



Case study one: Tool 2 - Family group conferences continued

Stage 2: Preparation

The co-ordinator organises the meeting in conjunction with the family members and other members of the network. This can include close friends.

- > The co-ordinator discusses with the person with care and support needs how they can be helped to participate in the conference and whether they would like a supporter or advocate at the meeting. The supporter/advocate will then meet with them in preparation for the meeting.
- > The co-ordinator meets with members of the family network, discusses worries or concerns, including how the family group conference will be conducted, and encourages them to attend.
- > The co-ordinator liaises with the referrer and other relevant agencies to ensure family members have appropriate information about:
 - the wellbeing concerns which need to be considered at the family group conference. This includes identifying any bottom line about what can, and, importantly, cannot be agreed as part of the plan from the agency's perspective.
 - services that could help.
- > The co-ordinator negotiates the date, time and venue for the conference, sends out invitations and makes the necessary practical arrangements.

Stage 3: The conference

The family group conference follows three distinct stages.

a) Information giving

This part of the meeting is chaired by the co-ordinator. They will make sure that everyone is introduced, that everyone present understands the purpose and process of the family group conference and agrees how the meeting will be conducted including, if felt helpful by those present, explicit ground rules. The service providers give information to the family about:

- > the reason for the conference;
- > information they hold that will assist the family to make the plan;
- > information about resources and support they are able to provide;
- > any wellbeing concerns that will affect what can be agreed in the plan; and
- > what action will be taken if the family cannot make a plan or the plan is not agreed.

The family members may also provide information, ask for clarification or raise questions.