 FTE calculation working group meeting record

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| --- | --- |
| Meeting administration |  |
| Date: | Time: |
| Chair: | |
| Minute taker: | Time keeper: |
| Apologies: |  |
| Previous minutes confirmed 🔾 Yes 🔾 No, record amendments: | |
| Attendees: | |
| Documents:   * List | |

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| Actions | Person responsible | Due date | Carried forward |
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# FTE calculation implementation

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| 1. Progress against workplan | | | |
| * Stocktake * Sequence for implementation * Data collection and quality checks * Ward context assessment * Roster testing * FTE calculation check list * FTE calculation report   Discussion/decision: | | | |
| 1. Communications | | | |
| Discussion/decision: | | | |
| 1. Partnership feedback |  |  |  |
| Discussion/decision: | | | |
| 1. Project impact assessment | | | |
| Discussion/decision: | | | |
| 1. Other business |  |  |  |
| Discussion/decision: | | | |