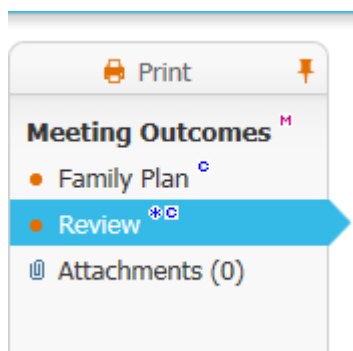


Families First Practice Guidance

Example TAF Review Meeting Outcomes Form

This guidance will support to clearly evidence any progress within a TAF Review section of the **meeting outcomes** form. The first 2 tabs are pulled through automatically. We will be concentrating on the 3rd TAB in the form **Review**



Review	
Meeting Type	TAF/Review Meeting
Due Date	15-Feb- 2019
Planned Meeting Date	15-Feb-2019
Actual Meeting Date	15-Feb-2019
Meeting Duration	60 minutes
Meeting Location	East Herts Secondary School
Multiple Subjects	John Family 38 Julie Family 37 Ben Family 12 Susan Family 10
Person Coordinating the Review	Keyworkers Name

Review meeting notes

Present: John Family, Julie Family, Miss Smithson, Mrs Jones, Mr Terrace – Ben joined the meeting for the first 10 minutes, Susan was at her school but Miss Smithson gained her wishes before the meeting.

Ben has been attending school every day this half term. He agreed to meet his class teacher at the classroom door 5 minutes before class starts which allows him to get in and settled before the rest of his class arrive. He says this is working well for him and says he enjoys the 5 minutes to be able to talk to his teacher if he has any concerns. The same arrangement is in place for after lunch breaks, Ben and Mrs Jones agree this is working well. Mrs Jones said Bens behaviour has improved in class; however he can still be reactive to things that happen in the class that do not concern him and he needs not get involved. Ben agreed to try harder with this.

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Mrs Jones said that she is holding a homework club on Tuesday after school and would like Ben to attend, we all agreed this would be a positive thing for Ben to do and he is happy to give it a try.

Ben also told us about the sea cadets that he has joined. He said he was really happy to be referred to them and he thought this was really cool.

John and Julie agreed that he is enjoying his new routine. They said he goes to Sea Cadets twice a week and is making new friends there. If he keeps going they would like him to be able to attend their summer camp. The keyworker agreed to apply to personalised commissioning to cover summer activities.

Miss Smithson said that Susan is doing really well in school; she spoke to Susan who said that Ben is much happier now in the house and that she likes it when he teaches her things he has learnt such as knots and marching. Miss Smithson said that the school will be taking Susan's class on a trip to Norfolk before the summer holidays, she will send John and Julie the forms for financial assistance for this through a scheme the school have.

Mr Terrace the Housing Officer updated the meeting that John and Julie have set up a repayment plan and so far they have stuck to it. The plan was started on Monday 7th January 2019 and so they have been paid up to date for 5 weeks now (6 weeks on Monday). The family have also all signed a behaviour agreement on the 7th January 2019 and Mr Terrace confirmed that they have received no further complaints about the family since 17th December 2018 when they received the last noise complaint. So they have been maintaining this for 9 weeks come Monday.

John and Julie confirmed that they have attended 2 sessions at the DWP back to work programme so far, the keyworker confirmed she has had confirmation of this. John said that he is working on transferring his skills into other fields to be able to gain employment.

The keyworker has referred John and Julie to a mediation programme and this will be starting on 26th February for 4 weeks.

The keyworker has been providing parenting support to John and Julie in the home. John is now more actively involved in the parenting – he says that he is enjoying this and feels it is giving him a better relationship with the children and Julie. Julie says she is very happy co-parenting and says the house in general is happier and better

Families First Theme	Action	What Progress Has been Made	Action Complete?
Education	Parents and Ben to work with Mrs Jones – school teacher to discuss the issues and work out a plan to support Ben into school	The plan has been agreed and is working well. Ben has improved his attendance to 100% since 4 th January 2019. This needs to be reviewed at the next TAF meeting to ensure it is being maintained.	No
Employment	Parents to engage with DWP programme	John and Julie have attended 2 sessions and are engaging well with the DWP	No

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Money	Parents to work with the housing authority to agree a payment plan	The payment plan has been in place since 7 th January 2019 and is currently up to date	No
Housing Issues	Engage with housing authority and support to reduce anti-social behaviour complaints	All the family have signed a behaviour agreement. Last know incident was 17/12/2018. There have been no further issues and the parents are engaging well with the Housing Officer.	No
Healthy Relationships	Attend mediation programme	John and Julie to begin mediation sessions on 26 th February 2019.	No
Community & Social Behaviour	Ben to attend positive activities Julie and John to learn parenting strategies.	Ben is attending Sea Cadets and is enjoying it. John and Julie have received parenting support from the keyworker and are implementing the strategies they have learnt and report that this is working much better.	Yes

Have you received direction from MASH following a consultation/referral? No

<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">x</div>	<div style="text-align: right; margin-bottom: 10px;">Outcomes</div> <div style="text-align: right; margin-bottom: 10px;">Suggested Outcomes</div> <div style="text-align: right; margin-bottom: 10px;">Action Plan</div> <div style="text-align: right; margin-bottom: 10px;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">x</div> Organise next TAF/Review Meeting Families First Episode Completed Step Up Enquiry Families First Panel </div> <div style="text-align: right; margin-top: 20px;"> Reasons for these Suggested Outcomes The family have engaged well with the actions so far. A review meeting is needed in 8 weeks to see how they are maintaining the changes and to monitor the set timescales within the action plan. </div>
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