

Board
Out of meeting paper
Record of approvals
If confidential, protective marking¹
Out of meeting paper reference
When circulated
Circulated by
Report Title
Sponsor
Author(s)



Responses by Board Members

From	Reference	Comments, if any
Jeff Halliwell		
Philip Mendelsohn		
Marian Lauder		
Bob Linnard		
Paul Rowen		
Isabel Liu		
Theo de Pencier		
Stuart Burgess		
Diane McCrea		
Stephen Locke		

Key to references

A: Yes, I am content

B: Yes, I am content but would like to make one or more points for the record (please set these out in your email)

C: I need more information to reach a decision (please indicate what further information you require)

D: No, I am not content (please explain why not)

A/L: annual leave or otherwise no response

S: project or paper sponsor

Business Services record

Responses recorded by	
Decision reached	
Feedback to sponsor and author (date)	
Date this record complete and uploaded to Connect	
Signature	

¹ ie RESTRICTED plus COMMERCIAL / POLICY / STAFF / PERSONAL PROTECT