OLDHAM SAFEGUARDING ADULTS BOARD

TEAM AROUND THE ADULT GUIDANCE AND TEMPLATES PACK

1. Planning a Team Around the Adult Meeting

The professional planning the TAA meeting, will act as the 'Coordinator'. The Coordinator will be responsible for considering the following points when planning the TAA meeting:

- Ensure the individual (and/or family and friends) understands the purpose of a TAA meeting and what to expect.
- Establish that the individual (and/or family and friends) has decided that a meeting is required.
- Consider which agencies the individual is known to, which agencies could support the individual and produce an invite list (list of OSAB partner agencies is available via the OSAB website). If practitioners are unsure about who is most appropriate to contact within a certain partner agency, the OSAB Business Unit can provide the contact details of key personnel within each agency that can assist with any TAA queries. Practitioners can contact OldhamSafeguardingAdultsBoard@oldham.gov.uk to request the relevant contact details.
- Check and agree the invite list with the individual (and/or family and friends).
- Contact professionals to establish their availability and agree a venue or whether to hold a virtual meeting.
- Send a formal invitation to the individual using the template (TAA Template 1 – TAA Meeting Invitation: Individual below). This reiterates information that should already have been discussed and agreed with the individual.
- Send invitations (consider using TAA Template 2 – TAA Meeting Invitation: Professionals below) and attach a Update for the TAA Meeting template (TAA Template 3 – Update for the TAA Meeting below) to be completed by those who cannot attend the meeting, so that they can still contribute.
- It is known that GPs are not always available to attend TAA meetings. If it is thought GP input is needed, ensure invitations to meetings are sent to GPs as early as possible. Always ensure GP information, views and feedback on any actions are sought prior to meetings so information is available to be shared at the meeting; this can be requested by asking for completion of the Update for the TAA Meeting template (TAA Template 3 – Update for the TAA Meeting below).
- Monitor invitation responses to confirm who is attending the meeting and who will send an Update for the TAA Meeting.
- Agree who will:
  a) Chair the meeting
  b) Minute/Record the meeting (use TAA Template 4 – TAA Meeting Record below)

2. During a Team Around the Adult Meeting

Do not have a pre-meet with other practitioners, particularly when the individual (and/or family and friends) are waiting.

Consider the following points during the TAA meeting:

- Keep a record of attendees (use TAA Template 5 – TAA Meeting Attendance Register Template below).
- Minute/Record the meeting (use TAA Template 4 – TAA Meeting Record below).
- Use the TAA Template 6 - Team Around the Adult Meeting Agenda Template below. This includes completion of the Adult Risk Assessment and Management Tool and Risk Action Plan (both below).
- Chair to support the individual (and/or family and friends) to share their views and priorities throughout the meeting.
- Practitioners who are delegated actions to:
  - be clear about how realistic they are to achieve within the given timeframe.
  - be transparent if actions will not be completed by the next meeting because of other commitments.

- All attendees to collectively ensure realistic actions and realistic deadlines are set as a team to allow common understanding of what is expected in the next meeting, and by whom. The timeliness of actions being completed will be dependent on the complexity of the individual case and how the individual might present between meetings.

3. After the Team Around the Adult Meeting

As soon as possible, after the TAA meeting, the Coordinator ensures that the completed TAA Meeting Record, completed Adult Risk Assessment and Management Tool and completed Risk Action Plan are circulated to all members of the TAA.

4. Templates

TAA Template 1 – TAA Meeting Invitation: Individual	Available here
TAA Template 2 – TAA Meeting Invitation: Professionals	Available here
TAA Template 3 – Update for the TAA Meeting	Available here
TAA Template 4 – TAA Meeting Record	Available here
TAA Template 5 – TAA Meeting Attendance Register Template	Available here
TAA Template 6 - TAA Meeting Agenda Template	Available here
Adult Risk Assessment and Management Tool	Available here
Risk Action Plan	Available here