

A Guide to Multi-Agency Meetings When Responding to Risk and Harm to Adults

<p style="text-align: center;">Best practice for all Multi-Agency meetings</p> <p style="text-align: center;">Central to this process is the adult/s in need of safeguarding.</p> <p style="text-align: center;">Before arranging a meeting consider the following:</p> <p style="text-align: center;">What is the most appropriate meeting to achieve your objectives?</p> <p>Does the situation meet the criteria for a Self-neglect and hoarding guidance or Section 42 Safeguarding Strategy Meeting?</p> <p style="text-align: center;">Is there already a Protection Plan/Safety Plan in place?</p> <p>Is the 'subject' already being supported through the Care Programme Approach?</p> <p style="text-align: center;">Consider how to include the contribution of any person who is unable to attend</p>	<p style="text-align: center;">All Multi-Agency meetings should include:</p> <p style="text-align: center;">A clarity of Purpose,</p> <p style="text-align: center;">An agreed understanding of Information sharing</p> <p style="text-align: center;">Risk Assessment,</p> <p style="text-align: center;">Defensible decision making,</p> <p style="text-align: center;">Action planning including, timescales, and contingencies,</p> <p style="text-align: center;">Review process of agreed actions,</p> <p style="text-align: center;">Accurate recording</p> <p style="text-align: center;">Agreed method of communication between agencies particularly in complex cases e.g. multiple agencies, multiple contacts, fluctuating mental capacity and engagement</p>
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Meeting	The purpose of the meeting	Who can set up this meeting	Who should be invited?	Expectations of attendees?	Action planning	Follow up or review process?
Safeguarding Adult Strategy Discussion/Meeting Section 42 Care Act	Consideration of any actions required to respond to immediate risks within the situation and also which other agencies need to be involved in the safeguarding enquiry, and how the views of the adult will be established. It can be face to face/virtual or by telephone.	Local Authority	The adult and / or their representative/family/carer. Attendance at the strategy meeting should be limited to those who need to know and can contribute to the decision-making process. Participants will be individuals from any organisation who have a role in investigating the allegation of abuse and / or in the assessment of the risk to the adult, or in relation to the person alleged to be causing the harm.	Participants should have sufficient seniority to make decisions at the meeting, particularly concerning their organisation's role and the resources they may contribute to the agreed protection plan.	All actions agreed with names of those responsible and timescales	Set a time to review the strategy and/or plan for a Safeguarding Conference

Safeguarding Adult Conferences Section 42 Care Act	To consider the findings and outcomes of the enquiry, or to review the progress of the enquiry if it is large scale or complex. To decide whether abuse took place. To assess ongoing risk.	Local Authority	The adult and / or their representative/family/carer, Chair, investigating officer, care manager, care coordinator or key worker for the adult at risk. Any other relevant professionals (for example the police, CQC representative,	To update on any parts of inquiry they have been tasked with Come prepared to share as much information as possible about the adult and the services you offer	Protection/Safety Plan will be produced with names of those responsible and timescales	Review date will be set if appropriate
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	To produce or revise a protection plan or safety plan. To ascertain whether the adult is satisfied with the outcome of the enquiry.		service contracts / commissioning staff, GP, psychiatrist or other health care workers involved with the adult. A representative from the Council's legal department may also need to be invited. Representatives from any other relevant organisations who can contribute to the protection or safety plan.	If the Signs of Safety approach is used, they will participate in the risk scaling exercise		

