

## **Executive Summary and Recommendations**

### **Introduction**

A number of Committees have introduced a system whereby a front sheet is attached to Committee minutes where Council ratification is required for the decisions made at the Committee meeting. It is proposed that all Committees use this system where Council ratification of a decision is required. A sample front sheet which is currently used by the Finance and Resources Committee is attached.

### **Decision**

Members are requested to note the above which will be introduced at the July meeting of Council. No decision is required.

**HEALTH PROFESSIONS COUNCIL**

**NAME OF COMMITTEE**

**MINUTES OF THE MEETING HELD ON  
(DATE)**

**COUNCIL RATIFICATION REQUIRED**

**Minute**

**Title of minute**

Council is asked to approve the appointment .....