* Co-ordination Meetings should cover the agenda items below for all RAs and SUs in attendance.
* Liaison Meetings are only required where improvement plans are in operation.
* Minutes must be agreed as accurate and issued to all attendees no later than three weeks after meeting.
* Any remit to Area RAUC shall be submitted 2 weeks in advance of that meeting.
1. **Introduction & Apologies;**  **RA Chair.**
2. **Minutes of Previous Meeting:**

a. Accuracy **RA Chair.**

b. Action Tracking **RA Chair.**

1. **Local Co-Ordination meetings/clusters; RA Chair.**
	1. road works authorities' and undertakers' specific major projects.
		1. review planned resurfacing works and road closures;
		2. SU major works and conflicts;
		3. review and confirm whether any other works/remedial works can be completed;
		4. confirm defects/defective apparatus that may be subsumed by the resurfacing works.
	2. Confirm local policies affecting road works, including traffic management proposals;
	3. Confirm; Spaces for People; Gatherings of people; Permits for occupation; Street café advertising boards; Tables and chairs etc;
	4. Discuss network condition and RA inspections records in conjunction with SU defects to ensure all works are co-ordinated;
	5. Review inspection regime:
		1. RA inspections (actual v expected per quarter per SU);
		2. Sample Inspection results on SU inspections (% pass Cat A and % pass Cat B and C);
		3. Collate and agree previous quarter results to Area RAUC;
		4. pending and declined inspections (disputes to Area RAUC);
	6. Improvement Notices (updates required on performance prior to the co-ordination meeting and sent to next Area RAUC.)
	7. Discuss any other road works permissions;
	8. Discuss any wider issues raised at co-ordination meetings and if they, or any other matters, will be raised at Area RAUC.

**4.** **Matters Arising from previous AREA RAUC and RAUC(S);**  **RA Chair.**

**5.** **Health and Safety;** **RA Chair.**

**a) List of Plant Protection Systems**  **RA Chair.**

**b) Emergency Contact Details** **RA Chair.**

**6. AOCB;**

**7.**  **Date of Next Meeting(s): -**

**Venue to be confirmed by RA Chair (Depending on circumstances):**