

NHS Greater Glasgow and Clyde	Paper No. 25/29
Meeting:	NHSGGC Board Meeting
Meeting Date:	29 April 2024
Title:	Recording of NHSGGC Board Meetings
Sponsoring Director:	Ms Elaine Vanhegan, Director of Corporate Services and Governance
Report Author:	Ms Kim Donald, Corporate Services Manager - Governance

1. Purpose

The purpose of this paper is to seek approval from the Board to record and publish our Board Meetings on the NHSGGC website alongside Board papers.

2. Executive Summary

NHSGGC has access to technology which allows hybrid meetings to be recorded and published. The paper summarises the benefits associated with recording and publishing Board Meetings on the NHSGGC website.

3. Recommendations

It is recognised that Health Boards across Scotland have a mixed approach to accessing their Board Meetings, varying from in-person only meetings, hybrid without recording, to recording and publishing Board Meetings on their websites.

There benefits associated with recording and publishing the Board Meetings which are explained within the paper. The Board are asked to consider the information and agree future process.

4. Response Required

This paper is presented for **approval**.

5. Impact Assessment

The impact of this paper on NHSGGC's corporate aims, approach to equality and diversity and environmental impact are assessed as follows:

- | | |
|------------------------|------------------------|
| • Better Health | <u>Neutral</u> impact |
| • Better Care | <u>Neutral</u> impact |
| • Better Value | <u>Neutral</u> impact |
| • Better Workplace | <u>Positive</u> impact |
| • Equality & Diversity | <u>Positive</u> impact |
| • Environment | <u>Neutral</u> impact |

6. Engagement & Communications

The content of this paper was considered by the Chair and the Director of Corporate Services and Governance.

7. Governance Route

N.A

8. Date Prepared & Issued

Prepared on: 15 April 2025

Issued on: 17 April 2025

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1. Introduction

This paper provides an overview of the benefits and risks associated with recording and publishing NHSGGC Board Meetings on the NHSGGC website.

2. Background

Benefits

Recording board meetings can offer several advantages for NHSGGC. The primary purpose of recording and publishing Board Meetings is to enhance transparency and accessibility for both the public and staff.

By making these recordings available on the NHSGGC website alongside Board papers, stakeholders can stay informed about the discussions and decisions made during the meetings.

Recording board meetings can provide several benefits, including:

- **Ensuring Accuracy:** Recordings help capture exact details, reducing the risk of misinterpretation or omission during note taking.
- **Maintaining Transparency:** Making recordings available to stakeholders can enhance transparency and trust within the organisation.
- **Wider Staff Engagement:** The recording will be circulated to staff via the Core Brief.

- **Training and Onboarding:** Recordings can be used as training materials for new Board Members, helping them understand the context and history of discussions.
- **Resolving Disputes:** Recordings can serve as a reference to resolve disputes about agreements and interpretations.
- **Improving Efficiency:** Having a recording allows members who could not attend the meeting to catch up later, ensuring that everyone is on the same page.

Although recording Board Meetings can offer several advantages, there are some actions that we would be required to undertake to ensure that we comply with Information Governance. These include:

- **Consent:** Each Board Meeting will begin with a statement from the Board Secretary highlighting that the Board Meeting will be recorded. Each Board Meeting will begin with a statement from the Board Secretary highlighting that the Board Meeting will be recorded. We will comply with the Board's Recording of Meetings guidance which is included in Appendix 1.
- **Transcripts:** Due to inaccuracies of AI transcripts, these will not be available to the public, but a written minute of each meeting will be publicly available.
- **Third party use of recording:** The recording will be copyrighted which will limit re-recording and distribution of the video. We would also restrict downloading of the video from the website.

3. Assessment

In benchmarking against other Health Boards, we have established there is a mixed approach, with the majority of Health Boards not recording their meetings but hosting in-person meetings only.

Those who do record their meetings either host the published recording on their website in perpetuity, or until the next Board Meeting when the previous recording would be deleted and superseded by the approved written minute.

4. Conclusions

It is recognised that the technology available offers NHSGGC the ability to increase accessibility and transparency with regards to Board discussions and decisions.

5. Recommendations

The Board are asked to consider the following recommendations:

- Approve the recording of Board Meetings alongside the publication of the video on the website with a written minute to be approved at each meeting.

6. Implementation

The NHSGGC Board Meetings have been recorded since 25 February 2025. If approved, the recording from 29 April 2025 will be published on the website with a view to all future Board Meetings being recorded and published.



