

## ***G105: Minutes and Record Management for Local Councils (Double Module)***

Local Councils have a duty to keep minutes of their meetings as legal records which can be used as evidence in a court of law. A set of minutes record what was agreed at a meeting and identify who was present or absent, the decisions made, the actions to be taken and who will take each action within what timescale. Minutes can vary from simple action notes to full verbatim notes of what was said, depending on the type of meeting. The first part of this double module aims to help participants enhance their existing minute taking skills and share experiences, approaches and best practice. Topics include:

- Dealing with technical terms and abbreviations
- Best practice before, during and after taking minutes
- Producing, distributing, correcting and signing off minutes
- Crystal Mark guidance for plain English

As well as best practice advice, there will be plenty of opportunity for discussion and extensive activities to put ideas into practice.



The second half of this double module focuses on a systematic approach to managing records that a Local Council maintains. Whether they are held on paper or electronically, councils must handle records so that they can be used as needed in the future. They must be managed from the time they are created or received through distribution, use, and maintenance, until they are finally destroyed or permanently archived. This module aims to

help participants adopt a sensible, safe and appropriate approach to this important aspect of their responsibilities. Topics include:

- Records management terminology, and concepts
- Filing, retrieving, distributing, allowing access to, archiving and disposing of records, including implications of electronic information systems
- Re-use of public sector information, including licensing and copyright
- Creating strategies and policies

As well as offering plenty of opportunity for discussion, participants will have the chance to put ideas into practice in practical sessions aimed at enhancing their own records management approaches.