**Minutes: (Microsoft Teams)**

**Service Area:**

**Date:**

**Chair:**

**Attendees:**

**Apologies:**

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Actions** |
|  | **Outstanding Actions from previous meeting** |  |
|  | **Business Continuity Plan Updates/Annual Service Plan** |  |
|  | **Progress on Critical Services** |  |
|  | **Key Risks and Mitigations** |  |
|  | **Service Impacts** |  |
|  | **Reporting + Performance Statement** |  |
|  | **Payment/Budget issues** |  |
|  | **KPIs/PIs** |  |
|  | **Escalations** |  |
|  | **Learning Points** |  |
|  | **Health & Safety** |  |
|  | **Social Value:**  **Equalities and Diversity:**  **Climate Action:**  **Modern Slavery Act:** |  |
|  | **A.O.B.** |  |
|  | **Next Meeting** |  |