

Sample agenda

For a future PSB meeting where the PSB focuses on its leadership role:

1. Welcome and apologies
2. Notes of last meeting and matters arising
3. Objective 1: Relevant PSB Lead Member to lead a discussion on the region's position and activity in relation to the objective.
 - a. Overview of regional picture – who's involved and their aims and objectives
 - b. Who's collaborating with whom, and where is there oversight?
 - c. Is the region on-track to deliver against PSB's aspiration?
 - d. What's going well and could be scaled up?
 - e. Do we understand root cause?
 - f. Where are there practical barriers to achieving the objective, and can PSB help overcome them?
 - g. Is there involvement from all parties that could help deliver against this objective?
 - h. Are there opportunities to deliver other benefits under this objective?
4. To hear a proposal from a national organisation on how it can support the PSB with its work.
5. Report on progress against any actions previously identified (only exceptions will be raised for discussion, otherwise PSB asks otherwise).
6. Forward work plan