This example meeting agenda can be adapted for all the different meetings in the practice.

If you have separate meetings for different staff groups then you should have standing items on all the meetings as outlined below.

Name of meeting

Date and time of meeting

Attendees

Apologies

Invited but DNA and no apologies received – this is important when external staff are invited i.e. Health Visitors/District Nurses/Palliative Care Team

Actions from previous meeting – this is important to identify any actions that were agreed so the practice can assure themselves that actions are being progressed and completed.

Standing Agenda Items

SEAs - all meetings (including lessons learned that should be shared with staff)

Complaints – all meetings (including lessons learned that should be shared with staff)

Safeguarding Issues (taking account of any confidentiality issues)

Safety/medicines alerts log (this may not be needed for non-clinical staff meetings)

NICE/Clinical Guidance log (this may not be needed for non-clinical staff meetings)

Audits/Quality Assurance Reviews – findings and changes required.

Policies – New & Revised