

Appendix D – Initial meeting agenda

1. Introductions
2. Terms of reference for the group
[Agree aims and objectives]
3. Membership
[Roles and Responsibilities]
[External partners that may be required]
4. Gather information/Intelligence
[What are the issues/impacts]
5. Agree scope, strategy & programme of work, processes and reporting
6. Workforce requirements
7. Any other issues
8. Schedule of meetings

Notes or minutes of the meeting should be taken as well as the maintenance of a key decision/action log.