

# Key Enablers for effective multi agency meetings

## 1. Preparation & Purpose

- Clear agenda shared in advance with expected outcomes and responsibilities.
- Understanding the meeting's purpose and why each person is invited.
- Good preparation using timelines, context, and current developments.

## 2. Participation & Inclusion

- Everyone should feel empowered to speak: "2 ears, 2 eyes, 1 mouth" reminds us to listen and observe more than we speak.
- Equal time to speak and full participation encouraged.
- In-person meetings can feel more inclusive and foster stronger engagement.

## 3. Role Clarity & Structure

- Assign roles (e.g. chair, note-taker) to guide the meeting.
- The chair should manage dominant voices, ensure quieter voices are heard, and explain the context and purpose.
- Ground rules and Terms of Reference (ToR) help set expectations.

## 4. Respect & Relationships

- Foster professional relationships built on respect, validation, and understanding of each other's roles.
- Create a safe environment where people feel valued and listened to.
- Start with what's going well to build a positive tone.

## 5. Accountability & Follow-Through

- Clear actions with ownership and timescales.
- Accountability for actions taken during and after the meeting.
- Ongoing communication outside meetings to maintain momentum.

## 6. Confidence & Challenge

- Encourage confidence in knowledge and the ability to challenge constructively - upwards and across agencies.
- Support attendees in understanding and managing their emotions.

## 7. Adaptability & Awareness

- An effective chair reads the room and adapts as needed.
- Ensure the right people are in the room for holistic, informed discussions.
- Transparency and information sharing are essential for trust and clarity.

**The material in this document was produced through our multi-agency Locality Safeguarding Adults Partnership (LSAP) county meeting in May 2025, sharing their experiences and views**