

Multi-Agency Risk Management Meeting Agenda & principles (single case).

All agencies have equal standing to call a Multi-Agency Risk Management Meeting.

A Multi-Agency Risk Management Meeting is not a replacement for a Section 42 Safeguarding Adults referral or process. A Multi-Agency Risk Management Meeting is also not an escalation process or a complaint process (please see the Enfield Safeguarding Adults Board Escalation Protocol around this). Existing panels and MARACs should also be considered when considering if such a meeting is required.

These meetings should be called when there is concern about an adult that any agency is working with and other processes do not seem to be addressing this. The agency calling this meeting is not necessarily the lead agency.

The agency calling the meeting is responsible for:

- As far as possible inviting all of the relevant agencies (if the organizer is not clear on who to invite then there can be discussion in advance with partners) and at an appropriate level. Where Senior Managers from one partner agency will be present – their equivalent should be invited where at all possible.
- Circulating the purpose of the meeting and agenda prior to the meeting.
- Providing a Chair and recording keeping (be that a minute taker/ transcription/ actions or summary).
- Considering in advance of the meeting how the adult can participate in the meeting (either by attending or having their views represented). This is an agenda item also so there is room for further discussion.

Invited agencies should ensure that they:

- Ensure attendance at an appropriate level of seniority.
- Attend prepared and with relevant information.
- Attend ready to work constructively around risk.

Note: This agenda is not an exhaustive list and the Chair or other members of the meeting can add items as required.

1. Welcome and introductions & apologies

The adult or their representatives should be supported to participate wherever possible. The roles of all present should be clearly explained to all.

Identify if there is a conflict of interest for anyone present.

Confidentiality – To be read out at the meeting by the chair.

Information shared in this meeting is strictly confidential and any information breaches should be brought to the attention of the Chair for further discussion and action. This meeting is being held on the basis of risk and under the London Wide Multi-Agency Adult Safeguarding Policy and Procedures to safeguard adults from abuse.

All information shared in this meeting should not be discussed outside of the meeting unless agreed by the Chair or by the meeting as a whole. Attendees are likely to disclose a range of issues and exchange information to identify any risks of harm. These minutes may be used at a later date for example, in Police, DBS or other statutory investigations. The attendees agree to

store all minutes & notes securely – as formal minutes may take time to be available, all attendees are responsible for noting and carrying out any actions they have agreed to within the agreed timescales.

Attendees who are attending this meeting remotely agree to only attend this meeting if they are in a confidential space where others cannot hear – or see – the information discussed.

2. Consent to share information

Has the adult given consent to share information?

Is information being shared on the basis of risk?

3. Purpose of the meeting and the agenda

Explain why the meeting has been called and the agenda.

4. The adult and their situation.

If present, the adult can summarise their feelings or give a statement at this point (though, of course, they could interject at other points also). If not present, the agency who called the meeting should highlight what they believe to be the adult's views and wishes.

Each agency present should be given an opportunity to describe their involvement and any concerns – ideally questions should wait until they have given their initial summary but other agencies can then clarify any areas of confusion or dispute.

5. Any Mental Capacity concerns and action in relation to this.

Are there any concerns about the adult's mental capacity in relation to any relevant decisions at this time? Please note if there are no such concerns.

Separate Mental Capacity Assessments may be required for different purposes as capacity is decision and time specific. There may be issues around executive capacity.

Please consider supported decision making and communication.

Please also consider who the decision maker in each decision would be if the adult does not have capacity – this is the professional group who should lead on any capacity assessment.

6. Risk Assessment

The proper assessment of risk is vital to managing it.

Please do not be vague – in the case of clutter, use the Clutter Image Rating index to clarify the severity. Do not use euphemisms where there are risks or explicit statements (for example, threats) have been made – these may have the effect of leading other professionals to believe the risk is less than it is.

What are the risks:

- Name the risks – including the severity of potential harm, are there any causes or perpetrators.
- How frequently are these risks occurring?
- Is there a historical context to the risk?
- Is there a timescale to be considered – for example, risks in pregnancy may increase as the pregnancy progresses.

Management of risk – actions required.

Each risk identified requires measures in place to mitigate that risk. Please consider consent and capacity when discussing these.

- What is the action/ who will be taking it/ by when?
- Is referral to other agencies or processes required?
- What options need to be discussed with the adult if they are not present?

7. Identifying the Lead or Co-ordinating Professional

Safeguarding Adults Reviews in Enfield have highlighted the lack of lead professionals in complex cases. Where multiple organisations are involved, it is vital to have a point of contact to follow up actions and ensure information is communicated to the multi-disciplinary team appropriately.

A lead professional is not expected to take responsibility for all actions as these might better sit with other specialties/ expertise. They will however, monitor the actions agreed and operate as a point of contact.

The lead professional should take responsibility for communicating with the adult or their representative around this meeting. Consideration should be given to what support the lead professional will require.

The identification of a lead professional does not absolve others of their professional responsibilities.

8. Timescales and communication:

- Confirm timescales for any actions.
- Does the risk need to be escalated within the present organisations or with other partners?
- If a registered provider was discussed and CQC are not represented at the meeting, please decide if they require feedback from the meeting and how this will be done.
- Other communication requirements.
- Information shared with other placing authorities should be on a Need-To-Know basis and should be factual, giving broad details that enables them to undertake a review of adults placed to ascertain if there are any concerns.

9. Actions

Action	Responsible Professional	Timescale

10. Any other business & further meetings required/planned.