

IL3-SA9

SENIOR STRATEGY MEETING MINUTES –SERIAL, INSTITUTIONAL OR COMPLEX HISTORICAL ABUSE

<p>Information obtained at an Adult Protection Meeting is not to be discussed with, or revealed to, persons not required in the interests of the vulnerable adult. This information must be REGARDED IN THE STRICTEST CONFIDENCE. The permission of the Chair must be obtained for access to these minutes. Dispute or concern about an agreed decision/action should be made in writing to the Chair within 7 working days upon receipt.</p>
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NAME OF SERVICE:

Date	Location	Chaired By

Reports circulated during the meeting: (specify whose report)

Present : Part 1 Professionals

Present	Title/Organisation	Initials

Apologies:

Apologies	Title/Organisation	Initials

Introductions & Apologies	
1/13	Following introductions explained that this meeting was held in accordance with Sandwell Safeguarding Adults Procedures and Practice Guidance.

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	All present were reminded that the issues discussed are strictly confidential and should not be disclosed to another party unless agreed by the Chair.				
Declaration of Interests					
2/13					
Purpose of the Meeting					
3/13	<p>This meeting is called under the Sandwell Safeguarding Adults Procedures and Practice Guidance to:</p> <ul style="list-style-type: none"> • Ensure that an interim Protection Plan is agreed to protect the alleged vulnerable adult(s) whilst the investigation is completed; • Share information with all relevant parties and agree whether further investigation(s) is/are needed and; if so • Agree who will carry out the investigations, the format of any investigations and when these investigations should be completed. 				
Chronology					
	Date of Alert/ Clinical Incident	Nature of Alert/ Clinical Incident	Who Raised Alert/ Clinical Incident?	Outcome of Risk Assessment/ Investigation	Team Responsible for Risk Assessment/ Investigation
Views, wishes and desired outcomes of the alleged victim(s)					
4/13					
Reports from involved Agencies (e.g. CQC, Police, PCT, Contract Monitoring Team, etc...)					
5/13					
Relevant Background Information					
6/13					
Risk Assessment – Immediate and medium-term					
7/13					
Decision to proceed					
8/13					

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Investigation(s) Planning: Criminal, Internal and Disciplinary				
9/13				
Investigation Type	Responsible organisation/ person	Dates		Update
		Start Date	End Date	
Legal Issues				
10/13				
Summary by Chair				
11/13				
Conclusions				
12/13				

Safeguarding Adults Protection Plan

Protection Need	Protection Action	Person/ Organisation responsible	Implementation Date	Progress

Protection Plan Completed By	
Date Protection Plan Completed	
<p>Review Date</p> <p>The purpose of the Review Meeting is to:</p> <ul style="list-style-type: none"> • Report progress against actions • Agree additional actions required • Review outstanding actions and deadline dates for appropriateness <p>Responsible officers must notify the Chair as soon as possible if they are unable to complete agreed actions by the deadline date.</p>	

I, , confirm that these minutes are a true, accurate and final record of the matters discussed at this meeting.

Signed.....

Date.....