

SECRETARY'S BOARD

Tuesday 12 January 2016, 10.00am

Conference Lounge, Leonard Horner Hall

AGENDA

Item		Ref
1. FORMAL MATTERS		
1.1	Apologies	
1.2	Minutes of the meeting of 1 December 2015	
1.3	Matters Arising Report from the meeting of 1 December 2015	
1.4	Business reported by the chair	
2. OPERATIONAL UPDATE		
2.1	<i>Members will be invited by the Chair to give an oral update if required</i>	All
2.2	Team Briefing	SCampbell
2.3	Global Employee Experience Forum	MA
3. GOVERNANCE		
3.1	Secretary's Board Terms of Reference	AMD
4. ANY OTHER BUSINESS		
Date of Next Meeting – <u>Tuesday 2 February 2016</u>		