**Family Solutions Preparation Meeting Workflow**

Facilitator completes **Preparation form** identifying key area for discussion/strengths etc

Genogram to be completed with the PR holder

**Meeting invite list created with the PR holder**

Each family member in the invite list to be contacted either directly or via telephone to discuss their participation, discuss the process, their role, the meeting structure and what we are trying to achieve.

The aim is to **prepare each family member** for the meeting to reduce disruption at the ‘Family Solutions Meeting’ on the day.

**Final Meeting date to be confirmed once each family member has been spoken to.**   
Invites sent out/telephone confirmation of venue/refreshments arranged.

**The Plan (see Family Solution Plan guidance)**

At the end of the meeting the family present their Plan. It is confirmed by the meeting facilitator if the Plan can be agreed to. Particular consideration must be made to the safety of the Plan and if it meets any statutory or legal requirements. **A copy is signed and provided to all members of the Family Solutions Meeting.**

**If a review is required** agree a timescale to this.

If a review is not required the process now ends.

**Family Solutions Meeting day**

See Family Solutions Meeting Agenda, guidance and checklist.

* Sharing Information (why we are here)
* Family time (Just with the family)
* The Plan (shared and agreed)

**Childs voice** to be part of the Planning. If appropriate, encourage them to attend. If they don’t attend ensure that their voice is heard at the meeting through direct work (to be shared at the meeting).