**Agenda for Chair**

1. **Welcome and introductions**
2. **Apologies**
3. **Outline reason for meeting**
4. **Information sharing and discussion**
5. **Child and young person’s views**
6. **Summary of discussion – consider strengths and needs**
7. **Agree action plan – who will do what and when**
8. **Clarification of Lead Professional role identified from group when required**
9. **Review date and time – venue arranged**