeting of the Policy and Resources Committee on Thursday, 29 September 2011 commencing at 6.30pm	29-Sep-11	135	1	134	Policy
	Meeting of the Development Management Committee on 29 June 2011 commencing at 6.30pm	29-Jun-11	130	0	130	Planning
	Challenge and Improvement Committee 25 October 2011	25-Oct-11	120	0	120	Scrutiny
	Meeting of the Prosperous Communities Committee on 1 February 2012 commencing at 7pm	01-Feb-12	118	0	118	Community
	Meeting of the Development Management Committee on 8 February 2012 commencing at 6.30pm	08-Feb-12	118	0	118	Planning
	Meeting of the Challenge and Improvement Committee on 21 June 2011 commencing at 6.30pm	21-Jun-11	117	0	117	Scrutiny
	Meeting of the Development Management Committee on 16 November 2011 at 6.30pm	16-Nov-11	116	10	106	Planning
	Meeting of the Development Management Committee on 14 December 2011 commencing at 6.30pm	14-Dec-11	113	0	113	Planning
	MEETING OF COUNCIL ON 16 JANUARY 2012 COMMENCING AT 7PM	16-Jan-12	112	0	112	Full Council
	Meeting of the Development Management Committee on 4 April 2012 commencing at 6.30pm	04-Apr-12	110	0	110	Planning

	Meeting of Council on Monday, 21 November 2011 commencing at 7pm	21-Nov-11	108	4	104	Full Council
	Meeting of Development Management Committee on 1 June 2011 commencing at 6.30pm	01-Jun-11	108	0	108	Planning
	Policy & Resources Committee 12 January 2012	12-Jan-12	108	0	108	Amenities
	Meeting of the Planning Committee on 30 May 2012 commencing at 6.30pm	30-May-12	107	0	107	Planning
	Meeting of the Challenge and Improvement Committee on 29 November 2011 commencing at 6.30pm	29-Nov-11	105	9	96	Scrutiny
	Policy and Resources Committee 17 November 2011	17-Nov-11	105	9	96	Policy
	Meeting of the Governance and Audit Committee on 12 March 2012 commencing at 6.30pm	12-Mar-12	103	0	103	Scrutiny
	Meeting of the Challenge and Improvement Committee on 17 January 2012 commencing 6.30pm	17-Jan-12	99	0	99	Scrutiny
	Meeting of the Challenge and Improvement Committee on 28 February 2012 commencing at 6.30pm	28-Feb-12	98	0	98	Scrutiny
	Meeting of the Development Management Committee on 2 May 2012 commencing at 6.30pm	02-May-12	98	0	98	Planning
	Meeting of the Planning Committee on 16 February 2011 commencing at 6.30pm	16-Feb-11	96	0	96	Planning
	Annual Meeting of Council on 14 May 2012 commencing at 7pm	14-May-12	91	0	91	Full Council
	Meeting of Council on 5 March 2012 commencing at 7pm	05-Mar-12	89	0	88	Full Council
	Meeting of the Policy and Resources Committee on 16 February 2012 commencing at 6.30pm	16-Feb-12	83	0	81	Policy
	Meeting of the Policy and Resources Committee on 29 March 2012 commencing at 6.30pm	29-Mar-12	70	0	70	Policy
	Meeting of the Development Management Committee on 7 March 2012 commencing at 6.30pm	07-Mar-12	64	0	64	Planning
	Annual Meeting of Council on 23 May 2011 commencing at 7pm	23-May-11	64	0	64	Full Council
	Meeting of the Prosperous Communities Committee on 28 March 2012 commencing at 7pm	28-Mar-12	61	0	61	Community
	Meeting of Planning Committee - Wednesday 20 April 2011	20-Apr-11	58	0	58	Planning

	Meeting of the Challenge and Improvement Committee being held on 10 April 2012 commencing at 6.30pm	10-Apr-12	48	0	48	Scrutiny
	Meeting of the Challenge and Improvement Committee on 29 May 2012 commencing at 6.30pm	29-May-12	42	0	42	Scrutiny
	Meeting of the Licensing and Regulatory Committee on 19 June 2012 commencing at 7pm	19-Jun-12	38	0	38	Licensing
	Meeting of the Planning Committee on Wednesday 27 June 2012 commencing at 6.30pm	27-Jun-12	38	0	38	Planning
	Meeting of Council on 2 July 2012 commencing at 7pm	02-Jul-12	34	0	34	Full Council
	Meeting of the Policy and Resources Committee on 14 June 2012 commencing at 6.30pm	14-Jun-12	31	0	31	Policy
	Meeting of the Governance and Audit Committee being held on 7 June 2012 commencing at 6.30pm	07-Jun-12	30	0	30	Audit and Corporate Governance
	Meeting of the Planning Committee on 25 July 2012 commencing at 6.30pm	25-Jul-12	25	0	25	Planning
	Meeting of the Planning Committee on 16 March 2011 commencing at 6.30pm	16-Mar-11	22	0	22	Planning
	Meeting of the Challenge and Improvement Committee on 26 June 2012 commencing at 6.30pm	26-Jun-12	22	0	22	Scrutiny
	Meeting of Council on 7 March 2011 commencing at 7pm	07-Mar-11	19	0	18	Full Council
	Meeting of the Prosperous Communities Committee on 17 July 2012 commencing at 7pm	17-Jul-12	14	0	14	Community
	Performance Management and Scrutiny Committee 1 March 2011	01-Mar-11	11	0	11	Scrutiny
	Meeting of the Policy and Resources Committee on 26 July 2012 commencing at 6.30pm	26-Jul-12	2	0	2	Policy
			4467	**47**	**4415**	