**[INSERT NAME OF COMMITTEE]**

**[INSERT DATE] AT [INSERT TIME]**

**CHAIRED BY [INSERT NAME]**

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

**MEMBERS PRESENT:**

[Insert names and roles of Members / Deputies present]

[For deputies, include the name and role of the Member they are representing]

**PARTICIPANT MEMBERS PRESENT:**

[Insert names and roles of any Participant Members present OR delete as appropriate]

**IN ATTENDANCE:**

[Insert names and roles of all other attendees]

[Include minute taker in this section]

**APOLOGIES:**

[Insert the names and roles of all Members who have given apologies for the meeting]

**QUORACY:**

The Chair confirmed that the meeting was quorate.

**OR**

The apologies received resulted in the meeting not being quorate. The Chair confirmed that the meeting would proceed but no formal decisions would be made.

**OR**

The apologies received resulted in the meeting not being quorate. The Chair therefore decided that the meeting would not proceed and all items of business would be deferred to the next meeting.

1. **WELCOME AND INTRODUCTIONS**

The Chair welcomed all to the meeting.

1. **APOLOGIES FOR ABSENCE**

Apologies were noted from [insert all apologies].

1. **ANY SIGNIFICANT QUALITY / SAFETY CONCERNS**

[Insert details of any significant concerns raised and agreed actions OR delete as appropriate]

1. **DECLARATIONS OF INTEREST**

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

1. any interests which were relevant or material to the ICB or any item on the agenda
2. the nature of the interest declared (financial, professional, personal, or indirect)
3. any changes in interests previously declared.

*[For any interest declared the minutes of the meeting must record:*

1. *The individual declaring the interest;*
2. *At what point the interest was declared;*
3. *The nature of the interest;*
4. *The Chair’s decision and resulting action taken;*
5. *The point during the meeting at which any individuals retired from and returned to the meeting.*

*Visitors in attendance who participate in the meeting must also follow the meeting protocol and declare any interests in a timely manner.]*

***(Sample texts below provide guidance on wording to be used in event of no declarations / declarations made. Declaration to be duplicated under the item which it relates to.)***

There were no declarations of interest noted in relation to the business of the meeting. It was noted that ongoing declarations of interest stood for every (insert name of Committee) meeting and were publicised on the ICBs website.

**OR**

The following declarations of interest were made in relation to the business of the meeting:

[Insert name and role] declared an [insert interest type – financial / non-financial professional / non-financial personal / indirect] interest in item [insert item number and title]. It was agreed that they would remain in the meeting and no further action was required.

**OR**

The following declarations of interest were made in relation to the business of the meeting:

[Insert name and role] declared an [insert interest type – financial / non-financial professional / non-financial personal / indirect] interest in item [insert item number and title]. It was agreed that they would leave the meeting for the duration of this item.

{*If the declaration relates to the Chair*: It was agreed that this item would be chaired by [insert name] in place of the Chair.}

1. **MINUTES OF THE PREVIOUS MEETING HELD ON [INSERT DATE]**

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):

[Insert any agreed amendments or delete as appropriate]

**DECISION:**  It was agreed that:

The minutes of the meeting held on [insert date] were a true and accurate record and would be signed by the Chair.

**OR**

The minutes of the meeting held on [insert date] were a true and accurate record, subject to the above amendments, and would signed by the Chair.

1. **ACTION TRACKER**

The Action Tracker was presented to the Committee.

[Insert any comments / agreed actions]

1. **ITEMS FOR DECISION / APPROVAL**
2. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**DECISION:** It was agreed that:

**ACTION:** [Insert details or delete as appropriate]

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

1. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**DECISION:** It was agreed that:

**ACTION:** [Insert details or delete as appropriate]

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

1. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**DECISION:** It was agreed that:

**ACTION:** [Insert details or delete as appropriate]

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

1. **ITEMS FOR REVIEW / DISCUSSON**
2. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**OUTCOME:** [Insert details or delete as appropriate]

**ACTION:** [Insert details or delete as appropriate]

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

1. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**OUTCOME:** [Insert details or delete as appropriate]

**ACTION:** [Insert details or delete as appropriate]

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

1. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**OUTCOME:** [Insert details or delete as appropriate]

**ACTION:** [Insert details or delete as appropriate]

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

1. **ITEMS FOR INFORMATION**
2. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**OUTCOME:** [Insert details, e.g. The [item title] was noted, or delete as appropriate]

**ACTION:** [Insert details or delete as appropriate]

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

1. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**OUTCOME:** [Insert details, e.g. The [item title] was noted, or delete as appropriate]

**ACTION:** [Insert details or delete as appropriate]

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

1. **[INSERT TITLE]**

[Insert any comments / agreed actions]

**OUTCOME:** [Insert details, e.g. The [item title] was noted, or delete as appropriate]

**ACTION:** [Insert details or delete as appropriate]

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

1. **ANY OTHER BUSINESS**

[Insert details of any other business raised and agreed actions]

**OR**

There were no further items of business.

1. **DATE AND TIME OF THE NEXT MEETING**

The next meeting will be held on [insert date] at [insert time] at [insert location / via MS Teams].

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