**Contract insert name of contract Management Meeting**

**AGENDA**

**Insert Date and time of meeting**

Venue: Meeting Room XX

Charnwood Borough Council Offices, Southfield Road, Loughborough, Leicestershire. LE11 2TU

Note-taker: Insert name of officer if required

Attendees: Insert officer name(s) & visitors name(s)

1. **Introductions and apologies**
2. **Notes** from the last meeting
3. **Update Actions from last meeting**

|  |  |
| --- | --- |
| **ACTION / Owner** | **UPDATE** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |

1. **Matters arising CBC**
2. **Matters arising Name of Supplier**
3. **Monitor Key performance indicators**
4. **Risk register see Appendix A**
5. **Date and venue for next meeting**

**Contract Contact list**

|  |  |  |
| --- | --- | --- |
| **Charnwood Borough Council** |  |  |
| Officers Name | Telephone number | Mobile number  | Email address |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Insert name of Supplier** |  |  |
| Contact Name | Telephone number | Mobile number  | Email address |
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| --- | --- |
| **PROJECT** | **Name of Contract** |

**Strategic Risks**

| **Risk Number / Risk** | **Date**  | **Likelihood****High****Medium** **Low** | **Impact****High** **Medium****Low** | **Author** | **Owner** | **Contingency /Mitigating Actions**  | **Status****Live****Closed** | **Update - Mitigation Measures to consider** | **Date Last updated** | **Date Closed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **001** | *That the cost of the project is outside the budget allocated* |  |  |  |  |  |  |  |  |  |  |
| **002** | *That the contractors are not able to deliver the project* |  |  |  |  |  |  |  |  |  |  |
| **003** | *That the project delivered does not meet requirements* |  |  |  |  |  |  |  |  |  |  |
| **004** |  |  |  |  |  |  |  |  |  |  |  |
| **005** |  |  |  |  |  |  |  |  |  |  |  |
| **006** |  |  |  |  |  |  |  |  |  |  |  |
| **007** |  |  |  |  |  |  |  |  |  |  |  |
| **008** |  |  |  |  |  |  |  |  |  |  |  |

**Operational Risks**

| **Risk Number / Risk** | **Date**  | **Likelihood****High****Medium** **Low** | **Impact****High** **Medium****Low** | **Author** | **Owner** | **Contingency /Mitigating Actions**  | **Status****Live****Closed** | **Update - Mitigation Measures to consider** | **Date Last updated** | **Date Closed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **001** | *Bad weather prevents delivery of the contract* |  |  |  |  |  |  |  |  |  |  |
| **002** | *Key staff are on leave* |  |  |  |  |  |  |  |  |  |  |
| **003** | *Key staff become ill* |  |  |  |  |  |  |  |  |  |  |
| **004** | *Holiday periods impact upon the delivery of the contract* |  |  |  |  |  |  |  |  |  |  |
| **005** |  |  |  |  |  |  |  |  |  |  |  |
| **006** |  |  |  |  |  |  |  |  |  |  |  |
| **007** |  |  |  |  |  |  |  |  |  |  |  |
| **008** |  |  |  |  |  |  |  |  |  |  |  |