

MINUTES- WRITING/TAKING

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WHAT IS MINUTES?

Involves the capture/record of information, comments, discussions and decisions agreed upon, stating accepted actions and follow-up activities necessary to meet the objectives of a meeting.

PURPOSE

- A reflection of recorded decisions, discussions and conclusions reached at meetings.
- Records of minutes serve as reminder of relevant points discussed and made available for further action.
- Appropriate retrieval when necessary.

AGENDA

- It is an underlying plan that will keep the meeting to time and make it more productive.
- Below are examples of agenda:

Facilities and Administration Committee

29 May 2009, 3.30 pm, Meeting room 3

Agenda

Notes

Apologies

1. Administration
2. Minutes of the previous meeting
3. Matters arising
 - 3.1. Canteen tables D Simmonds
 - 3.2 Menu boards M Daniels
 - 3.3 Car park lighting T Young
4. Reports
 - 4.1 Health and safety annual review R Budgeon
 - 4.2 Staff forum D Simmonds
 - 4.3 Administrative management course R Davies
5. Visit of David Smith MP
 - 5.1 Timetable draft attached R Davis
 - 5.2 Publicity R Budgeon
 - 5.3 Security T Young
6. Smoking room
7. Canteen
 - 7.1 Redecoration
 - 7.2 Chairs brochure attached D Simmonds
 - 7.3 Reading material
8. Post delivery
 - 8.1 Problems following merger
 - 8.2 Delivery frequency consult colleagues
9. Any other business
10. Date of next meeting

Figure 4.6 Full agenda

Facilities and Administration Committee

29 May 2009, 3.30 pm, Meeting room 3

Agenda

Apologies

1. Administration
To review arrangements for minute taking
2. Minutes of the previous meeting
3. Matters arising
 - 3.1. Canteen tables D Simmonds
 - 3.2. Menu boards M Daniels
 - 3.3. Car park lighting T Young
4. Reports
 - 4.1 Health and safety annual review R Budgeon
 - 4.2 Staff forum D Simmonds
 - 4.3 Administrative management course R Davies
5. Visit of David Smith MP
 - 5.1 To confirm timetable for visit draft attached
R Davis
 - 5.2 To agree strategy for maximising publicity R Budgeon
 - 5.3 To discuss security implications of visit T Young
6. Outdoor smoking area
To decide future of outdoor smoking area
7. Canteen
 - 7.1 To draw up plans for redecoration
 - 7.2 To confirm style of chairs brochure D Simmonds
attached
 - 7.3 To discuss provision of reading material consult
colleagues
8. Post delivery
 - 8.1 To consider problems following merger
 - 8.2 To agree standards for delivery frequency consult
colleagues
9. Any other business
10. Date of next meeting

Figure 4.8 Example objectives agenda

REASONS FOR HAVING AGENDA

- Enable participant prepare for the meeting.
- Ensure everything important is dealt with.
- Guide through subjects in a logical order.
- Remind Chairperson of what to discuss and make chairing easier.
- Give structure to minutes.

Meeting checklist

- ☐ I have read and thought through the agenda
 - ☐ I have read/skimmed the papers
 - ☐ I have spoken to contributors to understand the context of items
 - ☐ I know where decisions are expected
 - ☐ I've discussed the meeting with the chairperson
 - ☐ I know what style of minutes I'm writing
 - ☐ I've booked tea/coffee/lunch
 - ☐ I've arranged:
 - ☐ overhead projector
 - ☐ flipchart (and paper/pens)
 - ☐ equipment for computer presentations
 - ☐ extension leads
 - ☐ Reception knows who's expected
 - ☐ I know the names of those I haven't met
 - ☐ I've thought of a couple of subjects for conversations with 'strangers'
 - ☐ I've double-checked the administrative arrangements
- I've got:
- ☐ paper
 - ☐ pens/pencils
 - ☐ clipboard
 - ☐ the agenda
 - ☐ copies of the papers
 - ☐ minutes for my reference
 - ☐ minutes for signing
 - ☐ spare copies of minutes
 - ☐ spare copies of the agenda

Figure 5.1 Example meeting checklist

TAKING NOTES

- The ability to recognize what should be noted and sifting out the irrelevant information is very important.
- This is a skill officers must develop.

TAKING NOTES (cont.)

Minutes takers should:

- Record the message not the words.
- Use bullet points, not sentences.
- Maintain concentration and focus.
- Not be writing down everything which is said.
- Be concern with topics discussed and points raised.
- Recognize what someone is talking about and identify the message.

Not many people making suggestions

Only 4 last month

Why? system is stale

no reason to make the effort

*no one wants to be the only 'goody goody' who
suggests*

Give up on it? Run for six years.

