

Safeguarding Adults Review Meeting

Agenda

1. **Introductions, apologies and confidentiality statement**
2. **Purpose of the meeting**
 - To review what has been achieved on the Action 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 victim, 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) has 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
 - capacity of the alleged victim to manage any identified risk
5. **Views of the alleged victim and/or their representative(s)**
6. **Decision**
 - 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. **Outcomes and lessons learned** - how these will be;
 - Disseminated
 - Measured
 - Monitored
11. **Date, time and venue of next meeting** (if needed)