

CANNOCK CHASE COUNCIL

COUNCIL

13 DECEMBER 2006

REPORT OF CHIEF EXECUTIVE

RECEIPT OF MINUTES BY COUNCIL FOR INFORMATION AND ADOPTION

1. Purpose of Report

1.1 To seek Council's views on the appropriate time for submission of minutes to Council.

2. Recommendations

2.1 That Council determine which Option as set out in paragraph 4.3 it approves.

3. Background

3.1 Generally minutes from Cabinet, Committees and Panels were received by Council for information and adoption (or consideration and determination of any recommendations) at the Council meeting which had been called at the end of that cycle of meetings.

3.2 Although not the case in all instances, this meant that those minutes would not have been considered for accuracy by the appropriate Cabinet, Committee or Panel when they were received by Council.

3.4 Where power to resolve has been delegated, accuracy of minutes is a matter for that Cabinet, Committee or Panel as appropriate. However, on a number of occasions, queries as to the accuracy of minutes were raised by Members at Council meetings and, due to their accuracy not having been considered by the appropriate committee, it was not possible to give Members any assurance as to the accuracy of those minutes.

4. Details of Matters to be Considered

4.1 It was considered important to be able to give that assurance if any query as to accuracy was raised and therefore minutes were not presented to Council until they had been approved as accurate by the appropriate Cabinet, Committee or Panel.

4.2 Unfortunately this meant that it was not always possible to present minutes to Council during the cycle when the matters had been considered and determined by Cabinet, Committees and Panels. Members have expressed concern that, as a result, it has not always been possible to discuss matters at Council whilst issues are still current.



4.3 Members are requested to consider which of the following options they support.

Option 1

Minutes of Cabinet, Committees and Panels to be received for information and adoption at the first Council meeting following the meeting of which the minutes are a record regardless of whether their accuracy has been confirmed or not; queries concerning accuracy to be noted and considered at the appropriate Cabinet, Committee and Panel meeting.

Option 2

Minutes of Cabinet, Committees and Panels to be received for information and adoption at the first Council meeting following the meeting at which the accuracy of the minutes has been confirmed.

5. **Human Rights Act Implications**

5.1 There are no identified implications in respect of the Human Rights Act 1998 arising from this report.

6. **Risk Management Implications**

6.1 There is a low risk to the Council in terms of its reputation should the accuracy of the minutes be challenged on a frequent basis. This would be minimised if Members can be given an assurance as to the accuracy when a query is raised.

7. **Legal Implications**

7.1 Legislation requires minutes of Cabinet, Committees and Panels to be submitted to Council for information and adoption but does not specify the timescale within which this should be undertaken.

8. **Financial Implications**

8.1 There are no identified financial implications arising for the Council from this report.

**Background Papers**

None.