

Standard agenda item	Item detail	By When
1. Apologies	Core members of the Board unable to attend	Two working days before Board meeting to Secretariat
2. Declaration of members interests	Core members to declare any interest against agenda items listed	Either – two working days before Board meeting, or to Chairman on the day of meeting
3. Minutes from the previous meeting	Core members to formally amend and agree formal minutes which will be placed on LCC website	At meeting
4. Chairman's announcements	Announcements of local, regional or national interest to the delivery of health and wellbeing in Lincolnshire	Two working days before Board meeting to Secretariat
5. Decision/Authorisation Items	Forward plan items e.g. commissioning plans, service re-configurations, Healthwatch reports, Joint Strategic Needs Assessment, Joint health and Wellbeing Strategy, etc	Draft reports 15 working days before Board meeting to Secretariat for an Agenda planning meeting Final reports (including any presentation) to Secretariat 7 working days before Board meeting
6. Discussion/ Debate items	Health and wellbeing themes ideas, national policy changes, items for forward plan, etc.	Draft reports 15 working days before Board meeting to Secretariat for an Agenda planning meeting Final reports (including any presentation) to Secretariat 7 working days before Board meeting
7. Information items	Information items to be	Seven working days

[Type text]

	shared with partner agencies from Core members	before Board meeting to Secretariat
8. Work programme for future planned work	Items from Core members for discussion with Board	
9. Action log of previous decisions	Record of activity of the Board and partner activity	
10. Date of next meeting	Dates to be set for full year following AGM	
