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Description automatically generated

**7-MINUTE BRIEFING TEAM DISCUSSION FEEDBACK FORM**

Please note, each of the boxes will expand.

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| **Title of 7-Minute Briefing** |  | | | **Date of Discussion** | |  |
|  | | | | | | |
| **Name of Agency/Organisation** | **Section/Team** | | | **Team Manager** | | **Contact Details** |
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| **Key Learning Points/Recommendations from Team Discussion** | | | | | | |
| Based on your team discussion, please note the top learning points or recommendations identified as relevant to your team. |  | | | | | |
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| **Team Action Plan** | | | | | | |
| Based on these learning points or recommendations, record actions that you agree to implement as a team to improve practice. | What needs to happen? | | Who will do it? | By when? | How will you know when it has been done? | How will you know if it has worked? |
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| **Feedback to Oldham Safeguarding Adults Board (OSAB)** | | | | | | |
| Based on your team discussion, please share with OSAB, any feedback, system challenges or recurring issues you may experience. | |  | | | | |
| **Please send a copy of this discussion feedback form to** [**OldhamSafeguardingAdultsBoard@Oldham.gov.uk**](mailto:OldhamSafeguardingAdultsBoard@Oldham.gov.uk)**. Remember to keep a copy for you records.** | | | | | | |