Or encourage use – how?

write-up in magazine

an award – certificate

financial reward

a gift

Money is the key

How much? £5 – £50 – £20 – £50

For suggestions that are implemented

Who pays? – whoever benefits

Advertise the change? – noticeboards, e-mail

When/how to give: party

by MD

by manager

internal post

Arrange with manager, can present it or just hand it over.

Lots of money – too much?

If not a £50 saving, then idea won't be implemented

– must be an incentive

Figure 9.3 Notes taken during a discussion on the future of the suggestion scheme

STRUCTURING THE NOTES

- Within an agenda item, discussion are likely to jump around as individuals re-introduce their personal concerns/views.
- Making sense of a discussion of many different aspects is a significant problem.
- Ignore order of discussions.
- Structure minutes according to the order of the content.
- To save time and improve the quality of minutes, structure the notes before typing them up.

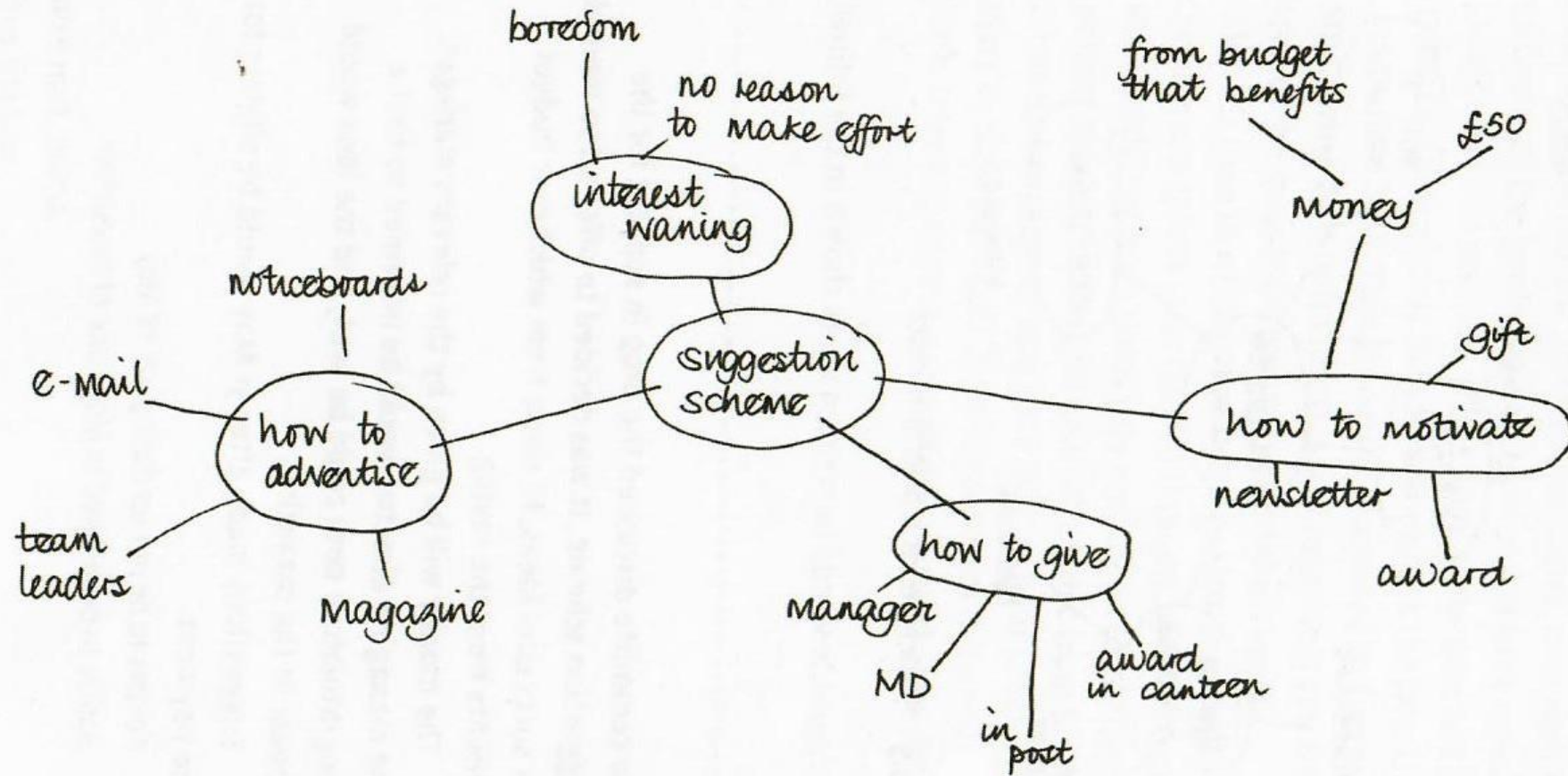


Figure 9.4 Discussion notes, structured into logical groups

The committee discussed the drop in support for the suggestion scheme. There was support for the system in principle and it was agreed that efforts should be made to generate more interest.

