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| **Contract Title** |  |
| **Contract Manager** |  |
| **Supplier Contact** |  |
| **Date** |  |
| **Contract Management Meeting Number** |  |

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| **Contract Background/ Information** |
| *Provide some background information on the contract for example, scope of work, duration and life cycle costs. This will allow readers to understand the contract and its purpose.* |

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| **Previous Actions (If applicable)** |
| *Note any actions that were previously* ***agreed*** *with the supplier from past meetings. Discuss progress of these actions and note whether complete or expected completion timelines* |

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| **Key Performance Indicators (Managing/improving Performance)** |
| *- Discuss KPIs and their progress. Covering specific targets and milestones.*  - *ensure that the contractual requirements are delivered in line with the performance or service level expectations i.e. quality/service/cost/delivery identified in the original quotation.*  *- Remember this an opportunity for continuous improvement and best practice for* ***both*** *the buyer and the supplier.* |

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| **Future Actions** |
| *Note any Future actions that will be carried forward to the next meeting, it may be useful to include timescales and who is responsible for carrying out the action.* |

*Note: It is important to share this with the supplier when completed to ensure understanding and agreement on actions etc. Keeping these documents are also beneficial for audit purposes and to monitor the contract successfully. If there is any changes to the contract ensure it noted in writing and also discussed at a contract management meeting/documents.*