

Meeting Description			
Purpose			
Date/Time /venue			
Membership			
Apologies			
Invited			
Meeting Process			
It is anticipated that any attached reports are read before the meeting. An opportunity will be given to raise matters relating to the reports.			
Reporting			
Scorecard	Monthly Result & Concern, Cause, Countermeasure		
	Understanding and improving	Who	Attachments
1.			
2.			
3.			
4.			
5.			
6.			
Meeting Scope			
IS	An active decision making forum with high levels of participation to agree necessary actions required to improve		
IS NOT	An information only session. A problem solving session. A project Working or Steering Group		
Meeting Roles			
Chair		Alternate	
Minutes			
Quorum	Half plus 1 of formal membership		