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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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