**(Professional Group) Professional Collaborative Meeting Report/Notes**

**(Cluster)**

**(Date)**

**(Time)**

**VIRTUAL ATTENDANCE VIA TEAMS / (LOCATION)**

|  |  |
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| **PART 1: PRELIMINARIES**  | **LEAD** |
| **1.1**  | **Welcome and Introductions** |  |
| **1.2**  | **Attendees:****Apologies for Absence** |  |
| **1.3** | **Review of Minutes of previous meeting · Review of Action log** |  |
| **1.4**  | **Matters Arising · Cluster Meeting updates**  |  |
| **PART 2: COLLABORATIVE AGENDA DISCUSSIONS (EXAMPLES BELOW)** |  |
| **2.1** | **Population Health & Wellbeing · Examples to include....** |  |
| **2.2**  | **Value · Examples to include....** |  |
| **2.3**  | **Quality & Safety · Examples to include....** |  |
| **2.4**  | **Workforce · Examples to include....** |  |
| **2.5** | **Contract Reform**  |  |
| **2.6**  | **Local or national issues** |  |
| **PART 3: PRESENTATION FROM EXTERNAL STAKEHOLDER** |  |
| **3.1** |  |  |
| **PART 4: CLOSURE AND FUTURE MEETINGS** |  |
| **4.1**  | **Any Other Business** |  |
| **4.2**  | **To note the date, time and venue of the next meeting of the Professional Collaborative (Date) (Time) (Location/Virtual)** |  |