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| --- | --- | --- | --- |
| Date |  | | |
| Time |  | Location |  |
| Attendees | Dave Bullock | | Dan McCann |
| Lee Ratcliff | | Si Coupland |
| Lee Payne | | Andrew Davison |
| Bill Hamilton | | James Paul |
| Paul Rye | | Steve Lince |
| Helen Medcalf | | Dale Richards |
| Lee Bullock | |  |
| Matt Davison | |  |
| Ian Brown | |  |
| Mike Arkle | |  |

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| Item | Subject | Actions Arising | Assigned |
| 1 | **Minutes**  Agree Minutes of previous meeting |  |  |
| 2 | **Action Points**  Review action points arising from previous meetings |  |  |
| 3 | **Health, Safety and Wellbeing Performance** |  |  |
| 4 | **Environmental Performance** |  |  |
| 5 | **Quality Performance**  Including CAR and audit results |  |  |
| 6 | **Customer Feedback** |  |  |
| 7 | **Inspections, Surveillance, Observation Reports** |  |  |
| 8 | **Policy Review** |  |  |
| 9 | **Accident/Incidents** |  |  |
| 10 | **Reporting System** |  |  |
| 11 | **Health, Safety & Wellbeing Updates** |  |  |
| 12 | **Campaigns** |  |  |
| 13 | **Bulletins** |  |  |
| 14 | **AOB** |  |  |

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| --- | --- |
| Date of Next Meeting |  |
| Time of Next Meeting |  |
| Location of Next Meeting |  |