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| **ELFT – (INSERT NAME OF SUBCONTRACTOR) AGENDA**  **Service Performance Review (SPR) Meeting**  **(INSERT DATE) (INSERT TIME)**  **(INSERT ADDRESS)** | | | | |
| No. | Item | Attachment | Action Required | Owner |
|  | **Welcome** | | | |
| 1.1 | Welcome, Introductions, Apologies, and Declarations of Interest |  | Discussion | Chair |
| 1.2 | Minutes of the previous meeting |  | Approval | Chair |
| 1.3 | Action Log |  | Discussion and Approval | Chair |
| **Discussion Items** | | | | |
| 2. | Contract items |  | Discussion | ELFT/  Provider |
| 3. | Finance items |  | Report / Discussion | Provider |
| 4. | Performance Items |  | Discussion | Provider |
| 5. | Operational items |  | Discussion | ELFT/  Provider |
| 6. | **AOB** |  |  | ALL |
|  | **Dates of Future meetings:**  (INSERT DATES OF FUTURE MEETINGS) | | | |

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| **DRAFT**  **ELFT – (INSERT SUBCONTRACTOR) SPR MEETING**  **Date and Time: (INSERT)**  **Venue: (INSERT)** | | |
| **Present** | **Name** | **Title and Organisation** |
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| **Apologies** | **Name:** | **Title and Organisation** |
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| **Agenda Items** | | |
| 1. | **Welcome, Introductions, Apologies, and Declarations of Interest** | |
|  | 1.1 |  |
|  | 1.2 | Minutes of the previous meeting |
|  |  |  |
|  | 1.3 | Matters arising |
|  |  |  |
|  | 1.4 | Action Log |
|  |  |  |
| **Discussion Items** | | |
| 2. | Contract Items | |
|  |  | Please cover compliancy such as DBS, Visa and other employment checks, Modern Slavery and London Living Wage adherence, insurance, registration with CQC or other body, any required contract changes like extensions or variations. |
| 3. | Finance items | |
|  |  | Are there issues with invoices, payments? |
| 4. | Performance Items | |
|  |  | Have the KPIs been met – if not what is the reason. If consistently underperforming please discuss with Contracts team. |
| 5 | Operational and Development items | |
|  |  | How are ELFT and the subcontractor working together? Are there areas that can be improved or developed for better value for money? Waste reduction schemes? Social responsibility schemes like recycling or locally focused recruitment to support the Trusts Population health initiative. |
| 6. | AOB | |
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