<p>Self-neglect and hoarding guidance (Leicester, Leicestershire and Rutland)</p> <p>Self-neglect and hoarding guidance meetings are only to be used for cases of self-neglect where there is a risk of significant harm or death.</p> <p>A Self-neglect and hoarding guidance meeting is arranged when: the adult does not engage with services or engagement is not reducing the level of risk and the person remains at risk of significant harm or death.</p>	<p>Self-neglect and hoarding guidance meetings are only to be used for cases of self-neglect.</p> <p>It is essential to note that as well as self-neglecting, the adult must be considered to have a potential need for care and support even if those needs are not being currently met by any agency.</p> <p>The main purpose of the initial support planning meeting is to consider the risk and agree a plan to try and engage with the person to reduce the level of risk within their situation.</p>	<p>A practitioner from any agency can set up and lead a Self-neglect and hoarding guidance meeting.</p> <p>Guidance is available</p> <p>Guidance and templates</p> <p>The meetings should be chaired by someone who has an appropriate level of authority to agree actions on behalf of their agency and appropriately challenge other agencies</p>	<p>Practitioners/agencies already involved and those who could be involved in meeting the person's care support needs</p> <p>Wherever possible, the adult at risk should be invited to attend the meeting, with an advocate or interpreter if required</p>	<p>Come prepared to share as much information as possible about the adult and the services you offer</p> <p>Contribute to planning and review</p>	<p>Whilst the risk is shared on a multiagency basis it may be agreed that only one agency will be directly trying to engage with the person. This should be the agency that the group agrees will have the best chance of engagement with the person.</p> <p>All actions agreed with timescales where appropriate</p> <p>Set a Review Date</p>	<p>A self-neglect and hoarding guidance review meeting is to review whether the plan is working to reduce the level of risk and if not agrees whether the plan needs to change or to try another approach.</p> <p>If risk is not reducing and it is felt strategies so far have been unsuccessful a independent review process may be appropriate</p>
<p>Cuckooing</p> <p>Multi-Agency Planning and Review Meetings templates</p>	<p>The main purpose of the initial support planning meeting is to agree a plan to try to reduce the level of risk to the person/s within their situation</p> <p>The purpose of the subsequent multi-agency</p>	<p>Any agency can lead the multi-agency planning meetings, and this does not necessarily need to be Adult Social Care.</p>	<p>The lead agency (i.e. the agency initiating the cuckooing guidance) should scope which agencies need to be involved in planning meetings. This should be based on which agencies should be involved in meeting the person's care support needs or may hold information</p>	<p>Come prepared to share as much information as possible about the adult and the services you offer in order to increase the safety, health and wellbeing of victims</p>	<p>Within the support plan, it should be clear what the agreed actions are, who is responsible for carrying out the actions and the timescales involved and the date of the</p>	<p>Review Meeting date to be agreed at the Planning meeting</p> <p>The Review meeting is to review whether the plan is working to reduce the level of risk and if not agrees whether the plan</p>

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	meetings is to review whether the plan is working to reduce the level of risk and if not agrees whether the plan needs to change to try another approach		connected to the cuckooing concerns particularly where there are multiple adults at risk or children/young people involved. Agencies should not decline to be part of the planning meeting on the basis that they are not currently actively working with the person.		next meeting. Disagreements should also be clearly documented	needs to change or to try another approach.
Borough and District Community Safety Partnerships in Leicestershire and Rutland hold Multi Agency Meetings called Joint Action Group (JAGS)	The management of Anti-Social Behaviour and High Risk Vulnerable People, including Hate Crime (automatically classed as High Risk) and local crime issues through a multi-agency, holistic approach to case manage both people and places	District/Borough Council plan schedule of meetings. Joint chaired by Local Authority and the Police.	Partnership members who have information on anti-social behaviour, crime & disorder, dealing with the threat risk, ASB hotspots and harm to local communities and local people, including Police, Local Authority (District/Borough Council and County Council), Fire Service and other relevant agencies.	Identifying, safeguarding and supporting vulnerable individuals through collaborative problem solving. Including onward referral to appropriate agencies.	Actions agreed and owned by each agency to follow up and review at subsequent meetings.	To be discussed at subsequent meetings until issue resolved or it is agreed that they are managed outside of the meeting by appropriate agencies.
CPA – Care Programme Approach (Meeting)	CPA is a framework used in secondary mental health and learning disability services to; assess, plan, review and co-ordinate care, treatment and support for people with complex needs, relating to their mental health or learning disabilities	Care coordinator Community Mental Health Teams, Assertive Outreach Teams and Early Intervention Teams The patient can ask for a review at any time if there has been a change in circumstances.	Patient, Social worker, Community Mental Health Team GP The patient can have a friend and/or advocate attend with them or on their behalf	Come prepared to share as much information as possible about the adult and the services you offer in order to address the person's social care, housing, physical and mental health needs, as well as substance misuse, and provide any other support the person may need	Record plan with names of those responsible and timescales where appropriate	Subject to review particularly if circumstances change

