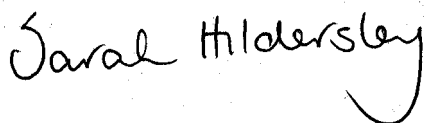


Dear Colleagues

Model Meeting Paper Template and Guidance

1. We are writing to you to provide you with a new [Model Meeting Paper Template](#) and [Guidance document](#).
2. For any decision-making group to be effective, it needs to be given information in a form and of a quality that is appropriate to enable members to carry out their duties. A good set of Board or Committee papers is essential for effective governance.
3. To provide consistency in the approach used by Boards, the Corporate Governance Steering Group, co-chaired by John Brown, Chair, NHS Greater Glasgow and Clyde and Richard McCallum, Director of Health Finance and Governance, tasked Board Secretaries with developing a 'Model Meeting Paper Template'.
4. The 'Model Meeting Paper Template' and associated 'Guidance' was subsequently approved for use by the Corporate Governance Steering Group on 20 February 2020. The guidance explains how to use the Model Meeting Paper Template for reports to the Board, its committees and senior management meetings.
5. I am pleased to confirm that the Model Meeting Paper Template should now be officially used by Boards.

Yours sincerely



Sarah Hildersley

DL (2021) 31

Addresses

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