### CPP Meeting Minutes Template

Date:

Venue:

Attendees:

Apologies:

Standing agenda items:

* review and update the CPP list to ensure all cases are recorded
* confirm both parties have a copy of the agreed IJIP for each case
* confirm that all of the agreed actions from the IJIPs have been completed
* case update on the progress of the Oranga Tamariki investigations
* case update on the progress of the Police investigations
* record any further tasks including whether further information sharing is required with other agencies
* agree any plans to communicate with tamariki and whānau about the process and progress of each organisation's work
* advise any case investigations which have been closed and the outcomes
* discussion of any concerns or issues.

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| Case Name | Update |
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