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| Meeting:             | Cabinet  |
| Date:                | 13 November 2008   |
| Subject:             | Council Minute Volume  |
| Key Decision:        | No   |
| Responsible Officer: | Hugh Peart, Director of Legal and Governance Services                              |
| Portfolio Holder:    | Paul Osborn, Portfolio Holder for Performance Communication and Corporate Services |
| Exempt:              | No   |
| Enclosures:          | None   |

## Section 1 – Summary and Recommendations

This report seeks Cabinet approval to discontinue the production of the Council's monthly bound minute volume.

### **Recommendations:**

That the Director of Legal and Governance Services be instructed to cease the production of the Council's monthly bound minute volume with effect from November 2008.

### **Reason:**

The minutes of all Council meetings are published on the Council's website and are circulated on the relevant agenda for the following meeting. Minutes from 2000 are available on the web site.

## **Section 2 – Report**

The Council has, for many years produced a bound volume of minutes every month. In August 2006, the circulation of the volume to all Members of the Council ceased in order to make savings. Since then, the number of copies being produced has reduced to 2. The two individuals currently receiving the volume pay the annual charge of £63.00, in accordance with the Council's schedule of fees and charges.

The current practice in relation to minutes is that Democratic Services officers take loose leaf copies of the minutes to the relevant meeting for signature by the Chairman. The Chairman is also asked to initial the bottom of each page. These signed copies are stored and are bound at the end of the municipal year to form the bound signed set for posterity. This is in line with current practice in most other London authorities.

The production of the monthly bound minute volume is time consuming and an expense that can be avoided, as the minutes of all meetings are available on the Council's website, and can be emailed on request. Minutes from 2000 are available on the website. If a resident requested a hard copy of the minutes, they can be provided for the agreed fee.

### **Options considered**

Members are requested to decide whether or not they wish to continue with the production of the monthly bound minute volume.

### **Legal Implications**

The Council must maintain its minutes in perpetuity, but there is no requirement to produce a monthly minute volume

### **Financial Implications**

Democratic Services have estimated that the cost in terms of staff time for the production of the monthly minute volume is approx £3,000pa including printing. The discontinuance of this service will assist the team to support the increasing number of member meetings without additional resources.

### **Performance Issues**

There are no performance implications of this proposal.

### **Risk Management Implications**

Risk included on Directorate risk register? No

### **Section 3 - Statutory Officer Clearance**

Name: Myfanwy Barrett



Chief Financial Officer

Date: 15 October 2008

Name: Hugh Peart



Monitoring Officer

Date: 14 October 2008

### **Section 4 – Performance Officer Clearance**

Name: Tom Whiting



on behalf of the\*  
Divisional Director  
(Strategy and  
Improvement)

Date: 15 October 2008

### **Section 5 - Contact Details and Background Papers**

Contact: Alison Atherton, Senior Professional, Democratic Services  
(Cabinet) tel:020 8424 1266

Background Papers: None