

Agenda (with timings)

Industry Advisory Group (IAG) Meeting

Tuesday 29th April to Wednesday 30th April 2008

Weetwood Hall, Leeds

DAY 1

Timings	Item	Item Details	LEAD
10:30		REFRESHMENTS ON ARRIVAL	
11:00	1.	Key Messages	
	10	<ul style="list-style-type: none"> Brief Welcome & Domestic 	TH
	10	<ul style="list-style-type: none"> Introductions round the room 	ALL
	5	<ul style="list-style-type: none"> Sub Groups (flag up) 	H&G
	30	<ul style="list-style-type: none"> Warm up exercise 	H&G
12:00	2.	IAG Roles & Responsibilities	
	10	<ul style="list-style-type: none"> Background on the IAG (incl. objectives & outputs) 	TH
	5	<ul style="list-style-type: none"> Focus of IAG – Best Value, etc 	TH
	5	<ul style="list-style-type: none"> Responsibility of the IAG members 	TH
	3.	CAT 3 – Positioning	
	10	<ul style="list-style-type: none"> Background & History 	TH
	5	<ul style="list-style-type: none"> CAT 3 Headlines 	TH
	10	<ul style="list-style-type: none"> Industry Comparisons 	TH
	10	<ul style="list-style-type: none"> Feedback from Assessors 	H&G
	30	<ul style="list-style-type: none"> Workshop – Suppliers Point of View (breakout area?) 	H&G
13:00		LUNCH BREAK (maybe chance for groups to discuss workshop over lunch)	
14:00	30	<ul style="list-style-type: none"> Workshop – Suppliers Point of View (breakout area?) 	H&G
	10	<ul style="list-style-type: none"> Feedback from Workshops and intro into next workshop 	H&G
	20	<ul style="list-style-type: none"> Workshop – What Next? 	H&G
	10	<ul style="list-style-type: none"> Feedback 	H&G
	4.	CAT 4 – Progress so far	
	15	<ul style="list-style-type: none"> Positioning –constraints/concept 	TH
	5.	Sustainability & Other Issues	
	10	<ul style="list-style-type: none"> Government & HA perspective 	MJ
	15	<ul style="list-style-type: none"> Discussion: What our suppliers are doing 	H&G
	10	<ul style="list-style-type: none"> What we can learn from each other 	
19:30		EVENING MEAL (in the bar from 19:30 ... or earlier!)	

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DAY 2

Timings	Item	Item Details	Lead
09:00		REFRESHMENTS AVAILABLE	
09:15	6.	Review of Day 1	
	5	<ul style="list-style-type: none"> • Warm up if needed 	
	15	<ul style="list-style-type: none"> • Recap of Day 1 and any new suggestions 	H&G
	7.	CAT 4 – Looking Ahead	
	10	<ul style="list-style-type: none"> • Recap of position 	TH
	30	<ul style="list-style-type: none"> • Creativity Session / Ideas 	H&G
10:30		REFRESHMENTS	
	30	<ul style="list-style-type: none"> • Workshop 	H&G
	8.	Performance Data	
	15	<ul style="list-style-type: none"> • HA Positioning 	TH
	45/60	<ul style="list-style-type: none"> • Creativity Session / Ideas • Workshop 	H&G H&G
13:00		LUNCH BREAK	
	9.	Diversity	
14:00	15	<ul style="list-style-type: none"> • Positioning 	JG
	10	<ul style="list-style-type: none"> • DVD clip? 	H&G
	45/60	<ul style="list-style-type: none"> • Workshop 	All
	10.	Sub Groups	
	5	<ul style="list-style-type: none"> • Terms of reference / objectives / outputs / volunteers 	H&G
	10	<ul style="list-style-type: none"> • Performance Data 	H&G
	10	<ul style="list-style-type: none"> • Diversity 	H&G
	10	<ul style="list-style-type: none"> • Sustainability 	
	10	<ul style="list-style-type: none"> • CAT 4 (Review Indicators, Assessment Process, Specific Indicators, HA Business Objectives and links to outputs. 	H&G
	11.	Wrap up / close	
	10	<ul style="list-style-type: none"> • Agree minutes to be circulated asap – Actions/Outputs 	TH
	5	<ul style="list-style-type: none"> • Next Meeting – Sept / Oct 2008 (providing subgroups have had at least one or two meetings. 	TH TH
15:30		THANK YOU & CLOSE	