



The subject of our Team 15 today is the decision making agreement. This is a clear record of the important decisions that a person has to make, and how they want to be supported in making them. It also makes very clear who the person is that makes that final decision.

The decision making agreement has three columns. The first describes what the decision is; the second details how that person must be involved; and the third column is about who makes the decision. In order to practice using this tool, what I want you to do is to imagine a work-based scenario that I'm going to give you – this is recruitment for a new member of the team. You're going to be divided into three groups to do this activity - the first group are going to take on the perspective of the manager; the second will be somebody who's a member of that team; and the third group will be somebody who uses a service, somebody who's going to be supported by the new team member.

And what you're going to think about is that, for the task of recruitment, there's going to be several parts to that : shortlisting, interviewing and there's also a practical activity that allows the candidate to demonstrate their skills. So what I want you to do for each person who's involved in the process is write a decision making agreement for them, thinking about how they must be involved in shortlisting, in interviewing and in the practical activity – and who, at the end of the day, would make that final decision. Then, once you've done that, there are some examples that you can have a look at and see how yours compare to them.