

Guide to Minute standards for Council and Committee meetings in Three Rivers District Council

Introduction

Three Rivers District Council Minutes are the formal records of decisions taken at Council, Committee and sub-committee meetings and a record of the proceedings at those meetings.

The minutes are produced in accordance with a range of legislative requirements and case law with seven main pieces of legislation that affect how the meetings are recorded:

- Local Government Act 1972;
- Access to Information Act 1985;
- Standing Order Regulations 1993;
- Local Government Act 2000;
- (Access to Information) (England) Regulations 2012;
- Freedom of Information Act 2000;
- Standing Order (Amendment) Regulations 2014

Requirements Common to all minutes

All minutes of Council, Committee and sub-committee meetings will normally include the following:

- The name of the body, date, start and end times and venue
- A record of attendance and apologies
- Declarations of interest
- The order of business
- The decisions taken, the reasons for those decisions and relevant points considered in reaching those decisions
- Where proposals are moved and seconded, this will be recorded along with any vote and the decision.
- Recorded votes required by law will be recorded along with any requests.
- Minutes are not designed to be a verbatim record of discussions and will not include every point raised during a discussion.
- The minutes will not name individual Members or name who raised what point.
- Where a petition is received at a meeting it will only be recorded as received in the minutes with the key points in the Member response.
- Short notes on general discussion and points raised will be included.
- Officers will seek to capture the relevant points considering during a debate but not as a verbatim record.
- Members do have the opportunity to suggest amendments to minutes before they are approved at the next meeting of a particular body.

Requirements relating to regulatory committees including the planning committee and licensing committee also have slightly different requirements

- Minutes of these meetings will include: - Summaries of public and ward member representations - A note of late written submissions that the Committee took into consideration - A summary of additional advice provided by officers
- Minutes of the Planning Committee need to include sufficient detail to justify the decision that is made and the planning reasons/justification for that decision. This is because the minutes of the meeting would be the sole source of explanation or

justification used to defend any legal challenge against how a decision is made, or defending any planning appeal which results from Members coming to a decision which differs from the officer recommendation.

Standard for Exempt minutes

- Where matters are considered in part ii every effort will be made to draft the minute in such a way that it can included in the public minutes of that meeting.
- Where this is not possible, a set of part B minutes will be produced that are subject to the same conditions of confidentiality as a part B report.

Publication and retention of minutes

- Following approval of a set of minutes, they will be signed by the chair.
- The Committee Team will destroy their notes of the meeting at this point.
- The minutes will be available for inspection on the council website for a period of six years and the signed copy retained in perpetuity.

Delegated Decisions

- For all Council and Committee decisions which are delegated to a Member of the Senior Leadership Team or Corporate Management Team a record of that delegated decision to be provided in the Members' Information Bulletin