

## **APPENDIX 7**

### **EXAMPLE DECISION / ACTION SHEET**

Some committees prefer to produce a decision / action sheet after each meeting, particularly if the minutes are going to take more than 5 days to write and be approved, but some committees like them to be produced in addition to the minutes. Action sheets should show decisions made, and action required to implement a decision, including the name of the person responsible and the date by which the action should be carried out.

For small meetings, it is acceptable to use an action / decision sheet in lieu of minutes.

#### **Action and Decisions arising from the xxx Committee on xx month 2017**

<b>1.</b>	Item or minute number	Decision / action to be taken, by whom, and by when
<b>2.</b>	Minutes of previous meeting	Agreed.
<b>3.</b>	Name of item (Minute 1.2)	Agreed, that..... <b>Action: John Smith</b> <b>Completion target: xxxxx</b>
<b>4.</b>	Name of item (Minute 2.5)	Agreed, that..... <b>Action: John Smith</b> <b>Completion target: xxxxx</b>
<b>5.</b>	Name of item (minute 3.4)	Recommendations (a) and (b) agreed. <b>Action: Chair</b> <b>Completion target: xxxxx</b>
<b>6.</b>	Name of item (minute 6.1)	Not approved due to concerns about..... <b>Action: Chair</b> <b>Completion target: xxxxx</b>
<b>7.</b>	Name of item (minute 8.1)	<b>Noted</b>
<b>8.</b>	Any Other Business	None