**Top Tips for Chairs of Multi-Agency Meetings**

* Prior to the meeting starting the referrer (or Keyworker/care navigator where involved) should meet with the family/person referred to discuss the meeting, agenda and inform them who has been invited to the meeting and explain what their role will be within the meeting. Ideally a pre-meeting should be arranged 15 minutes before the MAM to meet the family/carers/patient and ensure they understand the process.
* Introduce all attendees of the meeting
* Ensure you know which individual the meeting is about
* Read the referral form and / or previous meeting notes attached to the email invitation prior to the meeting. Come prepared
* Follow local processes for recording meetings. LPT staff have permission to record the meeting for the purpose of the note taker, if the attendees of the meeting have given verbal consent and the recording is not saved on a cloud. In these circumstances it is important for the Chair to also confirm consent to record on the recording.
* Address all key lines of enquiry on the notes template. Ensure each question is asked and answered during the meeting. Keep on track
* Ensure you hear the person’s / carer voice throughout the meeting and keep them at the heart of the discussions
* Be clear on allocated actions – what is the action, who is responsible, timescale etc. Recap on actions at the end of the meeting
* Be clear and concise
* Don’t use abbreviations / explain abbreviations if used
* Agree if the person needs to stay on the Dynamic Support Register (DSR), needs to be escalated to the Risk of Admission Register (ROAR) or can be removed from the pathway
* Agree if a follow up meeting is required and arrange the date whilst you are in the meeting with access to your diaries - agree who will chair and minute the next meeting