# 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 |  |  |