# IPS Steering Group Agenda Template

**<Location, date & time>**

**Attendees:**

**Apologies:**

**Chair:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #** | **Agenda item** | **Who** | **Actions** |
|  | Welcome, apologies, karakia |  |  |
|  | Actions previous meeting* Xxx
* Xxx
* xxx
 |  |  |
|  | Programme data* Referrals/accepted/attrition rate
* Māori and Pasifika on programme
* Average caseload size
* Mental health services rate of employment
 |  |  |
|  | Summary of fidelity review reports* Clinic a)
* Clinic b)
 |  |  |
|  | IPS fidelity development planning* Item of focus & strategies
* Item of focus & strategies

*How can we make quick gains on items scoring 4?**How can we improve items scoring less than 3?* |  |  |
|  | New business |  |  |
|  | Closing & date of next meeting |  |  |