

**Team Brief - Recording Feedback from Staff**

**Briefing Team:**

**Date of briefing:**

**Prepared by:**

**Unanswered questions from this brief:**

Remember it is your responsibility to report back answers to these questions.

Questions should be answered within 10 working days

**What does the team want to know more about in future briefs:**

**Positive suggestions made:**

**Item of most interest:**

: