

Subject: HTA Group

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Dear All,

The Board has asked me to be the lead of the HTA group.

If you agree, I plan to have regular meetings to propose what we want to do as a group.

How about meetings on a Thursday evening in the tea-room ? Let me know.

A most pressing matter raised at the last board meeting, is that the published Risk Assessments are all out of date.

Philip wants to use a new format and will guide us through.

The current ones are found onCM website.....Private members site....Home.....Method statement & Risk Assessment

Proposed Agenda for first meeting, but please add anything you want to discuss.

1. Decide frequency of our meetings.
2. Agree to issue minutes for board ratification and support.
3. Rewrite, for better clarity, our website introduction paragraph, "Heads of Technical Area and List of Certified Members. Suggestions please before the first meeting if possible.
4. Redefine our financial, technical and heritage responsibilities and limits.
5. Suggestions for new HTAs

Derek

