Preliminaries: Pre-notified seating plan by organisation and name plates for attendees

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| **Item** | **Item Lead** |
| Introductions (by exception and only where deemed necessary) | Chair |
| Declaration of items for urgent attention | Chair |
| Confirmation of decisions on urgent items | Chair |
| Adjourn as necessary to action urgent issues | |
| Situational briefing (including any clarifications or recent updates from chief of staff/ information manager/attendees by exception only) |  |
| Review and agree strategy and priorities | Chair |
| Review outstanding actions and their effect | Chair |
| Determine new strategic actions required | Chair |
| Allocate responsibility for agreed actions | Chair |
| Confirm date and time of next meeting and required attendees  (alongside an established meeting rhythm) | Chair |
| Post Meeting: Distribute record of decisions, ensure decision log is updated and complete | Sec/Chair |