

STYLE OF MINUTES

The Board considered a report (copies of which had been circulated) by the Standards Officer proposing a new approach to the preparation of minutes of the Integration Joint Board and its committees, which was presented to the Board for approval.

It was clarified during discussion that minutes were intended primarily for recording decisions; however, members were assured that any significant advice would continue to be recorded in minutes.

It was recommended that the Board agree the new approach to the preparation of minutes of the Integration Joint Board and its committees as outlined in the report.

Decision

To approve the recommendation in the report.