

Guide to Chairing a TAF Meeting

The chair for the Initial Team Around the Family meeting can be any of the meeting attendees. Elect a minute taker also.

All attendees should always avoid professional jargon.

1. Welcome all attendees to the meeting.
2. Explain the purpose of the meeting and confirm who the meeting is about.
For example *“The purpose of this meeting is to put in place a package of support for name of familyto meet the needs identified in theassessment.*

The expected outcome of this meeting will be to have established a Team Around the Family and develop a single support plan that will identify individual members of the Team Around the Family and the support they have agreed to provide.

A Lead Practitioner will be agreed and appointed and a review date set.”

3. Explain the confidentiality status of the meeting.
For example explain what information will be recorded and shared and with who, explain limits of confidentiality and ensure service user rights are understood using the confidentiality statement provided.
4. Ask all attendees to introduce themselves and explain their current involvement and/or possible future role.
5. Discuss the needs identified in theassessment and possible support available to meet those needs. The views and opinions the family should be encouraged throughout.
6. Identify and confirm members of the Team Around the Family, agree outcomes and actions. Draw up a support plan, agree who should become the Lead Practitioner and set a date for review (ensure a venue is agreed and available).
7. Summarise the outcomes of the meeting and ensure the family are in agreement with and clear about who is involved, who will do what and what happens next. All family members and all members of the Team Around the Family should receive a copy of the agreed support plan and any additional notes.