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| **Summary Report of the <Operational Area>** | | |
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| ***Executive Summary*** | | |
| This is the summary report of the <Operational Area> Safety, Health and Wellbeing Advisory Group meeting of <Day Month Year>. | | |
| ***Action Requested*** | | |
| This report is **for information/discussion/decision** [*delete as applicable*]. The Committee is invited to [*indicate specific actions the committee is recommended to take e.g. note the report/discuss an issue/endorse an action/approve a decision*] | | |
| ***Appendices*** | | |
| <*List details of any appendices accompanying the report including the appendix reference and title / None*> | | |
| ***Author*** | | |
| *Name:*  *Job title:*  *Date:* |  | |
|  | | |
| ***Approval Route*** | | |
| <Date><Month><Year> | | <Approving Person / Body> |
| <Date><Month><Year> | | <Approving Person / Body> |
| <Date><Month><Year> | | <Approving Person / Body> |

# SUMMARY REPORT OF THE <OPERATIONAL AREA>

## Introduction

1. This is the summary report of the <Operational Area> Safety, Health and Wellbeing Advisory Group meeting of <Day Month Year>. Recent copies of the full minutes are available at [www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee](http://www.leedsbeckett.ac.uk/partners/corporate-governance/safety-health-and-wellbeing-committee) or thereafter from the Secretary.

### Recommendations and referrals

1. The Group has made [*list any recommended actions and/or referrals which the Committee is asked to consider OR confirm that no matters have been recommended/referred to the Committee for consideration*]

### Major discussions

1. [*Summarise any key major discussions. The Summary report should be no longer than 1-2 pages in length*.]

**Attendance**

|  |  |  |
| --- | --- | --- |
| **Present:** | | |
| Name [Chair] | | |
| Member | Member | Member |
| Member | Member | Member |
|  |  |  |
| **Apologies:** | | |
| Member | Member | Member |
| Member |  |  |
|  |  |  |
| **Attendees:** | | |
| Name [Secretary] |  |  |
| Name | Name | Name |