



### **Policy Number 5. Conduct of the Executive Committee Meetings**

1. Apologies for absence to be recorded as well absences without apology. Where possible a rolling 12-month calendar of key meetings dates shall be published and used to plan future business.
2. At the beginning of the meeting the Chair will ask attendees to declare if they have any conflicts of interest.
3. The agenda item will be circulated at least 7 days in advance and any adjustments to be made no later than 3 days in advance.
4. Urgent items could be taken on the day at the discretion of the Committee and the Chair must provide reasons for urgency.
5. Written reports supporting the agenda items to be circulated at least 3 days in advance and must be clear as to the purpose of the report and decisions being recommended. The body of the report must provide sufficient information and where appropriate financial information to allow decisions to be taken.
6. Minutes: A Decisions and Actions Log with owner and timescale shall be the main output of meetings. Salient Agreements or Points shall be recorded by exception only if it assists in recall of the item details at a future date.
7. Conduct of the meeting: All Members shall be given the opportunity to voice their opinions by the Chair in a controlled and respectful manner. All members when presenting their views shall do so with respect to each other and in particular to the Chair.
8. Any late arrivals time of joining the meeting and item under discussion is recorded. If any members leave the meeting early the departure time and the item under discussion are recorded.