**AGENDA** for the [DAY/DATE/MONTH/YEAR] meeting

The [meeting number] meeting of the [Board / Committee] will be held at [time] in [meeting venue].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Time] | **Part A: Preliminary Items** | | **Paper** | **Led by** |
|  |  |  |  |  |
|  | A1 | Apologies |  | Chair |
|  |  |  |  |  |
|  | A2\* | Terms of reference and membership |  | Clerk |
|  |  |  |  |  |
|  | A3 | Declarations of interest | [paper no.] | Chair |
|  |  |  |  |  |
|  | A4 | Minutes of the last meeting held on [date of meeting] | [paper no.] | Chair |
|  |  |  |  |  |
|  | A5 | Matters arising | [paper no.] | Clerk |
|  |  |  |  |  |
| [Time] | **Part B: <Thematic Title>** | | **Paper** | **Led by** |
|  |  |  |  |  |
|  | B1 | [Title of report] | [paper no.] | [Presenter] |
|  |  |  |  |  |
| [Time] | **Part C: <Thematic Title>** | | **Paper** | **Led by** |
|  |  |  |  |  |
|  | C1 | [Title of report] | [paper no.] | [Presenter] |
|  |  |  |  |  |
| [Time] | **Part D: Reports from Committees / Groups** | | **Paper** | **Led by** |
|  |  |  |  |  |
|  | D1 | [Title of report] | [paper no.] | [Presenter] |
|  |  |  |  |  |
| [Time] | **Part E: Other Business** | | **Paper** | **Led by** |
|  |  |  |  |  |
|  | E1 | [Title of report] | [paper no.] | Chair |
|  |  |  |  |  |

*Shaded items indicate that the Board / Committee is being asked to make a decision.*

***\*****Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*