

# **APPENDIX 6(1)**

## **Minute Books on the Website**

Copies of meeting and committee minutes are now stored on the website.

You can access the Minute Book in one of the following ways:

- If you have a log-in, log into the website and go to the Member's Area, then click on the **Minute Book** link on the left hand list; or
- Go to the following website address:

[www.ne-derbyshire.gov.uk/minute-book](http://www.ne-derbyshire.gov.uk/minute-book)

This takes you to the 'Minute Book' home page where you can find the separate Minute Books for the year, similar to the old paper versions. These will be added to over the coming months.

Choose a Minute Book from the left hand list e.g. **Minute Book 1 - 2015/2016**

This takes you to the list of minutes included in that Minute Book.

To view the minutes click on the title of the meeting or committee e.g. **Cabinet**.

This takes you to the full list of minutes for the year and you can choose the one you want from the list. The most recent set of minutes is at the top of the page.

Use the 'Back' button to return to the Minute Book page if you want to look at a different meeting/committee.

To request hard copies of the minutes or if you have any queries please contact the Word Processing team on ext. 7072.