

SFJB13

Support, record and follow up democratic and decision making meetings



Overview

Meetings are a vital part of the democratic and decision making processes in local government. For local democracy to be effective, it is vital that meetings are recorded accurately and that elected representatives and other decision makers receive advice on important issues such as standing orders. This unit covers the executive and scrutiny functions of local authorities, where they apply, as well as more traditional committee structures, advisory bodies, partnership groups etc.

Target Group

This unit is appropriate to the work of local government staff working, for example, in Committee Services, Democratic Services, Scrutiny or other departments that have an important role in assisting the local authority to achieve the most effective and appropriate democratic and decision making processes.

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Performance criteria

You must be able to:

- P1 Ensure your support for the meeting:
 - P1.1 is consistent with your responsibilities
 - P1.2 follows the conventions of your organisation
 - P1.3 provides accurate information and advice
 - P1.4 enables all those present to contribute if they wish
 - P1.5 facilitates democratic decision making
 - P1.6 presents a positive image of yourself and your organisation
- P2 agree and verify minutes of the previous meeting
- P3 deal with confidential and exempt items correctly
- P4 ensure your minutes of the meeting:
 - P4.1 cover all those aspects required by law and your organisation
 - P4.2 are clear, accurate and in the agreed style
 - P4.3 record the decisions taken
 - P4.4 are agreed by relevant people
- P5 provide relevant people receive a reminder of actions agreed at the meeting in good time for them to take these actions

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Knowledge and understanding

You need to know and understand:

- K1 the purpose and nature of the meeting and how it fits into decision making processes
- K2 protocols for the broad range of meetings in which you are involved
- K3 the people who are allowed to be present and contribute to certain discussions
- K4 your role and responsibilities in regard to the meeting
- K5 the importance of ensuring that the minutes of the previous meeting are agreed and verified
- K6 the range of information you may be called upon to provide
- K7 situations in which people – for example, elected representatives or members of the public – may need support
- K8 the type of support they may need and how to provide it
- K9 voting procedures for the types of meetings in which you are involved and your role in regard to votes
- K10 the various purposes which minutes need to serve
- K11 the requirements for taking notes at meetings: both legal and local authority
- K12 how to produce minutes of meetings: legal and local authority requirements
- K13 the importance of verifying your minutes and how to do so
- K14 the importance of action sheets and the information that should be contained within them
- K15 the importance of seeking advice when you are unsure about actions or who should take them
- K16 the importance of carrying out actions within agreed timescales
- K17 how to monitor actions delegated to others whilst maintaining effective working relationships

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Additional Information

This unit covers the following types of meetings:

**Scope/range
related to
performance
criteria**

- 1 executive meetings
- 2 overview and scrutiny committees
- 3 partnership bodies
- 4 NHS or community safety scrutiny committees
- 5 decision making committees
- 6 consultative or advisory bodies

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Behaviours

You must show that you work in the following way

- 1 you demonstrate political neutrality
- 2 you display a good understanding of how different factors in the work context relate to each other
- 3 you work to develop an atmosphere of professionalism and mutual support
- 4 you use effective and efficient means to gather, store and retrieve information
- 5 you present information clearly, concisely, accurately and in ways that promote understanding
- 6 you take pride in delivering high quality work
- 7 you focus attention on specific details that are essential to success
- 8 you do things without being asked or forced to be events
- 9 you keep confidential information secure
- 10 you check the validity and reliability of information

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Links to other NOS

- 1 B12 Prepare for democratic and decision making meetings
- 2 B22 Research, analyse and report information
- 3 C15 Carry out your responsibilities at work
- 4 C21 Establish and maintain effective working relationships in local government
- 5 C31 Contribute to the implementation of local government legislation, regulations and procedures

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