

Suggested list of issues to cover in preliminary briefing meeting with Max Millet & Fiona Cameron

1. Press release
 - timing
 - content
2. Role of co-ordinator
3. Process
 - ✓ terms of reference ✓
 - ✓ team selection 5 nurse / Geriatrician / U&I / PAM / MGR / CE + support
 - ✓ information gathering
 - ✓ stakeholder work - Radio + press - who wants to talk
 - site visit ← feed into site visit / appointment system
 - report drafting Julie - then comment
 - report publication press release
 - action planning - performance mgd by SHA
4. Preliminary information request
5. Preparing staff - 2 members of team interviewing
- briefing note
6. Next steps

1 week 60-70 interviews
 by Ward
 by Dept
 + Domestic
 Partnering

Staff lists

non attributable

24-26 weeks. end Mar