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| <b>Full Council</b> | <b>Tuesday, 24 April<br/>2018</b> | <b>Matter for<br/>Information and<br/>Decision</b> |
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**Title:** **Discontinuation of the Receiving of Minutes for Information**

**Author(s):** **David Gill (Head of Law & Governance / Monitoring Officer)**

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## **1. Introduction**

At its meeting on 22 February 2018, Council requested a report on the proposal to discontinue the practice of appending the minutes of all Committees, Boards, Panels, Forums, Working Groups and Outside Bodies to Full Council agendas for noting.

## **2. Recommendation(s)**

That Council notes the proposal to discontinue the practice of noting minutes of all Committees, Boards, Panels, Forums, Working Groups and Outside Bodies at Full Council with effect from the start of the 2018/19 municipal year, subject to a hard copy of the minutes being provided in the Members' Room and Council Chamber for a period of two years.

## **3. Information**

3.1. It has been custom and practice for many years for the minutes of all Committees, Boards, Panels, Forums, Working Groups and Outside Bodies to be appended to Council agendas for Members to note. Where those Committees and other groups etc. are exercising delegated powers, there is no legal requirement for the minutes to be ratified by Council and effectively they are for information only. The minutes of all meetings are also published electronically on the Council's website.

3.2. An analysis of Council agendas over the last twelve months has identified that 13,750 pages of minutes were produced for Members' attention.

This equates to a financial cost of between £1,000 and £1,200 including the cost of paper, printing and additional postage charges. This cost does not include the extra Officer time in printing and binding the agendas due to their increased size.

The analysis also showed that over the last twelve months, the minutes were always moved en-bloc as a matter of course, no substantive questions were raised by Members in relation to the content of minutes save for the occasional comment.

## **4. Proposal**

4.1. It is proposed that with effect from the new municipal year, Council will not be asked to note the minutes of all Committees, Boards, Panels, Forums, Working Groups and Outside Bodies. As an alternative, a hard copy of the minutes will be provided (and retained for two years) in both the Members' Room and Council Chamber. The minutes will also remain available online as they currently are.

4.2. Some Members have expressed concern that in the absence of such an item on the agenda, they will be unable to ask questions and raise concerns about particular minutes. However, given the absence of any substantive questions during the current

municipal year, it is considered by Officers that purely on a cost-benefit analysis, the practice of receiving minutes should be discontinued forthwith. It remains the case that if a Member wishes to raise an issue, question or comment on the minutes, then they can ask a question on notice under Rule 11 of the Council Procedure Rules.

- 4.3. A decision to discontinue receiving the minutes for noting would also be in line with the Council's drive towards channel shift and digital transformation representing the first step towards a "paper-light" and/or "paperless" committee administration system.

**Background Documents:**

None.

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| <b>Implications</b>   Discontinuation of the Receiving of Minutes for Information |  |
|---|--|
| <b>Finance</b>  | The implications are as set out in the report.   |
| <b>Chris Raymakers</b><br>(Head of Finance, Revenues and Benefits)                |  |
| <b>Legal</b>  | As author, the report is satisfactory.   |
| <b>David Gill</b><br>(Head of Law & Governance / Monitoring Officer)              |  |
| <b>Corporate Risk(s) (CR)</b>   | <input checked="" type="checkbox"/> <b>Decreasing Financial Resources (CR1)</b><br><input checked="" type="checkbox"/> <b>Failure to Respond to a Significant Incident (CR7)</b> |
| <b>David Gill</b><br>(Head of Law & Governance / Monitoring Officer)              |  |
| <b>Corporate Priorities (CP)</b>  | <input checked="" type="checkbox"/> <b>Not Applicable</b>  |
| <b>David Gill</b><br>(Head of Law & Governance / Monitoring Officer)              |  |
| <b>Vision &amp; Values (V)</b>  | <input checked="" type="checkbox"/> <b>Not Applicable</b>  |
| <b>David Gill</b><br>(Head of Law & Governance / Monitoring Officer)              |  |
| <b>Equalities &amp; Equality Assessment(s) (EA)</b>                               | There are no implications arising from this report.  |
| <b>David Gill</b><br>(Head of Law & Governance / Monitoring Officer)              | <input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>   |