

Annual General Meeting

to be held on Wednesday 5th September 2018 from 13:00 – 16:00

in the Royal Suite at Windsor Racecourse, Maidenhead Road, Windsor, SL4 5JJ

Tea and Coffee will be available from 13:00 in the Castle Suite

The Market Place will be held in the Castle Suite and will open from 13:00 - the theme is Prevention and Well-Being

The meeting starts at 14.00 in the Royal Suite

Chair: Dr William Tong

AGENDA

Item	Description	Purpose	Lead	Approx. Timings
1.	Introduction			
1.1	Chair's introduction and apologies for absence.		Chair	10'
1.2	Conflicts of Interest to declare in relation to the agenda.	Information	All	
1.3	Minutes of the meetings held in September 2017 for the three CCGs.	Approval	Chair	
2.	Annual Report			
2.1	Achievements of the CCGs in 2017/18.	Presentation	Chair	10'
2.2	Looking Forward to the CCGs' Strategic Direction.	Presentation	Dr Andy Brooks Clinical Chief Officer	5'
2.3	Presentation of Annual Accounts 2017/18.	Presentation	Nigel Foster Director of Finance	20'
2.4	Formally approve the Accounts and Annual Reports for 2017/18.	Approval	All	5'
3.	Challenges and Opportunities from the Locality Leads.	Presentation		
3.1	Bracknell and Ascot – Dr Martin Kittel.	Presentation	Locality Leads	60'
3.2	Slough – Dr Jim O'Donnell.			
3.3	Windsor, Ascot and Maidenhead – Dr Adrian Hayter.			
4.	Questions from the Floor.			10'

Key roles for the Meeting

Role of the Chair

- Agree the agenda for the meeting two weeks in advance of the meeting date to allow for the papers to be collated and organised in a timely manner.
- Summarise the discussion, agree the decision or action and identify the lead and the date for completion of the action and hold the lead person for the action responsible if the individual does not complete their action prior to the date identified.
- Conflicts of Interest – if there is a known conflict of interest the Chair should discuss with the individual prior to the meeting and ensure it is noted in the minutes.

Role of the Administrator/Minute Taker

- a) Send out the agenda and papers one week before the meeting.
- b) Send the draft minutes to the Chair within **7 days** from the meeting date.
- c) Send the action log to the attendees of the meeting as a draft **10 days** after the meeting.
- d) Actions should be chased once only. It is the Chair's responsibility to follow up if an individual has not completed their action.
- e) Keep a record of forthcoming agenda items and meeting dates.
- f) Ensure that the room has the appropriate equipment (e.g. projector etc) set up prior to the meeting.
- g) Document Storage – documents to be saved on Collaborative X Drive/Meetings folder. Documents will be named as follows: - item number, item name, version number.
- h) Attendance – record attendance for the meeting.
- i) State on the agenda that the meeting will be recorded for auditing purposes.

Role of the Attendees of the Meetings/Leads for the Actions

- a) It is the attendee's responsibility to read all papers in advance of the meeting.
- b) Submit papers **a week** in advance to the administrator of the meeting.
- c) Ensure that an update of actions is provided to the Chair and the Administrator **10 days** prior to the next meeting.
- d) If an individual does not want their discussion recorded they need to advise the Chair and Administrator prior to the meeting.