

## Standard Agenda and Minutes

*Title of Meeting (e.g. Team or Members Meeting), Location*

Date, Time:

I. Present & Apologies Received  
(pass around signing in sheet for legal record of attendants)

II. Matters Arising  
(list any matters which need to be addressed at each and every meeting)

- A.
- B.

III. Items Carried Forward  
(to be updated after each meeting to include items carried forward & actions from meeting, updates on progress, etc.)

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IV. Reports  
(if applicable list any standard 'report' areas on agenda, note any new items or developments in minutes)

- A.
- B.

V. Issues to address from Members Meetings/Away Day  
(keeping 'big picture' and med-long term plans in mind even at operational level)

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VI. Questions/proposals for next Members Meeting  
(links current meeting with next Members Meeting)

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VII. Actions & Decisions  
A. Actions  
(e.g., training, implementation of decisions, etc., link to named person & timescale)

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B. Decisions  
(e.g., guidelines/procedures, budgets granted, policy if applicable, etc.)

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