In order to encourage suggestions, it was decided to offer a financial reward for successful ideas, and agreed that £50 was an appropriate figure. This will come from whichever budget benefits from the saving.

The manager of successful staff members could arrange a presentation or simply pass the money on as deemed appropriate. In addition, the managing director would be informed so that a congratulatory note could be sent, and the idea would appear in the magazine.

Staff should be informed of the changes through the newsletter and posters on the noticeboards. Suggestions made after 31 May would be eligible for the payment.

Posters to be put up during w/c 18 May

Article to be inserted in May issue of newsletter

Action: Tom Brind

30 April 2009

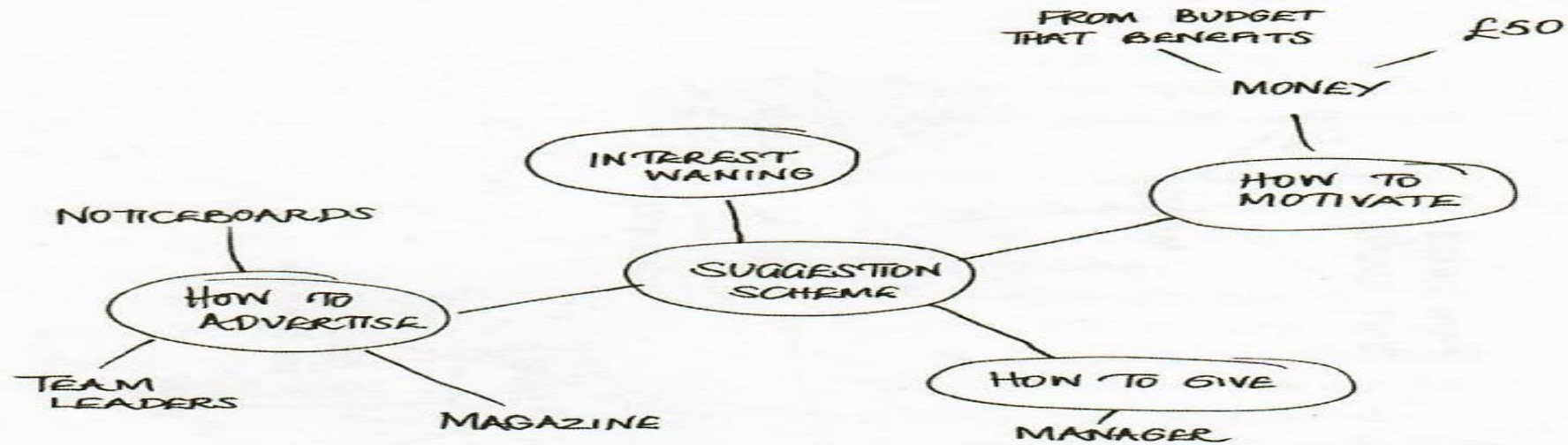


Figure 9.5 Structure for a briefer minute

A briefer minute would be written up as shown in the following box.

The committee discussed the drop in support for the suggestion scheme. It was decided to offer a £50 reward for successful ideas, to come from whichever budget benefits from the saving.

The money will be given by the relevant manager. The managing director would be informed so that a congratulatory note could be sent, and the idea would appear in the magazine.

Suggestions made after 31 May would be eligible for the payment.

Posters to be put up during w/c 18 May

Article to be inserted in May issue of newsletter

Action: Tom Brind
30 April 2009

USING THE STRUCTURE

- To use a structure like the one outlined above, note your subject in the centre of the space.
- Take each point you have noted and decide whether it is relevant.
- If it is, look to see whether it relates to a point that you already have.
- If it does, link the two.
- If it does not, start a new 'area'.
- This process is illustrated in the figure below.

