

Adult Planning Meeting-Agenda

1. **Introductions** - (Name, role, and relationship to adult)
2. **Apologies or Exclusions** - (State why individuals have been excluded)
3. **Summary of Concerns and Risk Assessments**
4. **Summary of Protection Plan in Place**
(If applicable, if not applicable does a protection plan for the adult or other adults need to be agreed?) **If so, please detail who will be involved and what they will do?**
5. **Summary of face-to-face discussion and the outcomes agreed with the adult.** (If a formal s42 enquiry has been agreed efforts should be made to support the adult to attend the planning meeting). The meeting will agree with the adult their outcomes, who will work to meet them, how long they will take to complete the actions and how they will keep the adult updated. A risk management plan will be developed with the adult or their advocate if necessary. If the meeting is being held to address PiPoT (People in Positions of Trust) issues or other public interest against the wishes of the adult, the adult or their advocate will be excluded.
6. **Exiting**
If the adult's outcomes have been met or partially met or not met as they are not willing to agree with actions that would meet them (e.g – I want to be safe but I still want to see Mr X (who is causing them harm). The adult may decide they no longer want to engage with the S42 enquiry, and no other adults are at risk record if their outcomes have been met/partially met/not met and whether the risks to the adult have been removed/ reduced or remain and whether they feel safer or not as a result of the intervention. If held in public interest the case should progress to enquiry.
7. **If no face-to-face discussion has taken place as the adult lacks capacity or has died,** summarise the BI decision to continue a S42 enquiry or demonstrate a public interest decision, which must include views of the adult at risk. If this will result in an organisational abuse enquiry, all the adults involved must be offered the opportunity of a face to face and individual S42 enquiry.
8. **Analysis of Possible Options to Resolve the Concerns** - criminal justice, practical e.g., change of locks, case management/CPA, formal S42 enquiry, disciplinary, PiPOT enquiry, commissioning or CQC enquiry etc or combination. (The SY procedures provides tools which may assist with this)
9. **Action to be taken**
(Detail action/process/owner and timescales; include details of their manager to follow up with if they become unavailable)
10. **Responsibility**
(For keeping the adult (s) updated on the progress of the enquiry and amending the S42 enquiry if their views change).
11. **Safeguarding Manager Overseeing the Enquiry (Name)**