

Cycle Safety Group Meeting

13th January 2009

Draft Agenda

Time	Focus	Approach	Who
14:00 – 14:10	Welcome and Aims of Meeting		Ben/Lilli
14:10 – 14:15	Clarify group expectations of meeting	<ul style="list-style-type: none"> Recap pre meeting work Recap pre meeting information 	Lorraine
14:15 – 14:30	Process overview	<ul style="list-style-type: none"> How will we work? Key behaviours required for success Group buy-in to approach 	Lorraine
14:30 – 14:40	Present Causal Factors outputs	<ul style="list-style-type: none"> Brief presentation drawing out key points 	Charlie/Bob
14:40 – 15:00	Sign off Causal factors data	<ul style="list-style-type: none"> Small groups comprising mix of data group members and non group members Ask questions/clarify findings Plenary review to ensure all comfortable with data 	Lorraine
15:00 – 15:15	Short term (12 months) solutions to top 3 factors	<ul style="list-style-type: none"> Group brainstorm using post it notes 	Lorraine
15:15 – 15:30	Sign off decision making criteria for actions	<ul style="list-style-type: none"> Pre circulate the criteria as part of pack. Provide opportunity for adjustment 	Lorraine
15:30 – 15:45	Tea Break		
15:45 – 16:30	Action Planning	<ul style="list-style-type: none"> Small groups take top 3 causal factors and review against the action plan and brainstormed list Identify 3 actions that they propose could be taken in the next 12 months using agreed criteria to validate Present to whole meeting for sign off 	Lorraine
16:30 – 16:45	Sign off proposals	<ul style="list-style-type: none"> Plenary discussion 	Lorraine
16:45 – 17:00	Next steps		Ben/Lilli