# 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 |