**Team/ Service Meeting agenda template**

**Purpose**

The purpose of this template is to ensure management have a consistent approach to recording minutes from meetings, and also have a set agenda for such meetings. The order in which the agenda items are discussed is a decision for the Chair. Whilst items can be added to the agenda, items should not be removed from it. There may be occasions where a set agenda item is n/a, and no discussion is required, or where the frequency of discussion can be less, but this should be recorded onto the minutes to reflect this. It is expected that the set agenda items will be discussed a minimum of once out of every 3 meetings.

**Who attends?**

All staff are expected to attend team and service meetings, and it is the responsibility of the line manager (team manager or service manager) to ensure these are arranged and held. Any manager directly line managing staff is expected to arrange regular meetings with the staff they directly line manage at the minimum frequency outlined below. Team managers for team meetings, and service manager for service meetings are expected to chair the meetings, unless they are on leave. When on leave, the manager should delegate the meeting to be chaired by someone they directly line manage. Any staff member unable to attend due to leave must take responsibility to read the minutes from the meeting they missed and be aware and act on the actions, on their return.

As a minimum, a service meeting should be chaired by the responsible Service Manager/ Head of Service (SM), and should be attended by those the SM directly line manages. Team meetings should be chaired by the responsible team manager [for some teams, it may be that the line manager is a Senior Practitioner, or ATM in which case they are expected to hold team meetings with the staff they directly line manage. In cases where the line manager is not a team manager, it is expected that their line manager decides whether the Senior Practitioner or ATM hold separate team meetings, or whether it is expected for them and the staff they line manage to join the team manager’s team meeting- those arrangements should be clearly communicated and made clear to service managers.

Directorate meetings are chaired by the Director and involve, as a minimum, those they directly line manage eg HoS/SMs. Staff invited to these meetings are expected to attend and to re-arrange their diaries to attend. If staff members cannot attend, they must send a deputy to report back to them and their service.

**Meeting frequency**

Team meetings: will occur a minimum of fortnightly; chaired by the TM. The TM may delegate parts of the meeting to those within the team to lead. The team manager remains responsible for the daily management and running of the team and are expected to be present, unless on leave.

Service Meetings: will occur a minimum of monthly; chaired by HoS/SM. The SM may delegate sections occasionally and is expected to remain responsible for overseeing the daily management and running of the Service and is expected to be present, unless on leave.

Directorate Meetings: will occur a minimum of bi-monthly. The Director may delegate agenda items occasionally and is expected to remain responsible for the effective delivery of the Services within their directorate. The Director is expected to be present, unless on leave.

Each level of management is expected to send their minutes to their line manager. All minutes should be sent to all staff invited within 5 working days of the meeting occurring.

+++Service Managers will determine where their minutes are stored so there is one central, locked down place for the service. ? x-drive/ Teams etc.+++

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| --- | --- |
| **Team/ Service Name:** | *++add team/ service name here+++* |
| **Name of Chair:** | *++add name here+++* |
| **Meeting Date & Time:** | *++add date and time here+++* |

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| AGENDA |
|  | **New SMART Actions [what will happen, by whom, and by when?]** |
| **1** | **Welcome, attendance and Apologies** |  |
| *++add brief minutes here+++* |  |
| **2** | **Any team/ Service updates- including good practice examples/ celebrations** |  |
| *++add brief minutes here+++* |  |
| **3** | **Review of previous actions/ tracker** |  |
|  | *++add brief minutes here+++* |  |
| **4** | **Speaker(s)** (internal or external) |  |
|  | *++add brief minutes here+++* |  |
| **5** | **SLT cascade/Newsletter/ Service update** |  |
| *++add brief minutes here+++* |  |
| **6** | **Team/ Service Performance and impact on the child/ young person** |  |
|  | *++add brief minutes here+++* |  |
| **7** | **Learning from reviews, deep dives/thematic, CSPRs, PLRs, learning from training etc,** |  |  |
| *++add brief minutes here+++* |  |
| **8** | **Equity, Diversity and inclusion** |  |
|  | *++add brief minutes here+++* |  |
| **9** | **Staffing and HR Updates** |  |
| *++add brief minutes here+++* |  |
| **10** | **Health & Safety/ wellbeing updates/ incidents/ issues** |  |
| *++add brief minutes here+++* |  |
| **11** | **AOB**   |  |
| *++add brief minutes here+++* |  |

Actions- to be carried forward until completed

|  |  |  |
| --- | --- | --- |
| **Action** | **To be completed by who? (Name)** | **To be completed by when? (date)** |
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*++minutes of the meeting must be shared with the whole team/ service within 5 days of the meeting being held+++*