**Appendix 2**

**Multi-Disciplinary Team Locality/ Area Meetings summary template**

|  |  |
| --- | --- |
| **Date/ time of meeting** |  |
| **Format of meeting i.e. MS Teams/ Skype** |  |

|  |  |  |
| --- | --- | --- |
| **In attendance** | **role** | **Initials** |
| **Chair/ Lead:** |  |  |
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|  |  | **Action owner** |
| **1.** | **Number of Children/ Young people discussed** |  |
| **2.** | **General emerging themes** |  |
| **3.** | **Risks identified** |  |
| **4.** | **Actions noted to mitigate these risks** |  |