

# AGENDA

Meeting: **Leadership Committee**  
Location: **1 East Meeting Room**  
Date & Time: **Wednesday 18<sup>th</sup> December 2019 at 9am**

Item	Report
<b>1. Apologies for absence</b>  Committee to receive and approve any apologies received for absence.	
<b>2. Notice of any other business</b>  Chair to notify the committee of any items raised in advance of this meeting for discussion under any other business.	
<b>3. Declaration of conflict of interest</b>  Members are asked to declare any conflict of interest they may have in relation to any business to be discussed at the meeting.	
<b>4. Minutes of the previous Committee meeting</b>  Minutes to be approved and signed by the chair at the meeting.	R1
<b>4.1. Matters arising from the previous Committee meeting</b>  Committee to note the report on matters arising from the previous meeting.	R2
<b>4.2. Decisions made without a meeting since the last meeting</b>  Committee to note any decisions that have been made without a meeting in accordance with Article 102 of the Articles of Governance.	R3
<b>5. Project Management</b> ( <i>Data Insights &amp; E-Marketing Lead to be in attendance</i> )  Committee to receive updates on the following projects: <ul style="list-style-type: none"><li>• Insights project;</li><li>• Newsletter project.</li></ul>	R4
<b>6. Any other business</b>  To discuss any items raised previously under notice of any other business.	