**(Professional Group) Professional Collaborative Meeting**

**(Cluster)**

**(Date)**

**(Time)**

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

**AGENDA**

|  |  |
| --- | --- |
| **PART 1: PRELIMINARIES**  | **LEAD** |
| **1.1**  | **Welcome and Introductions** |  |
| **1.2**  | **Apologies for Absence** |  |
| **1.3** | **Minutes of previous meeting · Action log** |  |
| **1.4**  | **Matters Arising · Cluster Meeting updates (consider attaching minutes from Cluster meeting)** |  |
| **PART 2: COLLABORATIVE AGENDA** |  |
| **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....** |  |
| **PART 3:** |  |
| **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)** |  |