

Safeguarding Adults Organisational Review Meeting

Agenda

1. **Introductions, apologies and confidentiality statement**
2. **Purpose of the meeting**
 - To review what has been achieved on the Provider Improvement Plan
 - To reflect on the effectiveness of the Safeguarding Plan and, if there has been a change in circumstances, set these out with a view to reassessing the risks and adapting the Safeguarding Plan.
 - To assess whether concerns have diminished to a point that the partners agree that the case can be closed to Safeguarding.
 - Where the case cannot yet be closed to Safeguarding due to outstanding actions, check that the action plan is actively being expedited and there is co-operation from all partners.
 - In the case of commissioned services,
 - (i) agree actions necessary to secure contract compliance and
 - (ii) agree a communication strategy with the Care Quality Commission.
 - To obtain the views of the alleged victims, their carer(s) or representative(s) with regards the outcome of the safeguarding process. This should include:
 - (i) How involved the person(s) and/or their representative(s) have felt in the process?
 - (ii) Whether their objective(s) has been achieved and they are happy with the outcome(s)? If not, what is still outstanding for them?
 - (iii) Do they/the person they represent feel safer as a result of the safeguarding process?
 - (iv) Would they like to offer any feedback about the process?
 - To agree venue, date and time of next meeting if needed
3. **Minutes of the last meeting**
 - Accuracy and Content
 - Recap of the allegation
 - Have actions from last meeting been achieved

4. **Update on the current situation** - to include;
 - consideration of the current and future level of risk
 - report on the success or otherwise of the safeguarding plan and provider improvement plan
5. **Views of the alleged victims and/or their representative(s)**
6. **Decision**
 - If a decision has not been made as to whether Organisational Abuse occurred to date, a decision should be made at this point.
 - To remain within Safeguarding Procedures
 - To Close to Safeguarding Procedures
7. **Disagreement** (record any resolution process /consider further mediation)
8. **Ongoing Safeguarding Plan - if remaining in safeguarding**
 - The Safeguarding Plan Coordinator should feedback on:
 - (i) The efficacy of the plan to promote recovery of those affected by the abuse/neglect
 - (ii) Whether the risk management plan has/is meeting the needs of the alleged perpetrator
 - (iii) Any adjustments that appear to be needed to the safeguarding plan
9. **Agreed Action Plan – see attached**
(A HANDWRITTEN ACTION PLAN TO BE SHARED AT MEETING AND FOLLOWED UP WITH MINUTES)

To include arrangements for feedback to all interested parties.
In cases of provided care (eg residential, nursing, home care) to include

 - Care Quality Commission
 - Contracts Department
 - Commissioning body
 - Professional body and/or Independent Safeguarding Authority (if appropriate)

If exiting procedures record how the case will be managed and reviewed from now on eg Care Management/Care Programme Approach
10. **Any lessons learnt for the Risk Assurance Group or Provider Forums –**
how these will be;
 - Disseminated
 - Measured
 - Monitored
11. **Date, time and venue of next meeting** (if needed)



Classified and Confidential

