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| **Management Meeting Record** |  |

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| **Date/time:** |  |
| **In attendance:** |  |

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| **Agenda**   1. **Matters arising** 2. **Financial/performance review** 3. **Risk management review**  * **High risk matters/risk notices** * **Complaints** * **Indemnity claims** * **Undertakings** * **Client feedback** * **File reviews** * **Breach Reports** * **Other SRA/COLP/COFA issues**  1. **Staff issues** 2. **Quality Procedures Manual update** 3. **Performance against Business Plan** 4. **Any other business** |

**Meeting Notes**

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| **1. Matters arising** | |
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| **2. Financial/performance review** | |
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| **3. Risk management review** | |
| **High risk matters/risk notices** |  |
| **Complaints** |  |
| **Indemnity insurance claims** |  |
| **Undertakings** |  |
| **Client feedback** |  |
| **File reviews** |  |
| **Breach Reports** |  |
| **Other SRA/ COLP/COFA issues** |  |

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| **4. Staff issues** |
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| **5. Quality Procedures Manual update** |
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| **6. Performance against Business Plan** |
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| **7. Any other business** |
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