



Report of:	Meeting	Date	Item no.
Cllr Henderson, Leader of the Council and Marianne Hesketh, Service Director Performance and Innovation	Council	12 April 2018	11

Constitution Amendment: Council Minutes

1. Purpose of report

1.1 To enable a change to be made to the Council's Constitution.

2. Outcomes

2.1 More up to date and effective governance arrangements

3. Recommendations

3.1 That the amended wording of paragraph 19.2 of the Council Procedure Rules in Part 4.01 of the Constitution, relating to the minutes of Council meetings, set out in Appendix 1, be approved.

4. Background

4.1 At the Council meeting on 7 December 2017 the Leader of the Council (Councillor Henderson) announced that, as an experiment, a sound recording of the meeting was being made. The intention was that, from January 2018 onwards, a sound recording of each full Council meeting would be made and uploaded to the Council's website, so that anyone wishing to listen to the full proceedings or hear what individual Councillors had said would be able to do so. He said that the availability of an audio recording would complement the formal minutes, provide greater transparency and accountability at relatively little cost and hopefully avoid the regular challenges to the accuracy of the minutes currently made. Since then, an audio recording of each meeting (including December) has been made available on the Council's web site.

4.2 At the Council meeting on 8 March 2018, following the defeat of another amendment on the confirmation of the accuracy of the minutes of the previous meeting, the Council resolved (by 31 votes to 11) that the minutes of the Council meeting held on 18 January 2018 be confirmed as a correct record and *that the Chief Executive be instructed, in future, to write the minutes of full Council meetings in a more concise style, referring only to the documents considered and the decisions taken, and that a footnote be included in each set of minutes providing a link to the recording of the meeting available on the Council's web site.*

5. Key issues and proposals

5.1 In order to reflect the decision made on 8 March, it is recommended that the wording of paragraph 19.2 of the Council Procedure Rules be changed, as set out in Appendix 1. As a consequence, Members will no longer be able to propose amendments to insert additional words to the minutes if doing so would contravene the specified style.

Financial and legal implications	
Finance	None arising directly from this report.
Legal	The proposal in this report will ensure that the Council Procedure Rules are up to date.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	03/04/2018

List of background papers:		
name of document	date	where available for inspection
None	-	-

Appendices

Appendix 1: Council Procedure Rules: Paragraph 19 – Revised wording

arm/ex/cou/cr/18/1204rs1

***19. Minutes**

*** 19.1 Confirming the Previous Minutes**

The Mayor will move that the Minutes of the previous meeting be confirmed as a correct record. The only part of the Minutes that can be discussed is their accuracy.

19.2 Form of Minutes

Minutes will be written in a concise style referring only to the documents considered and the decisions taken. A footnote will be included in each set of minutes providing a link to the audio reading of the meeting on the Council's website. ~~contain all motions and amendments in the exact form and order the Mayor put them.~~