



# TAF meeting: Suggested agenda

## Quick guide

For further information access:

<https://www.oxfordshire.gov.uk/cms/public-site/integrated-childrens-services>

If possible, arrange for the family and young person to be met and settled in the meeting room prior to the professionals arriving.

- Welcome everyone.
- Introductions: everyone introduces themselves
  
- Sign the attendance sheet of TAF review form (*prepare this before the meeting*)
- Identify notes taker and facilitator
- Ground Rules:
  - Voluntary process
  - Confidential, respectful and solution focused
  - Supportive and helpful
  
- Initial TAF: check everyone has received/read the EHA form
- Review TAF: check everyone has received the previous TAF notes
- Agree the main issues/refer to the TAF plan and action points
- Discuss the Issues, progress and changes.
  
- ACTION PLAN: note taker confirms with TAF members and family and young person the agreed actions – including who will do what and by when.
- Check: any other issues / information?
  
- Obtain and record feedback from child/YP/family
- Confirm the lead professional and his/her contact details
  
- Date of next meeting – confirm who to invite and who will invite
- Confirm who will distribute the TAF notes and who they will go to.
- Thank everyone for attending