



AGENDA ITEM: 16

COUNCIL: 22 APRIL 2009

Report of: Council Secretary and Solicitor

Contact for further information: Mr G. Martin (Extn.5065)
(email: gary.martin@westlancsdc.gov.uk)

SUBJECT: FORMAT OF COUNCIL MINUTES

District wide interest

1.0 PURPOSE OF THE REPORT

1.1 To consider a proposal from the Executive Overview and Scrutiny Committee concerning the format of Council minutes,

2.0 RECOMMENDATIONS

2.1 That the Council indicates how it would wish to see recorded the details of officers attending meetings of the Council, Committees etc and Cabinet.

3.0 BACKGROUND

3.1 The report attached as an Appendix was considered at the meeting of the executive Overview and Scrutiny Committee on 8 April 2009.

3.2 The Committee resolved to recommend that in future, the job titles, names and contact numbers of officers attending meetings be recorded in the minutes of that meeting. As it is beyond the remit of that Committee to determine the style of the Council's minutes, the matter is one for determination by the Council.

3.3 At the meeting of the Committee members expressed the view that they, and members of the public, should be able to contact the relevant officer to discuss issues considered in a report. This, of course, is facilitated by the appropriate details being included on the top of each report.

3.4 To assist members in their consideration of this issue the report forms part of the minute – as indicated by the reference to the Book of Reports page numbers in the preamble to the minute.

4.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

4.1 There are no sustainability implications associated with this report and, in particular, no impact on crime and disorder.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

5.1 There are no significant financial/resource implications arising from this report..

6.0 RISK ASSESSMENT

6.1 There are no risks to the Council arising from this report.

Background Documents

There are no background documents (as defined in Section 100D (5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices: report considered at Executive Overview and Scrutiny Committee on 8 April 2009