**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 an accurate 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 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.
* Minutes of the Planning Committee will not name individual members of the public who speak on an application but if they are part of a body or organisation representing a group this can be minuted. For example, a residents association.

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