## A template for taking minutes

**[Name of meeting]**

**[Date of meeting]**

**[Location of meeting]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present**: | |  | |
| **In attendance:** | |  | |
| **Apologies**: | |  | |
| **Minutes taken by**: | |  | |
|  | **ITEMS FOR DISCUSSION** | | **ACTION OWNER** |
| **1.** | **WELCOME AND APOLOGIES FOR ABSENCE** | |  |
|  | *[Name of Chair] welcomed all members and deputies to the meeting.*  *Apologies for absence were received from….*  *A quorum was present.* | |  |
| **2.** | **MINUTES OF LAST MEETING** | |  |
|  | *The Minutes of the meeting held on [insert date] were agreed as an accurate record.* | |  |
| **3.** | **MATTERS ARISING AND ACTIONS** | |  |
|  |  | |  |
| **4.** | **[INSERT AGENDA ITEM 1]** | |  |
|  |  | |  |
| **5.** | **[INSERT AGENDA ITEM 2]** | |  |
|  |  | |  |

|  |  |  |
| --- | --- | --- |
| **6.** | **[INSERT AGENDA ITEM 3]** |  |
|  |  |  |
| **7.** | **[INSERT AGENDA ITEM 4]** |  |
|  |  |  |
| **8.** | **[INSERT AGENDA ITEM 5]** |  |
|  |  |  |
| **9.** | **ANY OTHER BUSINESS** |  |
|  |  |  |
| **10.** | **REVIEW OF MEETING (AND COMPLETION OF 3A’S REPORT)** |  |
|  |  |  |
| **11.** | **DATE OF NEXT MEETING** |  |
|  | The next meeting of the [*enter name of group]* is scheduled to take place on *[enter date, time and location of next meeting]* |  |
|  | The minutes of this meeting are agreed as an accurate record.  Signed:……………………………………….Date:……………………………  *Chairman* |  |

## A template for recording actions

Meetings can be supported in keeping on track of actions by maintaining an action log. Action logs support in ensuring that tasks are owned and delivered to time, and should be included at the end of the minutes.

Actions should be **SMART**:

* **Specific**: what exactly needs to happen?
* **Measurable**: what indicator or evidence will be used to assess progress and completion
* **Assignabl**e: who will do it? Name or job title of relevant individual. Actions should not be assigned to teams.
* **Realistic**: what can realistically be achieved given available resources?
* **Time-bound:** when will the results be achieved?

The action log should contain the following mandatory information:

* **Date action was discussed** and added to action log.
* **Description of the action**
* **Named lead individual**: the individual that the action is assigned to and who has responsibility for implementation. This should include the name and job title of the individual.
* **Target closure date**: date that the ac on is planned to be completed by: the deadline by which the action should be fully implemented, and influenced by the priority of the action. High priority actions should be addressed as quickly as possible as they represent a high risk. This date should be influenced by the priority of the action.
* **Current position**: narrative describing the status of the ac on/ progress/ current position.
* **Status of the action**: open or closed?
* **RAG rated**, dependent on the status of the action:
* **Red:** there are significant issues with the delivery of this action, which require escalation. Corrective action is required to meet the objectives, and this cannot be solely handled by the lead individual/ project team.
* **Amber:** an issue has a negative on the delivery of this ac on, but can be dealt with by the lead individual. Steps are in place to resolve the problem, which should be monitored.
* **Green:** the action is on track to be delivered to me.

A template action log is included below:

**[Name of meeting]**

**[Date of meeting]**

**[Location of meeting]**

**Action log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date added** | **Action** | **Action owner** | **Target closure date** | **Update on current position** | **Status** | **RAG rating** |
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