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| **Committee(s) Policy Group Approved** | **Date: 09.05.23** |
| **Subject: Minute Taking Format** | **Open / Closed** |
| **Management Committee Approved** | **Date: 12.09.23** |
| **Report Author: M Dublin/ M Clare** | **For Discussion /Approval** |

**Brockley Tenants’ Cooperative Committee Meeting Minute’s Format**

1. **Introduction**

1.1 The Standing Orders of the Management Committee covers agenda setting and minute taking for Management Committee meetings at chapter three in more detail. The Rules of Brockley Tenants Co-operative cover Minutes and record keeping in detail at Rule 38.

1.2 Minutes are not meant for verbatim recording, the minutes should highlight the key issues that are discussed, motions proposed or voted on, activities to be undertaken and to record agreed actions.

**2.0 Purpose**

2.1 This policy was drafted to ensure that there is a standard format and assumed content, for all BTC minutes, so that anyone taking the minutes can appreciate the essential inclusion points.

2.2 Keeping good records is one part of a committee’s legal Duty of Care; as the record of what happens at meetings, the minutes are an important tool for fulfilling this duty. In practice, minutes firstly serve as a tool for helping members remember what the committee decided at previous meetings, and secondly, as a way to keep our co-op’s members informed about the actions of their committee. While there are few hard and fast rules for taking minutes, this policy will offer some tips and guidelines to help both the committee and the minute-taker better understand how to create a good record.

**3.0 Who Should Take Minutes**?

3.1 In general, the Committee Secretary is responsible for the minutes – **but this does not mean that the Secretary must write the minutes.** A minute-taker can be used to free up the Secretary to fully participate in deliberation and decision-making. For the sake of consistency and accuracy, try to find someone who is good at the job and who can stick with it over time.

**4.0**  **What should minutes contain?**

4.1 Meeting minutes should record what was *done* – the decisions made and the actions taken – **not what was *said***.

4.2 A draft of the minutes should be produced as soon as possible following the meeting and circulated to the Officers with a deadline for comments, so that the final draft of the minutes can be circulated with the meeting pack.

4.3 Standard contents include;

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|  | Who to action/ deadline date |
| * Heading: start time, type of meeting; co-op name; and date, time and place of meeting (if hybrid, will need to indicate who is online and who is in-person). |  |
| * Attendees – indicating whether a Committee Member (CM) or a Prospective Coop member (PM) * In Attendance – noting Staff or Guests to the meeting as distinct from Coop members. |  |
| * Apologies – indicating whether a Committee Member |  |
| * Declaration of Interests |  |
| * A record of the committee’s acceptance of the previous meeting’s minutes |  |
| * Decisions made by the committee (including decisions to table or postpone an item) * Include the exact wording of each main motion as it was voted on, whether it passed or failed, the name of the maker, and the vote tally. * Reference to documents (such as written reports from the General Meeting or committees) or resources (like information provided by outside experts) that were considered in making decisions. * Details of any adjournment (time and duration) |  |
| * Reports from Other Committee’s such as the Policy Group or the Tenants Voice Group |  |
| * Actions carried forward |  |
| * AOB |  |
| * Time meeting ends |  |
| * Include a space for the Chair to sign and date approved minutes at the bottom of the notes |  |

4.4 Some committees may want to record more than the bare minimum, maybe by including summaries of discussion. As long as these summaries briefly and fairly represent the conversation, they can be helpful to members who missed the meeting or as a historical record. A little detail about the factors considered, documents reviewed, or professional advice the committee considered can provide a record that your committee followed the Duty of Care. Just find a balance between too much and not enough information that works.

**5.0 What do we do with draft minutes?**

5.1 The draft minutes should be included in the packet of materials for the next meeting. All meeting participants (Officers and GM) should review the draft and arrive prepared to make corrections or approve the draft. If a member did not attend the meeting that minutes relate to then they cannot make comment about or changes to these minutes.

5.2 The draft AGM minutes come to the next Management or General Committee meeting whichever is first so that they can be checked before being formally approved a year later at the next AGM to ensure accuracy.

5.3 Where do approved minutes go?

* Archiving:
  + Keep approved minutes, along with all attachments (GM reports, committee reports, etc.), in a central and safe location at the co-op’s offices.
  + Approved minutes are signed off by the Chair. Keep these in a separate folder.
  + Maintain sensible back-up procedures as you would for any important legal documents.
  + Legislation typically mandates the length of time to keep records.
  1. Making minutes available to members:
  + Only approved (non-confidential) minutes should be available to members.
  + Keeping the minutes – post minutes on the Coop website so they can be accessed by all. Members have the option to request that copies be posted to them, or that they can view minutes kept in a binder at the Coop office. Ensure Members names are only recorded as initials.
  + **Do not include attached documents to these minutes. (Sometimes these documents contain sensitive information.)**

**6.0 What about confidential (executive session) minutes?**

The basic guidelines for minutes apply. Beyond this, you should handle and store these documents in a way that ensures confidentiality. See the “Executive Sessions” Field Guide (a good practise guide about record keeping of confidential meetings) for more information.

1. **What should minutes *not* contain?**

* A transcript, or details of who said what.
* Personal opinions, interpretations or comments: Because this sort of information is rarely helpful later and does not reflect the will of the board as a whole, it is better just to leave it out.

**8.0 Agenda Setting**

8.1 The Rules of the Co-op do not refer to agenda setting. The Stranding Orders of the Management Committee (3C page 5) state that;

“The Agenda for the M.C will be set by either the Co-op manager or the Secretary or Chair of the Co-operative. Items for the Agenda will be a combination of:

* Matters identified at the last meeting as next meeting agenda items.
* Current issues arising between meetings.
* Planned and scheduled items.

The agenda should be:

* Timed and not be expected to take more than two hours to cover. It is the Chairs responsibility to remind members of the timing of items and the members’ responsibility to keep the meeting running as close to time as possible.
* Divided into items for decision and items for noting. All items requiring a decision should be marked as clearly as possible with
* The decision taken
* The possible alternative, and where matters are complicated.
* A report on options and their relative merits should be written.

The manager should write a report for the meeting. The Finance officer should write a report when needed with information as to the budget outturn and other matters. All papers and the agenda should, where possible, be given to members a week in advance so that informed decisions can be made after time has been spent considering reports.

Substantial non- emergency items not specifically dealt with on the agenda will normally be held over to the next meeting when all members will have adequate notice of the intended discussion.

8.1 Agenda Items are not prescribed as many different topics can be discussed throughout the year. However, there are some items that will routinely occur at similar times from year to year. For example, the September Meeting will include voting on the officer roles following from electing new committee members at the AGM in July.

8.2 The Officers group or Secretary will agree and approve the agenda before the meetings.

**Minute format in brief**

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| 1.1 | Meeting start time |  |
| 1.2 | List of those **present** to include whether a Committee Member |  |
| 1.3 | List of **apologies**, to include whether a Committee Member |  |
| 1.4 | Declaration of Interests. |  |
| 1.5 | Actions on **matters brought forward** from previous meeting |  |
| 1.6 | **Discussion title** for each topic at hand |  |
| 1.7 | Bullet / **action points** of any discussion for each topic discussed |  |
| 1.8 | **AOB**  - bullet / action point for any discussion |  |
| 1.9 | Voting topic results, to include how many for and against |  |
| 1.10 | Actions carried forward |  |
| 1.11 | Time meeting ends |  |