## TAF Meeting Structure

The structure TAF meetings has been designed to help Lead Practitioners run effective and efficient meetings. By the end of each meeting, all attendees should have participated with informing and guiding the plan to achieve the outcomes of the assessment for the family. The family, in turn, should feel confident that they are receiving the right coordinated support at the right time. There are a number stages in the meeting; these are listed below:

* Introductions
* Apologies
* Update from Family
* Update S.M.A.R.T. Plan
* Review or Close

***1. Introductions***

The introductions take place at the start of the meeting to ensure that everyone is aware of:

* the aims of the meeting
* how the meeting will be conducted
* who is in attendance
* how long the meeting will last

*Meeting Introduction* - Once the TAF has assembled, the Chair of the meeting (who normally would be the Lead Practitioner) should explain that the meeting’s aim is to discuss the plan to meet the identified aims in the assessment. The Chair will need to explain the format of the meeting to the family in a clear and concise way ensuring that they understand. An opportunity should be given to the family to ask for any further information and also to acknowledge that they are happy with what will happen in the meeting. This will help to remove any doubts or misconceptions that the family may have about the meeting, particularly if they have been subject to different multi-agency panels in the past.

*Attendee Introduction -* The attendees will then be invited to introduce themselves, starting with the family. Each attendee will say what their name and job role is as well as briefly explaining what their involvement with the family is. Subsequent review meetings may not need as comprehensive an introduction as this as the TAF become more familiar with each other, however it should always be offered, especially when there is a new member of the TAF present.

***2. Apologies***

TAF members should be present at all meetings. Any invited TAF members who are unable to attend should pass their apologies to the Lead Practitioner who can relay the information to the TAF at the meeting. In addition, a written report should be provided to the Lead Practitioner at least 2 days before the meeting, summarising activity and progress with the family in the review period.

The summary should be in relation to the plan and should use Signs of Support (what is going well? what are we worried about? and what needs to change?). Appointments attended / missed / due and relevant developments are also examples of information that could all be included.

***3. Update from Family***

*Person-centred* - Family members should be offered the opportunity to provide an update first as part of a person-centred approach. Some families may be reluctant to do so due to being daunted by the meeting; the Chair may need to give a little encouragement to get them started perhaps by asking open questions. If the family is still reluctant to start with their update the Lead Practitioner can provide an update first. The family should be encouraged to contribute throughout the meeting.

*Voice of the Child* – In particular, children in the family should be encouraged to attend the TAF meeting. This may require adaptations in order to make this possible. There are many creative tools available for gaining the voice of the child for children of all ages which can be utilised. If the children are not present, it is vital that their views and opinions are expressed in the meeting. This could be prepared beforehand, once it is known that the child or young person will not be present. The Lead Practitioner or TAF member should speak to child or young person about what they feel is going well, what concerns they have and what changes they would like to see happen.

***4. Update SMART Plan***

The TAF can expand on their involvement with the family as part of the discussion using Signs of Support to update and inform the plan. Updates from the TAF members should focus on the plan and aims identified in the assessment. The Chair should guide the updates so that the plan remains relevant and the same points are not repeated.

The Chair should also judge how best to manage the discussion so that everyone has the opportunity to contribute and the discussion is focussed. Again, bringing the voice of the child into the meeting is imperative and professionals should have this prepared where the child or young person will not be present.

Once the discussion has finished any existing action points should be updated. Any new action points that have come up during the course of the meeting should be agreed and be SMART. Once the family are happy with an action point, it will be assigned to, and acknowledged by, a member of the TAF and a date for completion agreed. The plan should be directly linked to meeting the needs identified in the assessment.

Plans should be updated in the light of progress made since the previous meeting. Plans will be outcome focussed in order to assist professionals in knowing when a goal has been reached or in measuring the progress towards a goal. Actions in the plan should be focussed on the family’s needs and should clearly show how the action would improve the family’s situation. Practitioners should continue to work with the family between review meetings and use the review update on the progress that has been made during that timeframe.

Plans should NOT be a list of actions but should clearly identify the outcome to be achieved for the family and show how the action would improve their circumstances.

Key areas of need have been identified as part of the plan and any actions should reflect how they are being tackled. Please tick any that have been identified in the plan. This will help monitor distance travelled and aid the commissioning of new services through reporting, data analysis and the Sefton Turnaround Programme (see section 13 for more information).

***5. Review or Close***

*Review* - The TAF Action Plan must be regularly reviewed to ensure progress towards the agreed outcomes identified in the assessment. The review identifies any unmet or additional needs.

The frequency of the review should take place in accordance with the complexity of the family’s needs. This should be based upon the actions agreed and the timeline for which they are to be completed. It is important that the process is not allowed to drift and that the case is reviewed regularly.

The review can take place in the form of a TAF meeting, but it also can be undertaken by the Lead Practitioner with the family with information provided by the other practitioners involved.

It may be that there is already a set review process in place in relation to the services involved, in which case it is important that there isn’t any duplication, but the existing process is used to review the Early Help action plan.

The review process should focus on:

* any changes in circumstances or emerging issues
* what support is currently being provided
* distance travelled since assessment, the initial plan and subsequent reviews
* what measurable progress has been made regarding each of the outcomes
* whether future action is still deemed necessary and whether the Early Help support needs to continue. If so, then additional outcomes, actions and review dates to be set
* the views of the family regarding Early Help support, making sure consent is up to date.

*Close* - Following completing the TAF Action Plan at each Review, a decision should be reached as to whether the Early Help support is still required.

*Distribution of the plan* – Once the meeting is complete it is important that all members of the TAF receive a copy of the plan. As a minimum, the plan should be completed in the TAF meeting, photocopied and distribute at the end of the meeting.

Members of the TAF who have access to EHM should update the meeting outcomes form in the system after the meeting. They should also keep a copy of the signed original forms securely within their own agency’s records. Finally, they must send the updated TAF Action Plan and / or updated assessment to the central Early Help Gateway email address (EIP.Gateway@sefton.gov.uk), password protecting the document, if they do not have access to EHM. Where the TAF plan has not been distributed after the meeting the Early Help Locality Leads will ensure this happens by email once the TAF Action Plan has been received.