

DECISION AND ACTION RECORD

MEETING ATTENDEES

MEMBERS		
1.	Pauline Wallace	Chair
2.	Amir Amel-Zadeh	Member
3.	Elizabeth Murrall	Member
4.	Giles Mullins	Member
5.	Katherine Coates	Member
6.	Kathryn Cearns	Member
7.	Michael Ashley	Member
8.	Michael Wells	Member
9.	Paul Lee	Member
10.	Phil Aspin	Member
11.	Sandra Thompson	Member
ATTENDEES		
12.	Shahnoor Meghani	Attendee
13.	Seema Jamil O'Neill	Attendee
14.	Andrew Death	Attendee

MEETING RECORD

	TOPICS COVERED	PRESENTER	NOTES (if any)
1.	Adoption of Terms of Reference	Pauline Wallace	Changes recommended to sections 2.2, 2.4, 2.6, 5.2, 5.3, 5.4, 8.5, 12.1. All changes were for clarification purposes and do not change the form and substance of the document.
2.	Delegation of Authority to the Chair	Shahnoor Meghani	

MEETING DECISIONS AND ACTIONS

	DECISION	RESPONSIBILITY
1.	Adoption of Terms of Reference with the recommended changes	UKEB Board
2.	Delegation of Authority to the Chair	UKEB Board Members