Initial Family Action Meeting agreement

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| **Name of family** |  |
| **Members of the family action meeting** |  |
| **Frequency and dates of meetings and who will arrange them** | 4 weeks after the initial meeting then 6-12 weekly thereafter. |
| **Procedure if a member wishes to call an early meeting** | Individual requesting an early meeting should contact the Lead professional to discuss reasons. Lead to then coordinate. |
| **Arrangements if unable to attend** | Inform Lead Professional prior to meeting. Forward written update and any change of circumstances. Minutes of meeting will be forwarded/viewed on EHAT. |
| **Arrangements if the Lead Professional cannot attend** | Meeting can still go ahead. Alternative chair/minute taker |
| **Arrangements if the family cannot attend** | Meeting can still go ahead. Minutes to be forwarded to family members. |
| **Arrangement for Chair, Minute taking and circulation** | Initiator of the EHAT (author) to chair initial meeting, this can rotate between meeting attendees at review meeting. |
| **Procedure to be followed if there is a disagreement between members** | Members of the meeting to liaise with their line managers. Family members to liaise with the Lead Professional or seek independent advice. |
| **Arrangements for how information will be shared between meetings** | It is all agencies and families responsibility to liaise regularly between meetings. Information can be shared verbally, written, electronically and directly. |

*I agree to the above arrangements and to share information as it comes to my attention, within Data Protection and Human Rights Legislation.*

Signed:…………………………………………………………………………………….Date…………………………………………………..