

# CACoP Forum Meeting 48

13 June 2023, 10:00 – 11:30

Teleconference (space also available at Gemserv's offices)

## Agenda

| No. | Item                                                                                                                                                      | Materials        | Time  | Lead(s)           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------|-------------------|
|     | <b>Coffee and a chat</b><br><i>We will open the call ahead of the meeting for anyone who wants to dial in early and catch up with other members</i>       |                  | 09:45 |                   |
|     | <b>Welcome and introductions</b>                                                                                                                          |                  | 10:00 | David Kemp        |
| 1.  | <b>Actions update</b><br><i>Outcome – review each open action and receive an update on progress</i>                                                       | Actions update   | 10:10 | Charlotte Riddick |
| 2.  | <b>Work plan update</b><br><i>Outcome – review the progress of items on the Forum's work plan and agree the schedule and next steps for any new items</i> | Work plan update | 10:20 | David Kemp        |
| 3.  | <b>Communications plan update</b><br><i>Outcome – review the draft communications plan and agree any further items to add to this</i>                     | Comms plan       | 10:30 | Michelle Awosoga  |
| 4.  | <b>CACoP website usage</b><br><i>Outcome – review the website usage statistics and consider next steps for the website</i>                                | Paper            | 10:45 | David Kemp        |
| 5.  | <b>CACoP survey planning</b><br><i>Outcome – agree the approach, questions and timeline for reviewing and consulting on the CACoP document</i>            | Paper            | 11:00 | David Kemp        |

| No. | Item                                                                                                                                                                            | Materials | Time  | Lead(s)    |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|------------|
| 6.  | <b>Meeting day change request</b><br><i>Outcome – consider a request to assess the possibility and appetite to change the Forum meeting dates from a Tuesday to another day</i> | Verbal    | 11:20 | David Kemp |
| 7.  | <b>Any other business</b><br><i>Please inform the Chair before the meeting of any items to be raised</i>                                                                        | Verbal    | 11:25 | David Kemp |
|     | <b>Summary and meeting close</b>                                                                                                                                                |           | 11:30 | David Kemp |