

Agenda Items

An agenda is a running order for items to be discussed, presented and documented. They should incorporate four recurring items:



- Attendance and Apologies
- Minutes of last meeting and Matters Arising
- *Date of Next Meeting
- *Any Other Competent Business

***Why have these at the end? Complete them at the beginning and get them over with so that the meeting is not rushing through the agenda to get the last items completed. This is good practice as it enables a more efficient meeting but AOCB may still be appropriate at the end of the meeting to cover any issues not covered fully or not discussed at all.**

Examples of Minutes

Minutes of meeting should be:

- Circulated as soon as possible
- Document or reference discussions that were held
- Clearly outline actions that have been allocated
- Documents where objection and alternatives have been discussed in relation to decisions

<p>Minutes of Meeting – Stirling Area Access Panel Friday 14th May 2010 – 1pm Council on Disability</p> <hr/> <p>Mission Statement: <i>To promote self empowerment and enable access for all in order to realise their full potential in all aspects of life.</i></p> <hr/> <p>+ PRESENT Robert Dick (RD) Isabella Gorska (IG) Louisa Wardlaw (LW) John Clow (JC) Lee Stevenson (LS)</p> <p>In Attendance: Collette McLeod (support for Louisa), Alistair Scott (AS)</p>		
Agenda Items		Action By
1. WELCOME & APOLOGIES	RD welcomed everyone to the meeting.	
	Apologies: Terry Barlow (TB), Marina McGuire (MM), Peter Rowe (PR), Steven Cowie (SC)	
2. MINUTES OF LAST MEETING	Panel reviewed the Minutes of Meeting of the 3 rd March 2010. Minutes proposed by Isabella Gorska and seconded by John Clow	
3. AOCB	No business put forward for this meeting	
4	<u>Access Audits</u> JC will contact SDEF re: training as a matter of urgency. RD will contact Tom Lister, the facilitator who trained member of GAP, to get	JC RD