**[Insert the name of the meeting] feedback form**

Thank you for taking the time to attend the [insert the name of the meeting] on [insert the date of the meeting]. We hope you found the meeting informative, and you had opportunity to give your views and tell us what you think.

We would appreciate your valuable feedback by completing this short form. Your feedback and recommendations will be used to improve our future meetings.

Please complete this form by [insert the date]

All feedback provided via this form will be anonymous.

1. Please tell us by indicating from the list below how the [insert the name of the meeting] meeting went?

* Very well
* Well
* Neutral
* Not well
* Not well at all

1. Please rate how useful you found each section of the meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Extremely useful | Very useful | Somewhat useful | Not so useful | Not at all useful |
| [insert meeting agenda item 1] |  |  |  |  |  |
| [insert meeting agenda item 2] |  |  |  |  |  |
| [insert meeting agenda item 3] |  |  |  |  |  |
| [insert meeting agenda item 4] |  |  |  |  |  |

3. To what extent were you able to feed in your views?

* A great deal
* A lot
* A moderate amount
* A little
* None at all

Please tell us more

|  |
| --- |
|  |

4. Please tell us what worked well in the [insert the name of the meeting] meeting?

Please add your comment here

|  |
| --- |
|  |

5. Please tell us what could be improved in future [insert the name of the meeting] meetings?

Please add your comment here

|  |
| --- |
|  |

6. Is there any other feedback and recommendations you would like to provide?

Please add your comment here

|  |
| --- |
|  |

* ***Note for project lead:*** *[Add equality and monitoring questions based on information you would like to record about participants attending the meeting] [Please see* [Equality monitoring form template](https://www.selondonics.org/wp-content/uploads/2022/08/Equality-monitoring-form-template.docx)]*.This form could be set up online on Let’s talk health and care platform and all applications could be monitored and received via the platform. Please get in contact with the Engagement team at:* [*engagement@selondonics.nhs.uk*](mailto:engagement@selondonics.nhs.uk) *and they will be able to advise.*