

Minute Taking.

Minutes of meetings should provide a reflection of the meeting as a whole and accurately record what was discussed, the stated opinions of others and what the outcomes are in terms of actions, roles and responsibilities – (*safeguarding plan*). They do not necessarily need to be word for word. Minutes are the responsibility of the Chair and therefore the minute taker and Chair need to work closely together.

Below are some guidance notes to consider when taking minutes as part of the Safeguarding Adults/Adult Protection process.

- Minutes should be written in the past tense
- The **full** names of those involved in the meeting and those discussed should be used – *Please also see Record Keeping and Confidentiality Guidance Notes.*
- Where possible, written reports should be provided for the meeting and if agreed by the Chair, attached as a copy to the minutes, thus saving the need for a further written précis of the reports.
- The Safeguarding Adults minutes template should be used and the type of meeting must be clear eg strategy meeting.
- The meeting Chair should spend some preparation time with the minute taker prior to the meeting to familiarise them with the issues/agenda and any specific requirements for that meeting.
- The minute taker may want to sit next to the Chair.
- The minute taker should be able to request clarification, if required, during the meeting.
- Minutes should be sent to the Chair of the meeting to check and amend, (if required) before circulation. The Chair also needs to sign the minutes once agreed, before circulation.
- Circulation of minutes is the responsibility of the chair. An attendance sheet should be completed and all those attending and giving apologies should receive a copy unless agreed otherwise at the meeting.
- Password protect all minutes circulated by e-mail and mark any posted minutes as confidential, (*see DCC corporate policy guidance*).
- Aim to have minutes typed and circulated within 14 days of the meeting.
- Requests for amendments to minutes following circulation must be addressed to the Chair.

For a copy of the minutes template, please contact the Safeguarding Adults Team Administrator on 01392 383131.