



Agenda

Main purpose of the meeting: Monitor progress on the Local Area Agreement and discuss scope of the refresh

No.	Item	Note	Person responsible/ Report given by	Action required	Item start time
1.	Welcome and Apologies		Chairman		2.00
2.	Notes of the meeting held on 10 September 2008	Matters Arising	Chairman	Agree	
Managing performance					
3.	Performance Management	<ul style="list-style-type: none"> Review of progress Update on the roll out of the performance management system 	Paul James/ Tracy Luck	Agree	2.05
4.	Refresh of LAA (revisiting targets still to be set)	<ul style="list-style-type: none"> Q2 performance report Outline scope of the refresh Process for sign off of targets 	Claire Phillips	Note	2.45
Resources					
5.	Use of Area Based Grant and LAA1 performance reward grant	Update on the process for the allocation of Area Based Grant and reward grant allocation	Paul James	Discussion and agreement	3.00
Governance					
6.	Governance review	Update on progress with the review of governance including dates for consultation and agreement	Paul James	Note	3.50
Issues to watch					
7.	Any other business		Chairman	Note	3.55