

Safeguarding Adults Planning Meeting Agenda

1. **Introductions, apologies and confidentiality statement**
2. **Purpose of the meeting**
 - To consider the written report of the assessment/investigation carried out by each organisation
 - To receive a written report of any actions taken as a result of the investigation
 - To obtain the views of the alleged victim, their carer(s) or representative(s) with regards the outcome of the safeguarding investigation. This should include:
 - (i) How involved the person(s) and/or their representative(s) have felt in the investigation?
 - (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?
 - Multi-agency consideration of the current and future level of risk
 - To report on the success or otherwise of the interim safeguarding plan
 - To agree a multi-agency decision as to the outcome of the safeguarding assessment/investigation. ie
 - (a) Whether abuse/neglect took place, that it did not, or that this is still not known **and** whether or not there is thought to be ongoing risk of abuse or neglect and
 - (b) The mental capacity of the person at risk to make decisions about their own protection
 - To agree a multi-agency assessment of the level of risk and where an ongoing risk of abuse is identified, agree a safeguarding plan to prevent further abuse and/or to decrease the risk.
 - To identify a person as the Safeguarding Plan Co-ordinator. This may be the person's key worker, key nurse, social worker or other relevant person
 - Where abuse has taken place, there should be a plan for positive actions to:
 - (a) Promote recovery of those affected from the abuse/neglect
 - (b) Prevent the perpetrator from abusing or neglecting in the future including active consideration in consultation with the police and legal services, of the potential use of relevant legislation
 - To agree how feedback to be given, and by whom, to the alleged victim, alerter and any others closely concerned if they have not been present at the meeting
 - Identification of issues of good practice or learning points in relation to this case
 - To set a date for the safeguarding plan to be reviewed
3. **Minutes of the last meeting**
 - Accuracy and Content
 - Recap of the allegation
 - Have actions from last meeting been achieved

4. **Safeguarding Investigation Report** - Include feedback from report author and views of the service user/representatives on the report content
5. **Update on the current situation** - to include;
 - consideration of the current and future level of risk
 - report on the success or otherwise of the interim safeguarding plan
 - capacity of the alleged victim to manage any identified risk
6. **Views of the alleged victim and/or their representative(s)**
7. **Multi-Agency Decision**
 - Abuse not substantiated
 - Abuse not determined/inconclusive
 - Abuse partly substantiated
 - Abuse substantiated
8. **Disagreement** (record any resolution process following strategy/consider further mediation)
9. **Ongoing Safeguarding Plan should include;**
 - Identification of a Safeguarding Plan Coordinator (usually the care manager or safeguarding investigator)
 - Plan to promote recovery of those affected from the abuse/neglect
 - Measures to prevent the perpetrator from abusing or neglecting in the future including active consideration in consultation with the police and legal services, of the potential use of relevant legislation
10. **Agreed Action Plan** – see attached
(NB A HANDWRITTEN ACTION PLAN TO BE SHARED AT MEETING AND FOLLOWED UP WITH MINUTES)

To include arrangements for feedback to all interested parties if not in attendance. In cases of provided care (eg residential, nursing, home care) this should 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

11. **Outcomes and lessons learned** Include how these will be
 - Disseminated
 - Measured
 - Monitored
12. **Date, time and venue of next meeting** (if needed)