

Contract Management Meeting

Provider:

Services:

Date:

Time:

Location:

Item No	Subject	Time
1	Apologies and previous minutes	
2	Matters arising	
3	Strategic Relevance of services in group	
4	Update service information and contract manager details	
5	QAF assessments	
6	Performance data	
7	Stakeholder feedback	
8	Service user involvement	
9	Contract negotiations	
10	Complaints and concerns	
11	Provider requested agenda items	
12	Any other business	

Minutes of Contract Management Meeting

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