Multi-Agency Risk Assessment Conference MARAC High risk Domestic Abuse cases	To agree the actions needed to ensure safety, and the resources available locally are discussed, and used to create a risk management plan involving all agencies. Adults with care and support needs would be considered under Safeguarding not MARAC.	Each organisation will have a route to refer cases to MARAC, if you're unsure of this route please contact your local internal safeguarding team	Police, health, child protection, housing, Independent Domestic Violence Advisors (IDVAs), probation, mental health and substance misuse and other specialists from the statutory and voluntary sectors.	Come prepared to share as much information as possible about the adult and the services you offer in order to increase the safety, health and wellbeing of victims/survivors, adults and their children.	Actions agreed and owned by each agency to follow up and review	The MARAC is a multiagency hub and can help ensure that all relevant agencies are involved with working with and safeguarding the person; however, unless there is another high-risk incident, the MARAC is not usually a longer-term intervention.
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MAPP A (Stands for MultiAgency Public Protection Arrangements)	To consider the risks that violent and sexual offenders pose to the public and for the ongoing assessment and management of that risk	Police, Prison and Probation Services are charged with the duty and responsibility to ensure that MAPP is established in their area.	Various agencies such as the Police, the Prison Service and Probation to share information about offenders under MAPP in order to assess the level of risk they pose to the public.	To work together to protect the public by managing the risks posed by violent and sexual offenders living in the community.	A management plan under level 1, 2 or 3 is agreed, which is highly specific to each offender and their offending history	Once at level 2 there will be regular multi-agency public protection (MAPP) meetings about the offender to develop a coordinated plan.
Mental Capacity Act 2005 Best Interest Meeting Following the MCA Assessment process, a Best Interest meeting should be held where an adult (16+) lacks mental capacity to make a decision for themselves and needs others to make those decisions on their behalf.	To plan the decisions needed where the issues facing the Person are very complex or life changing.	The 'decision maker' can set up the meeting however anyone can request a Best Interests meeting It is best practice that the person who chairs or co-ordinates the best interests meeting is not the person who is the decision-maker	This needs to be considered by the person who is identified in the Mental Capacity Act Code of Practice as the 'decision maker'.	Anyone who attends this meeting must be clear about their role and the contribution they can make in the meeting. They should also come prepared with relevant information and be prepared to contribute this to the discussion.	Actions agreed and owned by each agency to follow up and review	To be decided at the meeting

Professionals Meetings/Discussions (this meeting/discussion does not replace a statutory meeting.)	Used to share information, but also to help determine the direction of a case – it may be held to resolve uncertainty.	Anyone can set up a meeting/discussion	To be determined by the organiser and issue for discussion	Come prepared to share as much information as possible about the adult and your involvement	Actions agreed and owned by each agency to follow up and review	To be decided at the meeting/discussion
Children's Safeguarding Meetings Strategy Meetings Conference Core Groups	Strategy A strategy discussion/meeting determines the child's welfare and plan rapid future action Conference to make decisions about the child's future safety, health and development.	All meetings are set up by Children's Social Care	Strategy meeting A local authority social worker health practitioner and a police representative should, as a minimum. Other relevant practitioners will depend on the nature of the individual case Conferences Brings together family members (and the child/ren where appropriate), supporters / advocates and	For all meetings come prepared to share as much information as possible about the adult and the services you offer in order to increase the safety, health and well-being of children in the family. Familiarise yourself with the Signs of Safety approach	Safety Plan agreed. Actions agreed and owned by each agency to follow up and review	Plans reviewed in Core Groups and Review Conferences held to review whether the plan is working to reduce the level of risk and if not agrees whether the plan needs to change to try another approach
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	Core Groups The core group is responsible for the detailed formulation and implementation of the child protection plan, previously outlined at the conference.		those professionals most involved with the child and family Core Group Membership of the core group will have been identified at the initial child protection conference			