**MAP Review Meeting Agenda**

The completed Roles sheet should be on the table to remind each person what role they were allocated. All roles are to be shared out between all agencies.

1. The chair of the meeting welcomes everyone and states that this is a MAP review meeting for \_\_\_\_\_\_\_\_\_\_\_\_\_\_. (The chair will have been agreed at the last meeting)
2. Round of introductions – Go round the table and each person introduce themselves and say where they are from. (one agency/person should complete the attendance sheet)
3. Review the actions set at the last meeting and each agency to feedback as to whether the action was met and give an update on their involvement since the last meeting. (one agency/person to make a note of updates on actions on sheet provided)
4. Parents/child/young person to give their views/update. (one agency/person should be recording the parents views on the sheet provided).
5. Agree on next set of actions. (one person/agency to record agreed actions on Action sheet provided)
6. Set next date/time/venue of review.
7. **Parents/child/young person can leave the meeting if they wish while agencies discuss/agree on the roles for the next meeting.**
8. Using the roles sheet professionals/agencies share out relevant roles for the next meeting. (if only small numbers of agencies/people, each person may have a few roles each)
9. **All professionals to agree on a date to input a summary update of their involvement with the child/young person/parent/carer onto the MAP review document on Eclipse.** ( I would suggest no longer than 3 weeks ) This is really important to discuss. This is the opportunity to discuss if all professionals around the table are Eclipse trained. If not request training by emailing All professionals are responsible for adding their own summary updates to the reviews. The Lead Navigator **will not** be taking minutes or uploading anyone else’s summary’s on their behalf. If there are any queries around this, please contact Krista Hibbert on 0151 511 8199 or email [krista.hibbert@halton.gov.uk](mailto:krista.hibbert@halton.gov.uk)