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|  |
| **MINUTES** of the [DATE] meeting |
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|  |
| **Present:** |  |  |
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| --- | --- | --- |
| **In attendance:** |  |  |
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| --- | --- | --- |
| **Apologies:** |  |  |
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|  |
| **Part A: Preliminary Items** |
|  |  |
| **Terms of reference and membership** |
|  |  |
|  | The Committee received a report from the Secretary presenting the current terms of reference and membership (paper reference XXX-2015-XXX). It was **reported** that….. |
|  |  |
|  | It was **noted** that….. |
|  |  |
|  | The Board / Committee:1. **AGREED**
2. **RECOMMENDED**
3. **RESOLVED**
 |
|  |  |
| **Declaration of interest** |
|  |  |
|  | No declarations of interest were made. |
|  |  |

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| **Minutes** |
|  |  |
|  | The Board / Committee **AGREED** that the minutes of its meeting held on 25 January 2016 were an accurate record (paper reference LTE-2015-032). |
|  |  |
| **Matters arising** |
|  |  |
|  | The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Board / Committee held on [DATE] (paper reference XXX-2015-XXX). It was **reported** that….. |
|  |  |
|  | It was **noted** that….. |
|  |  |
|  |  |
|  |  |
|  | The Board / Committee:1. **AGREED**
2. **RECOMMENDED**
3. **RESOLVED**
 |
|  |  |
| **Part B: [SECTION NAME]** |
|  |  |
| **[Report Title]** |
|  |  |
|  | The Committee received a report from [Title] providing….. (paper reference XXX-2015-XXX). It was **reported** that….. |
|  |  |
|  | It was **noted** that….. |
|  |  |
|  |  |
|  |  |
|  | The Board / Committee:1. **AGREED**
2. **RECOMMENDED**
3. **RESOLVED**
 |
|  |  |
| **Part C: [SECTION NAME]** |
|  |  |
| **[Report Title]** |
|  |  |
|  | The Committee received a report from [Title] providing….. (paper reference XXX-2015-XXX). It was **reported** that….. |
|  |  |
|  | It was **noted** that….. |
|  |  |
|  |  |
|  |  |
|  | The Board / Committee:1. **AGREED**
2. **RECOMMENDED**
3. **RESOLVED**
 |
|  |  |
| **Part D: [SECTION NAME]** |
|  |  |
| **[Report Title]** |
|  |  |
|  | The Committee received a report from [Title] providing (paper reference XXX-2015-XXX). It was **reported** that: |
|  |  |
|  |  |
|  | It was **noted** that….. |
|  |  |
|  |  |
|  |  |
|  | The Board / Committee:1. **AGREED**
2. **RECOMMENDED**
3. **RESOLVED**
 |
|  |  |
| **Part E: [SECTION NAME]** |
|  |  |
| **[Report Title]** |
|  |  |
|  | The Committee received a report from [Title] providing (paper reference XXX-2015-XXX). It was **reported** that: |
|  |  |
|  | It was noted that: |
|  |  |
|  |  |
|  |  |
|  | The Board / Committee:1. **AGREED**
2. **RECOMMENDED**
3. **RESOLVED**
 |
|  |  |
| **Part F: Other Business** |
|  |  |
| **Schedule of meetings and business for 2015/16** |
|  |  |
|  | The Committee received its schedule of meetings and business for 2016/17 (paper reference XXX-2015-XXX). |
|  |  |
| **Date of next meeting** |
|  |  |
|  | The next meeting of the [Board / Committee] would be held at [Time/Date] in [Venue] |
|  |  |
| **Other business** |
|  |  |
|  | No other business was raised. |
|  |  |

|  |  |
| --- | --- |
|  |  |
| Confirmed by the Committee/Board as a correct record and signed by the Chair: |
| Signed: |  | Date: |  |