MEETING OF THE [TITLE OF MEETING] COMMITTEE

AGENDA

Date: [date of meeting]
Time: [time of meeting]
Venue: [location / MS Teams *(For connection details please see meeting invitation)]*

No	Time	Item	Status (Do not use NOTE)	Paper
1.		**Apologies for Absence** Quoracy check: *Two Non-Executive members (one of whom must be either the Committee Chair or Vice Chair), and one Executive Director.*	Agree	Verbal
2.		**Declarations of Interest** *To declare any pecuniary or non-pecuniary interests, pertaining to items on the agenda, not already declared on the Trust's Register of Interest:-* *https://www.sfh-tr.nhs.uk/about-us/register-of-interests/* *Check – Attendees to declare any potential conflict of items listed on the agenda to the Director of Corporate Affairs on receipt of agenda, prior to the meeting.*	Declaration	Verbal
3.		**Minutes of the previous [title of meeting] Committee Meeting held [date of last meeting]** *Committee Chair*	Approve	Enclosure 3
4.		**Action Tracker** *Committee Chair*	Assurance	Enclosure 4
5.				
6.				
7.				
8.		**Escalation to Trust Board of Directors** *Committee Chair*	Assurance	Verbal
		Any Other Business *All members*	Discussion	Verbal
		Date of Next meeting Date; [date of next meeting] Time; [time of next meeting] Venue; [location of next meeting]		