Recording of Meetings

This guidance makes up Appendix 3 of the Corporate Records Management Policy and should be read in conjunction with the following additional Information Governance Policies:

- Confidentiality & Data Protection Policy [Conf-DP Policy \(Final\).doc](#)
- Subject Access Request Policy [SAR Policy \(Final\).doc](#)
- Data Breach Policy [Data Breach Policy \(Final\).docx](#)

The introduction of Microsoft Teams (MS Teams) has provided a readily available way to record audio visual online meetings.

The purpose of this Appendix is to state the clear position of NHS Greater Glasgow & Clyde on audio visual recordings including those conducted within MS Teams.

This Appendix provides guidance on key points that must be considered before making an audio visual recording. These points cover the Board's legal obligations under:-

- UK General Data Protection Regulation
- The Data Protection Act 2018
- Freedom of Information (Scotland) Act 2002

As well as requirements for Records Management.

If you have any doubts about making an audio visual recording, further advice should be sought from Information Governance at data.protection@ggc.scot.nhs.uk

[If you wish to contribute to the ongoing development and review of this guidance, please contact the Information Governance Department at data.protection@ggc.scot.nhs.uk](#)

Guidance for Audio Visual Recordings

In some circumstances staff may deem it appropriate to make an audio visual recording. Any recording must be necessary and proportionate to the purpose of the meeting and should not be the default position when holding meetings. All participants must be given the option to object to recordings taking place. The type of meetings that may be recorded include:

- Training events/webinars to allow the training material to be shared.

- Some meetings where a full audio visual recording may be deemed necessary e.g. to allow those who could not attend to view the meeting content following which the recording will be deleted. This should not be the default position for meetings and should be agreed by participants.
- Some meetings where the purpose of the recording is to facilitate the completion of notes, transcripts or minutes following which the recording will be deleted. E.g. where it is deemed that there is no alternative option for taking minutes and / or if requested for equality purposes.
- Meetings/interviews for research/improvement purposes to be reviewed for Service Improvement.

Before initiating a recording the following principles must be followed:

- The management and control of the recording is the responsibility of the meeting Chair.
- When recording meetings the personal data of attendees is captured and should be handled in compliance with Data Protection Law.
- The recording of a meeting must be necessary and proportionate to the task associated with the meeting.
- All participants must be made aware that the meeting is being recorded and the purpose of the recording.
- All participants must be given the option to object to the recording by the meeting chair/organiser.
- Any participant who wishes to object to the recording should explain to the meeting chair/organiser the grounds for their objection.
- If any objections cannot be resolved the meeting should not be recorded by audio / visual means. An alternative written record should be made if required.
- The recordings should be available only to those present unless agreed otherwise e.g. for training purposes agreed at the outset of the event.
- Any recordings retained by NHSGGC will be subject to requests under Data Protection and Freedom of Information legislation (see below).
- Advice **must** be sought from HR and Information Governance for access to any recordings for purposes other than the initial purpose of the recording.

Retention and Disposal of Audio / Visual Recordings

Where a decision is made to retain a recording the meeting Chair is responsible for ensuring the appropriate retention period is applied. For Teams recordings the storage site of the recording will depend on which Teams route is used for the meeting. If the recording is made through a Teams Channel meeting, the recording will be stored in the meeting chat in the channel and in the Recording folder in the Channel files.

For all other meetings and calls the recording will be stored in the meeting chat and in the OneDrive of the person who recorded the call.

Audio visual recordings which are carried out for the sole purpose of producing minutes / notes or transcripts should not be stored for any longer than is necessary. When the minutes, notes or transcripts have been agreed by the participants as an accurate record the recordings should be deleted by the meeting Chair, as the person responsible for managing and deleting the recording.

Due to the risk of confidentiality breaches and the risk of inaccuracy the automated transcript function should not be shared as a minute of the meeting or used to produce a formal record of the meeting.

The NHSGGC Retention and Disposal Policy and the SCOTTISH GOVERNMENT RECORDS MANAGEMENT HEALTH AND SOCIAL CARE CODE OF PRACTICE (SCOTLAND) 2020 should be referred to for retention periods for recordings.

Code of Practice

There is currently no standard automatic deletion period covering audio visual recordings. Where the recording is not subject to any retention period in the above code an appropriate retention period must be applied based on the purpose of the recording while ensuring the recording is not retained for any longer than is necessary. Considerations should include:

- Has the recording served the purpose it was made for?
- Is there any requirement for future reference to any aspect of the recording?
- Is the recording subject to any live SAR or FOI request?

As explained above Recordings stored by NHSGGC will be subject to Freedom of Information and Data Protection legislation and may be required to be produced following a request to The Board. If the meeting Chair receives a subject access request for a copy of the recording under the UKGDPR, that request should be referred to the Information Governance team at data.protection@ggc.scot.nhs.uk who will review the request following the Board's Subject Access Policy.