 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
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| * 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
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| Discussion/decision: |
| 1. Partnership feedback
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| Discussion/decision: |
| 1. Project impact assessment
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| Discussion/decision: |
| 1. Other business
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| Discussion/decision: |