Swindon Safeguarding Partnership

Guidance for Multi-Agency Meetings in working with Adults

Purpose

A multi-agency professionals meeting is a tool to support practitioners in all agencies who may need the opportunity to talk with other professionals who are supporting the adult. It can be particularly valuable and effective to discuss cases where there are significant concerns about the likelihood of significant risk of abuse and neglect, including self-neglect. This may be important where there is a concern about potential risk to the adult; or where there is uncertainty amongst professionals about the necessary steps to protect the adult from risk or abuse.

A professionals meeting may be helpful where professional disagreements are impacting on effective work with an adult, or where professionals need an opportunity to reflect on the plans for working with an adult when progress is not being made.

Scope

A multi-agency professionals meeting can take one of several forms. This guidance applies to a generic multi-agency professionals meeting.

It does not cover:

- An Adult Safeguarding enquiry planning or protection planning meeting.
- Single agency risk assessment meetings.
- Risk Enablement Planning meetings.

Criteria for convening a multi-agency professionals meeting

The learning from local Safeguarding Adult Reviews (SARs) highlight the value of multi-agency meetings as a forum for professionals to share information, highlight risks and escalate concerns. Multi-agency meetings can provide an opportunity to:

- Share information on the adult, their involvement with services, any family or carer involvement.

- Discuss cases where there are significant concerns about the likelihood of significant risk of abuse and neglect, including self-neglect. Refer to SSP Multi Agency Policy and Guidance on responding to Self-Neglect for information and agenda for a Multi-Agency meeting relating to Self-Neglect here

- Resolve concerns within the professional group, such as understanding of the degree of risk, meaning given to information, the approach and priority actions and the reasonable expectations of other professionals.

- to resolve disagreements regarding an agency's response to a referral request, or concerns raised regarding an adult.

Who can call a Multi-Agency Professionals Meeting?

Any professional can convene a multi-agency meeting.

Chairing the multi-agency meeting

Any professional can chair a multi-agency meeting.

Administration and Recording

The convening agency is responsible for initiating the meeting and should ensure that arrangements are in place to ensure the minutes of the meeting and the 'Actions arising' are distributed to all Attendees. The minutes should capture the main areas of need and any action plan developed to address them.

Where there is an existing plan for the adult, this should be reviewed. Each meeting should end with agreed actions (or updated Action Plan) to address the needs and concerns that have been raised. The meeting should agree dates of further meetings to ensure progress on outcomes.

Attendance

The meeting needs to bring together all those who can provide relevant information about the adult.

Venue

The venue should be the most convenient and comfortable place to meet for a confidential discussion which can take place

Appendix – Proposed Agenda Template for Professionals Meeting

- **All information shared at this meeting is confidential and privileged and is not shared outside of this meeting without the permission of the chair and the agency that provided the information.**
- **Timely and appropriate information sharing is at the core of this process and professionals need to refer both to the SSP Information Sharing Framework as well as their own agency's information governance policies and guidance.**
- **There may be occasions when there are differing perspectives and judgements amongst professionals. When disagreements cannot be resolved, professionals should refer to the SSP Escalation Policy**

Date	
Time	
Chair	
Organisation	
Role	
1. Introduction	
• **Chair's Welcome** • **Introductions** • **Apologies**	
2. Adult's demographic and personal information	
• **Check the accuracy of information held on the individual including ethnicity** • **Record the social network of the adult including family members and carers**	
3. Current Situation	
• **Summary of any intervention offered, care and support that has been offered or is in place** • **Individual agency perspectives of the concerns and risks to the adult/others** • **The individual's views and wishes and how they wish to be involved** • **The individual's strengths and assets including family and wider social network**	
4. Mental Capacity	
• **Consideration of the individual's mental capacity around the areas of unmanaged risk**	
5. Assessment of Risk	
• **Collaborative and holistic assessment of presenting risks**	

6. Discussion

- **Legal powers and remedies in use or potentially available**
- **Rationale for using/not using powers and remedies available**
- **Lead coordinating professional for the process**
- **Individual named workers for each agency where more than one agency involved**
- **Information sharing arrangements (with the adult's permission, where possible)**
- **Contingency and escalation plan**

7. Shared Risk Management Plan

- **Risk management plan**
- **Confirm who will share the plan with the individual**
- **How the individual will be involved and kept up to date**
- **Monitoring and review arrangements**