

# AGENDA

Meeting: **Leadership Committee**  
Location: **Microsoft Teams Meeting**  
Date & Time: **Wednesday 14<sup>th</sup> July 2021**

Item	Report
<p>1. <b>Apologies for absence</b></p> <p>Committee to receive and approve any apologies received for absence.</p>	
<p>2. <b>Notice of any other business</b></p> <p>Chair to notify the committee of any items raised in advance of this meeting for discussion under any other business.</p>	
<p>3. <b>Declaration of conflict of interest</b></p> <p>Members to declare any conflict of interest they may have with items on the agenda.</p>	
<p>4. <b>Minutes of the previous meeting and matters arising</b></p> <p>Committee to:</p> <ul style="list-style-type: none"><li>• approve minutes;</li><li>• note the matters arising from the previous meeting;</li><li>• note any decisions that have been made without a meeting by the committee.</li></ul>	
<p>5. <b>Top Ten Update</b></p> <p>Officers to monitor progress to achieve Top Ten and identify additional support that might be needed.</p>	R1
<p>6. <b>Head of Department's business</b></p> <p>Committee to discuss any items submitted by Heads of departments.</p>	
<p>7. <b>Any other business</b></p> <p>To discuss any items raised previously under notice of any other business.</p>	