**Form 6**

**Standing Agenda for Adult Protection Case Conferences**

**Pre-Conference**

Written reports from the social worker or any other agency should be with the Chair and the minute taker of the conference at least 24 hours before the conference. It is good practice that report writers will share the contents of the report with the Adult at Risk and any family members with whom it may be appropriate to share information prior to the conference.

The Social Worker should agree with the Chair:

* How the view of the Adult at Risk of harm will be represented and if the adult is attending the meeting , bringing a supporter or advocate or if a carer or relative will attend and speak on their behalf
* If the Adult at Risk of harm needs any additional support to express their views- e.g. communication book, hearing loop, translator, makaton or someone who can sign to assist communication
* If the venue of the conference is accessible to the adult or any supporter/carers who are attending
* If the Adult at Risk, their carers, family members, supporter or advocate wishes to meet the Chair before the meeting
* Where and when reports are read by professionals attending the meeting. It is better practice to invite professional to come 15 minutes early and sit in another room to read reports and then join the Chair and Adult at Risk in the room where the conference will be held.
* Does the Chair need to consider excluding anyone? This should only occur after serious consideration of exceptional circumstances for example the threat of, or actual, physical violence or serious disruption or where a carer’s/family’s attendance is not in the best interests of the Adult at Risk.
* Is any professional requesting a confidential section of the conference in order to share restricted information?

**Adult Protection Case Conferences**

Guidance about adult protection case conferences is contained in [Chapter 7](#Chapter7ASPCaseConference) of the 2016 Shetland Interagency Adult Support and Protection Procedures.

It is good practice for the Chair to recap at key points in the conference to ensure facilitation of minute taking and to aid clarity for all attending.

| **AGENDA** | **PROMPT**  [**Back to Index of Forms**](#Chapter13Forms) |
| --- | --- |
| 1 Welcome | Check any communication/support systems have been provided and are working |
| 2 Introductions | Each person should state their role, agency(where appropriate) and contact with the Adult at Risk of harm  A particular welcome and introduction of the Adult at Risk if they are present and an acknowledgment of the challenge it may be for them to be at a meeting that will discuss some difficult issues in their life |
| 3 Apologies and Housekeeping  Views of the Adult at Risk | Identify if a written submission of views have been sent and when may be the best point in the meeting to consider them.  If the Adult at Risk is not present note for the minute why they are not present and what arrangements are in place to be able to hear and consider their views. |
| 4 Identify exclusions and state reasons | Identify if the Adult, any individual, or agency has excluded themselves or been excluded by the Chair for part or all of the meeting. Identify the person and note reasons |
| 5 Information and Confidentiality | Be clear about whether anyone attending can take copies of the report provided for the meeting or not Will reports be sent out with the minutes? |
| 6 Give a synopsis of the purpose of the case conference  [See Chapter 7, Paragraph 7.2 of these Procedures](#Ch7Para2PurposeofInitialCaseConf) | Purpose of an **initia**l conference is to   * To gather together the Adult at Risk, appropriate members of the family/carers and the relevant agencies to share and assess information collated during an Adult at Risk investigation and to consider other relevant background information * To determine risk and enable multi-agency consideration of cumulative concerns * To formulate or provide the framework for the development of a protection plan( if that is required) which includes consideration of necessary support services * To agree a support plan if this is more appropriate   Purpose of a **review** case conference   * To review the circumstances of the Adult at Risk and the effectiveness of the protection plan * To consider if the Adult at Risk continues to be at risk ( may require review of 3 point test) * To amend the protection plan if necessary |
| 7 Facility to ask for a break/adjournment |  |
| 8 Investigating Officers report, findings and actions to date | Reports should already have been read. If reports cannot be shared for legitimate reasons this should be recorded. |
| 9 Chair introduces any other reports from participating agencies | Includes any written or verbal submissions. Report writers if present can speak to their report briefly |
| 10 Views of the Adult at Risk of harm | Done at this stage as their view may be augmented by the views of others. Views can be expressed by themselves, an advocacy worker or representative nominated by them |
| 11 Views of carers/relevant others |  |
| 12 Appraise received information, opinions and assessment of risk  [see Chapter 7, Paragraph 7.7 of these Procedures re Risk Assessment](#Ch7Para7RiskAssessment) | Factors to consider   * Communication, capacity and involvement * Chronology of significant event * Current risks or concern * What behaviour/concern have led to the situation * Who is the source of harm/concern? * Particular triggers of risky situations? * Protective factors * What is the Adult’s own assessment of risk? * What is the family/carers assessment of risk? * Is the current living situation safe for the Adult? * Risks to other people * Future action to be taken to reduce risk * Are there any other adults at risk of harm in the household/other family members? |
| 13 Agree Adult Support and Protection plan – is this required? | Actions required by whom and when and within what timescale  What outcome do we want for the Adult at Risk and what needs to change to achieve that outcome? |
| 14 Legal Views and requirement for any legal action | A representative from Shetlands Islands Council legal services should normally be present. However if they are not present it is still important to consider the need for any action under the Adult Support and Protection Act, Adults with Incapacity and the Mental Health Act. If professionals think that legal action or advice may be required and no legal representative is present then it should be agreed who will consult with legal and when that will be done – may need to be immediate if high risks have been identified by the case conference. |
| 15 Core Groups and date for first Core group meeting | Identify those to be involved and lead person who will usually be the social worker |
| 16 Clarify if everyone understands what is happening and any questions |  |
| 17 Summary of decisions and record any dissent | List decisions and those responsible |
| 18 Confirm communication strategy | Who are minutes and the protection plan to be sent to? |
| 19 Arrange date for review conference | 3 months and then 6 months |
| 20 Thank all who have attended and ensure plans are in place for Adult’s safe return home. |  |
| 21 Ensure that any reports are collected back in and either destroyed or passed to the minute taker to send out with minutes |  |