**Replace / edit the red text in the fields below with non italicized black font**

**Delete this box**

**Committee / Group Highlights Summary to Committee / Group**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting** | *Meeting Title* | **Chair** | *Who Chaired the meeting* | **Quorate** | | **Declarations of Interest made** | |
| **Meeting Date** | *Date Meeting was held* | **Report completed by** | *Who is completing this summary highlight report* | **Yes** | **No** | **Yes** | **None** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Details** | **Action as a result** | **Update / Progress** |
| *Record item agenda number and title* | *Summarise details of the discussion ensuring recording main points of positive and negative assurance and / or actual /potential risks*  *If a gap in assurance is identified in the meeting then link to action ( in next column)*  *Record decisions made within the authority in the group / committee ToR* | *Record of items asked to come back to the committee, worth reflecting why within this sections also*  *Record items the group / committee feel its parent committee, board or group need to know as well as any actions that need to be taken as the group / committee did not have delegated authority to take such action.*  *If an item is referred to another group or committee the chair should make sure the receiving group or committee chair knows of the action for their respective group or committee* | *Record any progress since the meeting.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Decisions made by the Group** | | | |
| *Summarise in bullet point any decisions made by the Committee/Group from the details recorded above - these must be within the Committee/ Groups terms of reference OR if the person at the meeting is taking the decision based on a recommendation from the group / committee within their own delegated authority.* | | | |

On completion of the report a copy must be sent to

* The chair of the group
* Parent group e.g. directorate/divisional group or committee (identified in Terms of Reference)
* Corporate Governance Team