# [Supplier Name] – Business Review Meeting

## Agenda and Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Number: | |  | |
| Chair / Facilitator: | |  | |
| Scribe: | |  | |
| Date: | |  | |
| Time: | |  | |
| Location: | |  | |
|  | Name | | Representing |
| X | John Citizen (JC) | | NSWP |
| X | Jane Smith (JS) | | Supplier |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| [X in attendance, A absent, + substitute, c Copied] | | | |

Agenda

| Item | Led By | Subject |
| --- | --- | --- |
| 1 | NSWP | Minutes of previous meetings |
| 2 | NSWP | Status of actions from previous meeting |
| 3 | Supplier  Supplier  NSWP | Performance   1. Scorecard and validation reports 2. Issues that have arisen in the past period 3. Performance comparison information |
| 4 | Supplier  Supplier  Supplier  NSWP | Sales   1. Customer spend profiles 2. Sales comparison over past periods 3. Price movement 4. Comparison information |
| 5 | Supplier  Supplier | Risk Management   1. Insurance (currency of all relevant insurances) 2. Disaster Recovery / Business Continuity    1. Documentation in place / tested or status    2. In case of incident, information up to date (contacts, alternates, etc.) |
| 6 | NSWP  Both | Governance   1. Variations to the agreement 2. Other contractual matters |
| 7 | Both | Feedback (360o) |
| 8 | Both | Target Setting and Planning |
| 9 | Supplier  Supplier  NSWP | News and Initiatives   1. Company / industry happenings 2. Value enhancement initiatives    1. New initiatives    2. Status / tracking of ongoing initiatives 3. Government priorities; Information from NSWP |
| 10 | Both | General Business |
| 11 | NSWP | Action plan to address any items identified during the review |

Minutes

| Item | Led by | Description |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |

Open Action Items from Previous Meetings

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description | |  | | | | | |
| Update | |  | | | | | |

Action Items from this Meeting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description | |  | | | | | |

Closed Action Items

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item |  | Open Date |  | Target Date |  | Assigned To |  |
| Description | |  | | | | | |
| Resolution | |  | | | | | |