

## Annual Reviews guidance: Person Centred Planning (PCP) meetings

IAS Service staff and other practitioners who work across education, health and social care may be asked by a parent or a young person to attend a Person Centred Planning meeting. This is what the room may look like.



A PCP meeting could take up to 1½ hours (maybe longer if interpreters are required).

IAS Services can offer to meet with the parent, child or young person (CYP) before the meeting to help prepare and familiarise them with the information that is required under each of the headings and any questions they may want answered.

CYP may want to prepare something e.g. PowerPoint, short film etc. to help them present their feelings and/or plans for the future. It's possible the school may be helping them to do this already. They should also have, or be preparing a One Page Profile.

Time spent on preparation can be a hugely beneficial investment, especially when using the PCP tools such as working/not working, important to/important for etc. as this increases the chances of the meeting going smoothly and being an effective and productive one.

PCP meetings have a facilitator – their role is to guide everyone through the different stages, keeping things *positive and possible* and ensuring everyone is included in the discussions. The facilitator will also have recorded the existing outcomes and current

provision included in Section E of the EHCP, on flipchart paper so they can be reviewed.

The sheets of flipchart will be on the wall with the headings illustrated in the picture (make sure they're at the required height for CYP and/or their parents)

The CYP should be able to say who they would prefer to have there supporting them – could be a sibling, friend, favourite teacher, IAS Services or someone else.

If the CYP has communication needs e.g. PECS, Makaton, BSL etc., relevant support should be available otherwise they are not able to participate as required. The CYP may also be able to decide what music they may want playing as people arrive and any light refreshments they would like provided. In some authorities CYP are being supported to write their own invitations too.

On arrival everyone signs in on the first sheet of flipchart paper and takes their seat.

The facilitator then goes round the room asking everyone what they like and admire about the CYP. This is written up on a separate sheet of flipchart.

Ground rules are then agreed e.g. mobile phones, confidentiality, jargon free, spelling doesn't matter, etc. and usually a 5 minute rule. This applies when issues are being discussed and after 5 minutes things have not been agreed or resolved. They are then "parked" on the piece of flipchart labelled "Issues we are struggling with" & "Questions to ask?" These will be carried forward onto the Action Plan sheet to ensure they are properly discussed and resolved at a later date.

The next part of the meeting (about 15 minutes) everyone is given a marker pen and invited to write under each heading on the different sheets of flipchart. IAS Services can support CYP or parents if needed. They may want assistance with wording or scribing on their behalf.

Once this stage is completed, the facilitator will encourage **everyone to join in and contribute to the discussions** for the different elements in the following order:

- **Important To and For**
- The current levels and type of support the CYP currently receives and progress made. The facilitator will record all suggestions and comments including "parking" them if after 5 minutes agreement or resolution is not found
- Consider the Outcomes (Section E) and if they have been met and/or still relevant.
- Then look at **What's Working/Not Working**
- Consider if the provision is still relevant or if it needs changing. The facilitator will continue to record all issues, suggestions and comments applying the 5-minute rule when required.
- Develop the **Action Plan** considering priorities, ensuring actions are SMART and identify who will be responsible for chasing things up and seeing that the plan is fully implemented.

At the end of the meeting parents or CYP can, with or without IAS Service support, take photos of the flipchart sheets so they have an immediate record to take away with

them. They can use this to double-check that nothing is overlooked in either the report that is prepared for the LA and/or the action plan that is drawn up.