

AGENDA

Meeting:	Leadership Committee	
Location:	1 East Meeting Room 3.20	
Date & Time:	Wednesday 05 December 2018 at 9.00am	
Item		Appendix
1.	<p>Apologies for absence</p> <p>Committee to receive and approve any apologies received for absence.</p>	
2.	<p>Notice of any other business</p> <p>Chair to notify the committee of any items raised in advance of this meeting for discussion under any other business.</p>	
3.	<p>Declaration of conflict of interest</p> <p>Members are asked to declare any conflict of interest they may have in relation to any business to be discussed at the meeting.</p>	
4.	<p>Minutes of the previous meeting</p> <p>Minutes will be approved and signed by the chair at the meeting.</p>	A
5.	<p>Matters arising from the previous minutes</p> <p>ACTION: Email the PowerPoint and link to the database round to committee members.</p>	
6.	<p>Project Management</p> <p>To consider for approval new projects:</p> <p style="margin-left: 40px;">1) Data Insight and E-Marketing Business Case Data Insight and E-Marketing Job Description</p>	B C
7.	<p>Minutes of sub-committee meetings</p> <p>The committee to receive minutes of sub-committee meetings:</p> <p>Operations Committee 2018-10-30 Operations Committee 2018-11-06 Operations Committee 2018-11-13 Events Committee 2018-10-30 Events Committee 2018-11-06 Events Committee 2018-11-13</p>	D E F G H I
8.	<p>Terms of Reference</p> <p>Committee to review their Terms of Reference and agree changes to be recommended for adoption by the Board of Trustees at their next meeting.</p>	J
9.	<p>Any other business</p> <p>To discuss any items raised previously under notice of any other business.</p>	