

SCHEDULE 1

MATTERS TO BE INCLUDED IN STANDING ORDERS REGULATING MEETINGS AND PROCEEDINGS OF THE MANAGEMENT TEAM AND COMMITTEES

Notice of Meetings

2.—(1) Before each meeting of the management team, a notice of the meeting, specifying the time, place and business proposed to be transacted at it and signed by the chairperson, or by a director of the NHS trust authorised by the chairperson to sign on that person's behalf, shall be delivered to every director or sent by post to the usual place of residence of such director so as to be available to them at least three clear days before the meeting.

(2) Lack of service of the notice on any director shall not affect the validity of a meeting.

(3) In the case of a meeting of the management team called by directors in default of the chairperson, the notice shall be signed by those directors who requisitioned the meeting in accordance with paragraph 1(3).