

London Borough of Sutton

Insert your logo here

(Address)

(Your Contact Details)

(Date)

Dear,

Action Plan from the Team around the Family Meeting

Please find an action plan following the Team around a Family meeting, held for (name).

This action plan has been distributed to all professionals involved, and a copy of the action plan has also been sent to the family/young person. It will be clear on the plan the actions for each professional.

Please contact me if you need to update or want to discuss any of the action points.

The next Team around the Family Review will be on (Date & Time).

If you have any questions about the EHAT or TAF process then please contact Emily Smith on 02086490413 (Early Help Co-ordinator).

I look forward to seeing you at the meeting.

Yours sincerely

(Name)

Lead Professional