
From: Donna Wootton
Sent: 17 July 2017 16:07
To: Paul Najsarek; Keith Townsend; Ian O'Donnell; Judith Finlay; Lucy Taylor; Jane Coughlan; Fiona Elliot; Alison Reynolds; Anita Hamilton; Ross Brown; Chris Bunting; Matthew Booth; Liz Chiles; Earl Mckenzie; Catherine Taylor (Legal); Helen Harris; Helen Shacklock; Marcella Phelan; Carolyn Fair; Jonathan Kirby; Shahid IQBAL; Mary Umrigar; Mark Wiltshire; Rupinder Hardy; Philip Lee Morris; Louisa McDonald; Sue Moore (Customer Servs); Carole Stewart; Gina Cole; Jackie Chin
Cc: Simon Freeston; Sophie Donoghue
Subject: Westway Operations Debrief: Management

Dear all,

As per all incidents it is important we debrief, identify lessons and continually improve our response as an organisation.

Please advise which of the following management debrief sessions you are able to attend and I will send an appointment:

- Friday 28 July 0930-1100
- Thursday 3 August 1400-1530
- Wednesday 16 August 1300-1430

You will be asked to give one positive comment on the response and up to three lessons of improvement, whether in the planning phase, response to or recovery from the incident. Without wishing to direct the debrief please consider not only the specifics of this incident but our response as an organisation if an incident of this scale occurred within our borough.

If you can't make any of the dates please feel free to feedback to myself via email or 1:1.

We are also carrying out debriefs with all staff involved. A report on findings will be presented to Corporate Board in September.

Thanks
Donna