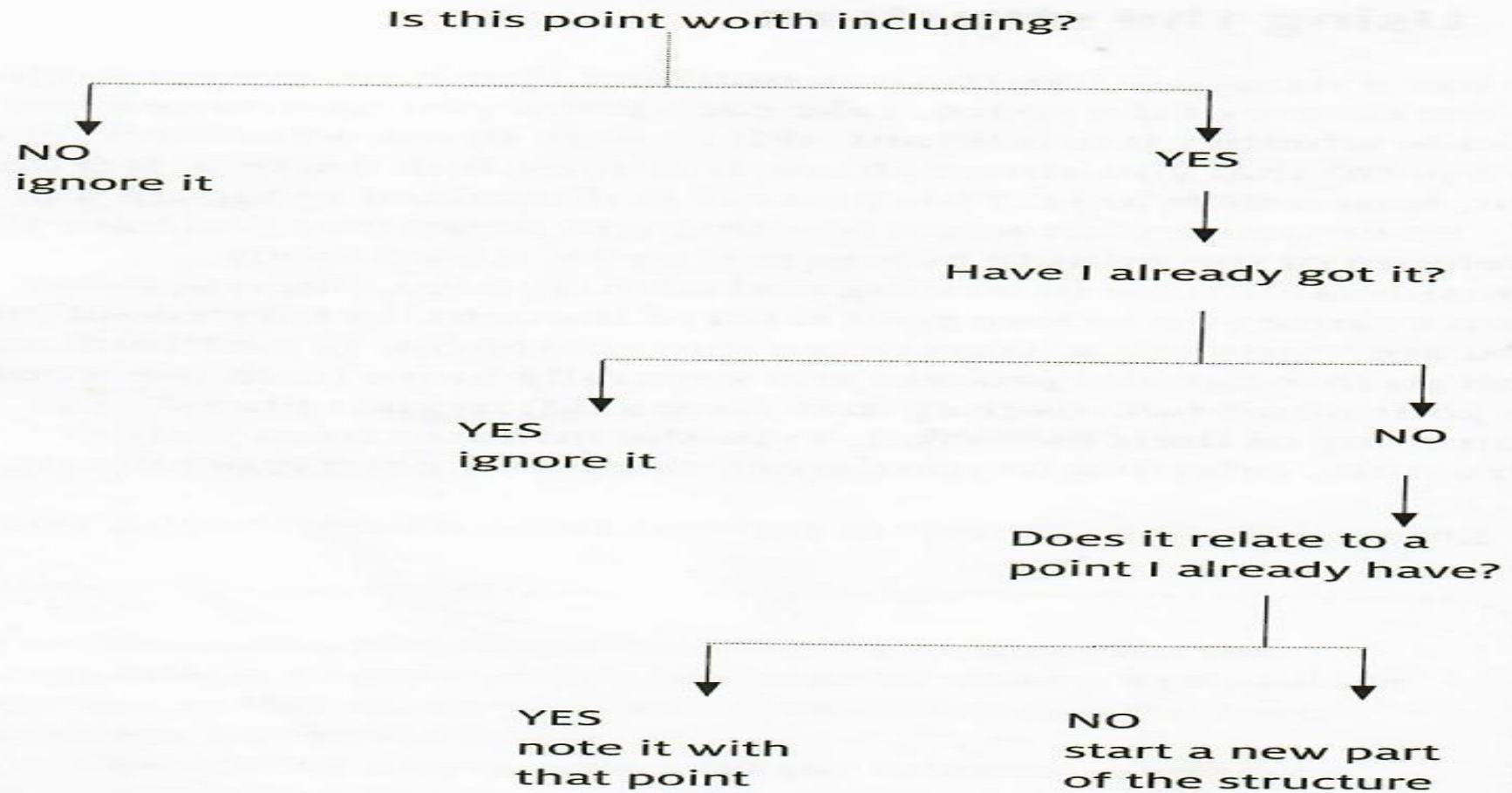


Figure 9.6 Process for structuring notes

WRITING UP THE MINUTES

- Type the minutes from the structure, referring to your notes when you need more detail.
- Write up the minutes quickly within a day.
- If minutes are to perform the function of reminding participants of their actions, they must be circulated within a week.
- Do not put off the task, else it becomes more difficult.
- Your memory of the meeting will fade.
- Minutes will therefore take longer to write and are likely to be less accurate.

MINUTES OF REDWOOD COMMITTEE HELD ON 25TH NOVEMBER, 2017
AT THE MINISTRY'S CONFERENCE ROOM

ITEM		ACTION BY
	ATTENDANCE:	CHAIRMAN
	APOLOGY:	
	ABSENT:	
1.0	OPENING:	
	WELCOME ADDRESS/INTRODUCTION:	
2.0	READING AND CONFIRMATION OF MINUTES OF PREVIOUS MEETING:	
3.0	MATTERS ARISING:	
4.0	DISCUSSION OF THE DAY:	
5.0	ANY OTHER BUSINESS:	
6.0	DATE OF NEXT MEETING:	
7.0	CLOSE OF MEETING:	
	RECORDED BY: CHAIRMAN	

THANK YOU!

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