**Planning and Progress Review Notification Template**

**Funded Organisation Name: DCYA UID Code:**

**ETB Name:**

**Time** **period covered in report: From:**   **To:**

**Proposed date of meeting:**

**Attending on behalf of the Funded Organisation:**

**Agenda:**

Planning and Progress Review Meetings should cover the following topics. Please attach relevant documentation to the Planning and Progress Review Meeting Notification Template

|  |  |
| --- | --- |
| **Standing Agenda:** | **Please list documents to be sent to ETB** |
| 1. Review of RAG Action plan
 |  |
| 1. Review the logic model
 |  |
| 1. Update on the work with young people and plan for the next reporting period
	1. Work Report
	2. Work Plan (If available, timetables can be used to supplement this update)
 |  |
| 1. Findings of unannounced visits (and any areas that may have been flagged as requiring action)
 |  |
| 1. Review the financial template and drawdown form and discuss and/or agree movement between headings based on actual spend
 |  |
| 1. AOB
 |  |