**TEAM MEETINGS**

**INTRODUCTION**

The following guidance is for all Staff and Managers.

Team Meetings are a mechanism by which a number of issues can be considered and addressed. For example, information can be shared, Team issues can be aired, Practice issues can be discussed, Team identity can be developed, Duty rota sorted, leave addressed, Peer support can be provided, Practice development and discussion (e.g. RIP) and Performance Monitoring can be reviewed on a team basis. It is therefore important that these meetings are taking place on a regular basis (minimum 4 weekly) and that they are prioritised by all members of the team.

**INFORMATION SHARING**

Information is shared in a variety of forums however there are key developments and pieces of information which should be shared with all members of staff on a regular basis. The Heads of Service should share information with their Managers and staff where appropriate however the Team Meeting is the forum by which information arising from the Children’s Management Team, *Senior Leadership Team, Corporate Parenting Board, Safeguarding Children Partnership* and other forums can be shared.

**TEAM IDENTITY AND DEVELOPMENT**

Team Meetings should take place on a regular basis in order to support all members of the team, give them the opportunity to come together, share issues and experiences, develop relationships and provide support. Teams need to develop together and establish a positive culture in keeping with the vision and expectations of the Service and Authority. Development sessions would be positive for the team and consideration of half day development sessions should be planned within the year. It is also important that the team have an opportunity to meet weekly, which could be a quick get together to check in with each other, plan and prepare for the week ahead. This could be around the desk area.

**PRACTICE ISSUES**

Team Meeting are a positive opportunity for colleagues to consider practice issues in a variety of ways, for example case discussion, new guidance, regulation or legislation, resources, tools, research (RIP), undertaking exercises or discussing specific issues around practice, e.g. sibling assessments, reunification, working with non-engaging parents.

**PERFORMANCE ISSUES**

Team Performance is reported on a regular basis and should be discussed with the Team to enable understanding and development of practice. This should relate to both quantitative and qualitative areas of performance. Where compliance is an issue, the team should address how they can improve their performance and support each other. Individual performance is not to be discussed in the team meeting, unless an individual worker wishes to use themselves as an example in order to discuss an issue in detail.

**ATTENDANCE**

It is important that all staff attend the team meeting and prioritise this within their calendar. Absence would be due to sickness, Court or Leave. It is therefore important that other commitments and appointments are not arranged at the same time as the Team Meeting. All staff should contribute to the agenda, chairing, recording and success of the meetings.

**FREQUENCY AND RECORDING**

Team Meetings should be held at least 4 weekly. The Meeting should be chaired, and this role could be shared between the members of the team on a rota basis. All meetings should be recorded and the minutes placed in the team folder so that this can be reviewed by the Head of Service. Minutes should also be distributed to those who attended and to anyone sending their apologies.

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|  | **TEAM AGENDA ITEM** | **RECORD OF DISCUSSION** |
| 1 | Apologies | *Record the reason for apologies* |
| 2 | Attended | *List of those who are in attendance* |
| 3 | Chair and Minute Taker | *Record who is chairing and who is taking the minutes* |
| 4 | Minutes of the last meeting | *Address any actions* |
| 5 | Staffing Updates | *Re Vacancies, new recruits, people leaving, maternity, cover for sickness absence etc* |
| 6 | Information Sharing | *This would include from Service Management Meetings, Children’s Management Meetings, Learning from SCRs, new procedures or guidance etc.* |
| 7 | Leave and Toil | *Planning for key leave periods or ensuring that cover is sorted* |
| 8 | Duty Rota | *Amendments to the rota, setting up new rota etc* |
| 9 | Team Issues | *Open discussion about how things are in the team, opportunity for the team to discuss their wishes and feelings, suggestions to improve things, ideas etc.* |
| 10 | Development Opportunities | *Training, feedback from training attended* |
| 11 | Practice Issues | *This may not take place at every meeting but opportunity to discuss a particular case, a generic practice issue, experience of use of tools, new research, an experience e.g. in Court – opportunity for learning across the team.* |
| 12 | Performance Issues | *Discussion regarding what the performance reports are indicating in respect of the team, what the barriers are and what the team are going to do to improve performance* |
| 13 | Future Agenda Items | *Team Development Session*  *Forms* |
| 14 | Date of Next Meeting | *Record who is going to chair and who will take the minutes* |