



Refer to: Mr. M. Mothekhe
Reference/ File No: 4/4/1
Telephone Ext: 051 405 8543
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**THE SPEAKER
COUNCIL ITEM**

**COUNCIL MINUTES - MIGRATION FROM VERBATIM MINUTES TAKING TO
ACTION/RESOLUTION BASED MINUTES**

1. PURPOSE

The purpose of this report is to request the Municipal Council to migrate from the current type of verbatim minutes system which are transcripts, or a record of every single word said at a meeting to the action/ resolution-based type of minutes system which is a record of the decisions reached as well as the planned actions to be taken.

2. BACKGROUND

At the onset of the amalgamation of the Transitional Local Authorities during 1995, the verbatim minutes-based system was adopted by the then Bloemfontein Transitional Council, which at that time verbatim minute system was viewed as the solution in enhancing, high recording standards viewed as similar to the Hansard system in parliament. The verbatim minutes taking which can be deduced as the text transcription of all oral presentation made during the Council meetings is full proof discussions made during meetings.

3. PURPOSE OF MINUTES

- Minutes are the official written record of meetings held and provide a guide and resolutions taken;
- Minutes further clarify the rational and flow of engagements regarding the reasons for decision-making;
- Minutes dovetail action to be taken towards the implementation of the resolutions taken;
- Minutes assist the organization towards convergent coordination of activities and programs planned

4. DIFFERENCE BETWEEN VERBATIM AND RESOLUTION BASED MINUTES SYSTEM

4.1. Verbatim

Verbatim minutes are a word for word record of a meeting, and are often long and can be difficult to skim for a particular piece of information. With the exception of courtroom proceedings, a verbatim record of a meeting is rarely necessary and does not always follow the agenda. This type of minutes are lengthy and may include information which is not essential to the focus of the meeting and includes discussions which does not pertain to the items in the agenda.

The minuting of verbatim minutes involves that all spoken words during discussions and aforementioned in any form or shape during deliberations in Council are reflected word by word in the minutes. All disruptions and disturbances which might not be relevant for the purpose of the matter under discussions are otherwise reflected in the minutes;

4.2. Action/ Resolution Based type


Action/Resolution based type minutes is the most common form of minutes used, which includes discussions which lead to the actions decided upon since it is important to note who is responsible for upcoming actions. The main focus is action and resolution taken during the meeting. Reflection of the participants, deliberations and inputs by members are reflected in the minutes but not in the form or scale done at the level of the verbatim minutes system.

The Action based minutes are direct and simple and the drafting and formulation turn-around time is shorter. The execution letter for implementation of the resolution is produced immediately after the meetings, signed-off by the Municipal Manager the following working day and issued to the relevant department as soon as possible for implementation. Consideration and adoption of the minutes is submitted to the Municipal Council in the next ensuing ordinary meeting;

As a result of the above, verbiage and unstructured syntax create a voluminous bundle of minutes and whilst, the impact thereof is minimal and at times with little consequence to the resolution or decision adopted. Therefore, as a result of the above, it can be deduced that it takes a longer time to formulate and complete the minutes.

RECOMMENDATIONS

- a) That Council take note of the report and
- b) That Council approve the migration from verbatim minutes taking to action/resolution based minutes.


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ACTING CITY MANAGER
MR. S MORE