

Kingston Safeguarding Adults Board (KSAB) - Seven Minute Briefing Action Plan (7MB)



Title of 7 Minute briefing		Date of discussion	
Name of organisation	Section / team	Team manager	Contact details
LEARNING POINTS OR RECOMMENDATIONS			
From your discussion, identify a learning point or a recommendation that is relevant to your team	1.	2.	3.
ACTION PLAN	⊙	⊙	⊙
From this learning or recommendation, agree an action to improve practice: (be SMART)	1.	2.	3.
● 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?			
Please ensure you keep a copy of this discussion and plan for your records			