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| **Title of 7-minute briefing** |  | **Date of discussion** |  |
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| **Name of organisation** | **Section/Team** | **Team Manager** | **Contact Details** |
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| **Learning Points/ Recommendations from Discussion** |
| From your discussion, have you identified any learning points or recommendations that are relevant to your team? |  |
| **Action Plan** |
| From this learning or recommendation, agree an action to improve practice using SMART targets | 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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| **Please send a copy of this discussion plan to** **osab@oxfordshire.gov.uk** **Remember to keep one for you records.** |

**7 Minute Briefing**