**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:**   |  |
| 1.
 | **A.O.B.** |  |
|  | **Next Meeting**  |  |