

## Agenda

<b>Date:</b>	
<b>Location:</b>	
<b>Time:</b>	
<b>Contact Details:</b>	

Item No.	Item	Purpose	Timing	Information source	Outcome	Lead
1.	<b>Welcome and Apologies</b>	To welcome attendees and clarify the overall aims of the meeting.	<b>5 minutes</b>	Verbal	Attendees to understand overall purpose of meeting.	
2.	<b>Approval of Minutes</b>	To agree accuracy and note any errors	<b>5-15 minutes depending on number of APs</b>	Papers issued prior to meeting	Agree cleared items and advise of any new updates.	
3.	<b>Matters Arising</b>	Identify items carried forward previously and confirm ongoing action(s).				
4.	<b>Regional Report</b>	<ul style="list-style-type: none"> <li>▪ Regional Issues</li> <li>▪ Recruitment Update</li> <li>▪ National Issues</li> </ul>		Verbal or papers issued prior to meeting.	Provide information and agree the way forward if required	
5.	<b>Regional Finance Report</b>	<ul style="list-style-type: none"> <li>▪ Current Situation</li> <li>▪ National Issues</li> <li>▪ FSC Issues</li> </ul>	Papers issued prior to meeting.	Provide information and agree the way forward if required.		
6.	<b>Sub-Committee Feedback</b>			Verbal or papers issued prior to meeting.	Provide information and agree the way forward if required.	
7.	<b>Agenda Item</b>			Verbal or papers issued prior to meeting.		
8.	<b>Agenda Item</b>			Verbal or papers issued prior to meeting.		
9.	<b>AOB</b>	Allow 15 minutes		Verbal or papers issued prior to the meeting.	All informed and agree the way forward if required.	
10.	<b>Review &amp; Close</b>					

**Date of next meeting**