



COMMITTEENAME

MINUTES of the CommitteeName held on MeetingDate at MeetingTime at MeetingLocation

PRESENT: ChairPresentRolesList
MembersPresentRows

OTHER MEMBERS PRESENT: GuestInattendanceRepresentingRows

OFFICER SUPPORT: OfficerInattendanceTitlesRows

CHAIR:

DATED:

[EXEC ONLY]

DEADLINE FOR NOTIFICATION OF CALL-IN UNDER SECTION 18 OF THE OVERVIEW AND SCRUTINY PROCEDURE RULES IS MIDNIGHT, [DATE].

THE ABOVE DECISIONS WILL NOT BE IMPLEMENTABLE UNTIL AFTER THAT DATE. SHOULD A DECISION OF THE EXECUTIVE BE CALLED-IN FOR SCRUTINY, THEN THE RELEVANT DECISION WILL BE HELD IN ABEYANCE PENDING THE OUTCOME OF SCRUTINY CONSIDERATION.