



**MEETING NAME**

**(Select date). AT (Enter Time).**

**CHAIRED BY [INSERT NAME]**

**[INSERT VENUE OR VIRTUAL PLATFORM USED]**

**MEMBERS PRESENT:**

(Insert Members’ Names)

**STANDING ATTENDEES PRESENT:**

**IN ATTENDANCE:**

(Include minute taker in this section)

**APOLOGIES:**

(Include names of those who could not attend in this section).

# WELCOME, INTRODUCTIONS AND APOLOGIES

The Chair welcomed all to the meeting and apologies received and noted as above.

# ANY SIGNIFICANT QUALITY/ SAFETY CONCERNS

# DECLARATIONS OF INTEREST

In relation to any item on the agenda of the meeting Board Members were reminded of the need to declare:

(i) any interests which were relevant or material to the ICB;

(ii) that nature of the interest declared (financial, professional, personal, or indirect

(iii) any changes in interest previously declared.

**(Sample texts below provide guidance on wording to be used in event of no declarations/declarations made)**

There were no declarations of interest recorded. It was noted that on-going declarations of interest stood for every (insert name of Committee) meeting and were publicised on the ICBs website.

The following declarations of interest were made in respect of today’s meeting:

(Individual name) declared an interest in item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it was agreed that her/she would leave the meeting whilst this item was discussed. (If a chair needs to add - This item of the agenda would be chaired by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in place of the Chair

*(Individual name) declared an interest in item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it was agreed that he/she would remain in the meeting and no further action was taken as no decision were taken.*

# APPROVAL OF PREVIOUS MINUTES

The minutes of themeeting held on [insert date] were taken as a true and accurate record and approved / approved subject to the following amendment(s):

**DECISION:** It was agreed that:

1. *The minutes of the meeting be taken as a true and accurate record and signed by the Chair. OR The minutes of the meeting be taken as a true and accurate record subject to the above amendments and signed by the Chair.*

# ACTION TRACKER

**ITEM (S) DECISION/APPROVAL**

# a) Title

# DECISION: It was agreed that:

**ACTION: (if required)**

*[ensure that the action is written in full so it can be transferred to the action tracker]*

**ITEM (S) FOR REVIEW/ DISCUSSON**

# a) Title

**DECISION:** It was agreed that:



**ACTION: (if required)**

*[ensure that the action is written in full so it can be transferred to the action tracker]*

# ITEMS FOR INFORMATION

1. Title

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was noted.

# ANY OTHER BUSINESS

1. Title

**10 DATE AND TIME OF THE NEXT MEETING:**

**(Select date). at (Enter Time).**

If members would like to submit items for a future meeting, please email [insert relevant email address]