

SCHEDULES

SCHEDULE 1

Meetings and proceedings of statutory transition committees

Minutes and attendance

8.—(1) The duly appointed officer shall be responsible for arranging that minutes of each meeting of the committee are taken and produced.

(2) The committee shall agree the nature and style of the minutes to be recorded. In the absence of agreement on the nature of the minutes the minutes shall as a minimum record the significant aspects of the discussion on the relevant agenda item, and any decision(s) taken by the committee together with the names of proposers and seconders.