Agenda for Meetings to Review Plans

Core Groups, Network Meetings, Team around the Family Meetings

Begin the meeting by reminding everyone why they are there – what the risks/needs are and outcomes hoped for.

1 Review Actions and their impact against the outcome

* Have they been completed?
	+ If YES have they achieved the outcome fully / partially - or not at all
	+ If NO why not?
* What needs to happen now?
	+ Does the same action need to be given more time (be careful things don’t drift)
	+ Does a new action need to be agreed – to complete the outcome or to be confident the outcome will be sustained
	+ Can the action be taken off and progress show outcome; if fully achieved

2 Any NEW information / changes of circumstances that may add to/affect the risks and / or impact on the child’s lived experience/outcomes from family and each agency.

3 What is life like for each child on a daily basis – have things got better?

* What do you know? How do you know it? Does everyone think the same? Consider what’s working well, what are we still worried about and what’s the combined impact of this on the child?
* Are we making a difference? Have things got better for the child; when considering now in the context of the whole of their life? If not why not and what are we going to do about it?
* Do we still need a plan? Does the level of plan need to change? (Step up/step down). If going to review Conference - what type of plan does everyone think is needed going forward and why?

4 Update the Plan

* Are the outcomes still correct? Does any of the new information / progress achieved change any?
* Update the actions for the plan going forward – including who is going to do it and by when – if the contingency plan needs to be activated this should be discussed here.
* How often is everyone visiting (to achieve their tasks)
* Ensure a copy of the plan is sent out to families and partner agencies promptly