

Guidelines for the Production of Minutes

A) Purpose

The purpose of Minutes is as follows:

1. To establish an accurate record of business transacted at a meeting and the decisions taken by those present.
2. To provide sufficient detail for a decision when being used to refer up a decision such as from Committee to Authority.
3. To explain the reasons for decisions relating to the following:
 - Refusal of a Planning Application
 - Approval of a Planning Application contrary to Authority Policy
 - Any decision relating to the making of a Road Traffic Order.
4. To provide adequate information about the Authority's business for the press and public.

B) Principles

A minute should be

1. Brief – Precise and concise, recording exactly what was done on no more.
2. Self Contained – Complete in itself and intelligible without reference to other documents.
3. Decisive – No ambiguity or doubt as to the intention.

C) Content

1. Minutes will be kept as brief and concise as practical to fulfil the purposes set out in A) above.
2. A preamble or narrative will only be included if it serves a purpose such as
 - Providing reasons for the decision or alternative options considered
 - Recording updates to the officers report
 - Recording oral advice given by officers about a particular course of action
 - Providing details of motions moved and seconded but lost when put to the vote
 - The names of individuals addressing Members as part of the public participation scheme
3. As a record of decisions made by the Authority minutes will not seek to record the contributions, views or opinions of individual Members. The right to have it recorded in the minutes that a Member voted in a particular way does not extend to including why a member chose to come to that conclusion.
4. Minutes will not name individual Members other than for the following purposes:
 - Declarations of Interests

- Record of Attendance
- Recording the individual votes of Members
- Authority appointments
- Chairs announcements

5. Minutes will not record the follow information:

- The name of a mover and seconder of a motion
- The number of votes cast for or against a motion
- The number of Members abstaining from voting on a motion
- A verbatim record of discussions or the contributions of public participants.

D) General

1. Minutes will be produced in accordance with these guidelines for all formal meetings of the Authority and its Committees, Sub-Committees and Advisory Groups.
2. Amendments proposed by Members to any minutes should accord with these guidelines.

5 October 2012