

Health and Wellbeing Board

Administration Protocol

1. The agenda will be published in line with the attached timetable.
2. Officers have been informed that late items, i.e. those that are too late for making it onto the agenda by the Friday prior to agenda publication, will be considered under Any Other Business. This will only be in cases where no specific action is required by the Board and that it is received four working days in advance of the meeting.
3. The electronic distribution of agenda papers will follow the standard protocol adopted by all other Council committees. The agenda pack link will be distributed via email five clear working days prior to the meeting date. Hard copies will be circulated in the van delivery at least two working days prior to the meeting.
4. In between meetings Officers will circulate information briefings where necessary, to enable Board Members to keep up to date with developments rather than waiting until the next meeting. Briefings will be distributed electronically. All information briefings circulated in this way will be included on the next agenda.
5. Following the meeting an action sheet and the minutes will be produced and distributed to the Chairman within 3 working days of the meeting. Once the Chairman has cleared the minutes they will be distributed to all Board Members.
6. Officers will produce a glossary of terms as a reference guide for Board Members. This will be updated and included in each agenda pack. Further copies will be available from the clerk.

Health and Wellbeing Board

Board Meeting and Publication Dates 2014/15

Agenda Published & Electronic Dispatch	Van Dispatch Date	Meeting Date
Wednesday 16 July	Tuesday 22 July	Thursday 24 July 2014
Wednesday 24 September	Tuesday 30 September	Thursday 2 October 2014
Wednesday 19 November	Tuesday 25 November	Thursday 27 November 2014
Wednesday 21 January	Tuesday 27 January	Thursday 29 January 2015
Wednesday 18 March	Tuesday 24 March	Thursday 26 March 2015
Wednesday 13 May	Tuesday 19 May	Thursday 21 May 2015