# SCHEDULE 5

# CONTRACT GOVERNANCE – THE PERFORMANCE REVIEW MEETING

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| **ATTENDEES AT PERFORMANCE REVIEW MEETING (S) (PRM)** | **AGENDA ITEMS** | **LOCATION/TIMINGS** |
| **Authority Attendees:*** Contract Manager
* Field DVO

 Optional invitees if required**Supplier Representative:*** Senior AVS

Optional invitees if required | * Quality Assurance (inc. Review of results of Contractor and Authority Audits)
* Review of Quarterly PMF Reports from the Authority
* Workload review
* Strategic direction
* Relationship direction
* Issues and risks
* Escalations
 | * Annual

(NB **-** more frequent PRM’s may be required at discretion of the Authority, or by special request by the Contractor). * Formal pre-arranged
* Face to face
* Location will be DDO/ DVO

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