

Herts Valleys CCG

Board and committee papers – agreed definitions

For decision

This is where the board, committee or group is presented with a range of options and is asked to decide which one to accept following discussion.

For approval

A specific recommendation, plan or document is presented, which the board, committee or group is requested to approve. Discussion is not essential.

For information

Information is provided and it is important that the board, committee or group is aware of, and understands the information and no decision is required. These items do not require discussion, except for questions of clarification.

For discussion

The board, committee or group is asked to debate an issue, provide views, challenge and discuss as appropriate. A decision may be made following the discussion although this is not always required. An example is a progress report on a particular pathway. In this case the Board or Committee will be asked to discuss and note the paper.