

RESIDENTS' MEETINGS

Hosting a residents' meeting in a care home, especially one aiming for outstanding standards, involves careful planning and execution. Here are some steps to help you organize an effective and engaging meeting:

1. Preparation

- **Choose a Regular Schedule:** Set a consistent date and time for the meetings, such as the first Monday of every month, to create a routine (1)
- **Create an Agenda:** Prepare an agenda in advance and distribute it to residents. This allows them to think about the topics and come prepared with their thought (1)
- **Promote the Meeting:** Advertise the meeting through posters, newsletters, and emails to residents and their families. (1)

2. Setting Up the Meeting

- **Comfortable Environment:** Ensure the meeting space is comfortable and accessible for all residents. Arrange seating in a circle to encourage participation. (2)
- **Minimize Distractions:** Put up signs to minimize noise and interruptions during the meeting (3)

3. Conducting the Meeting

- **Welcome and Introductions:** Start with a warm welcome and introductions, especially if there are new residents or staff members attending (2)
- **Engage Residents:** Use direct questions and address residents by name to keep them engaged. Incorporate activities like a short quiz or sing-along to make the meeting lively (1)
- **Discuss the Agenda:** Go through the agenda items, encouraging residents to share their thoughts and suggestions. Topics can include meal planning, activities, facility policies, and any concerns they might have (2)
- **Record and document the meeting,** who was in attendance, issues discussed, actions agreed and timelines

4. Documenting and Following Up

- **Take Notes:** Document the discussions, including suggestions and any decisions made. Use a chart to track what was discussed, the action plan, and the status of each item (1)
- **Action Plans:** Develop action plans for the issues raised and assign responsibilities to staff members. Ensure that residents are informed about the progress of these actions (2)
- **Feedback Loop:** At the next meeting, provide updates on the actions taken in response to the previous meeting's feedback (2)

5. Closing the Meeting

- **Summarize Key Points:** Summarize the main points discussed and the agreed actions.
- **Thank Participants:** Thank the residents for their participation and contributions.
- **Plan for Next Meeting:** Announce the date and time for the next meeting and encourage residents to think about any new topics they want to discuss.

By following these steps, you can ensure that your residents' meetings are productive, engaging, and contribute to a high standard of care in your home.

References

(1) [How To: Plan A Residents' Activity Meeting - Daily Sparkle](#)

(2) [Residents' meetings: The importance of being committed to person-centric care - Red Homes](#)

(3) [Residents meeting - Daily Sparkle](#)