

# Lincolnshire Health and Wellbeing Board

## Agenda process

Standard agenda item	Item detail	By When
<b>1. Apologies</b>	Core members of the Board unable to attend	Two working days before Board meeting to Secretariat
<b>2. Declaration of members interests</b>	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
<b>3. Minutes from the previous meeting</b>	Core members to formally amend and agree formal minutes which will be placed on LCC website	At meeting
<b>4. Chairman's announcements</b>	Announcements of local, regional or national interest to the delivery of health and wellbeing in Lincolnshire	Two working days before Board meeting to Secretariat
<b>5. Decision/Authorisation Items</b>	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
<b>6. Discussion/ Debate items</b>	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

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<b>7. Information items</b>	Information items to be shared with partner agencies from Core members	Seven working days before Board meeting to Secretariat
<b>8. Work programme for future planned work</b>	Items from Core members for discussion with Board	
<b>9. Action log of previous decisions</b>	Record of activity of the Board and partner activity	
<b>10. Date of next meeting</b>	Dates to be set for full year following AGM	

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