



## DEMOCRATIC AND COMMITTEE ADMINISTRATION PROGRAMME 2023

### MINUTE WRITING – GROUP DISCUSSION

1. Does your council have guidelines on minute writing?  
If not, are you clear about what's required?
2. What level of detail are you expected to include in your minutes? Are there any differences of view on this point between members and officers? (You cannot serve two masters.)
3. Is broadcasting, live streaming or webcasting a help or hindrance to you in drafting your minutes after a meeting?
4. Do any of you draft the minutes before the meeting?
5. How can a good chair help you to make sense of the discussion more easily?
6. How do you minute an exempt item of business in your council?
7. Does your council have agreed publication deadlines for minutes?
8. Are you expected to keep your manuscript notes? If so why?