**Southampton Safeguarding Adults Board**

**Risk Management Meeting Agenda**

**Introductions/ Apologies/ Also Involved**

1. **Confidentiality Statement.**

This is a multi-agency Risk Management Meeting. Everything disclosed in the process must be treated as confidential and not shared outside this forum without the permission of the chair and the agency or person that provided the information.

1. **Purpose of the Meeting, including a summary of the concerns.**
2. **Information Sharing.**

Attendees should describe their knowledge and understanding of the risks to the Adult who is attending the meeting. Relevant Background information about the adult’s situation and the risks to him/her and to others. This includes the Adult describing their situation, goals and outcomes. Refer to past key events that have influenced support planning and risk management.

1. **Information, where necessary about the mental capacity of the Adult, specific to the risks and decision being discussed.**
2. **Lasting Power of Attorney.**

Note any Lasting Power of Attorneys (LPA) that are in operation, what these cover, and if they affect Risk Planning and Support Plans.

1. **Chronology.**

1. **Risk Statement/Assessment.**

The conclusions from the discussion that set out the risks which require a plan.

1. **Risk Plan.**

A Plan of how the Risks will be managed, including who has lead responsibility to coordinate the plan. This should include specific details about “What, How, Who, When, Where”.

1. **Monitoring Plan.**
2. **Contingency Planning.**
3. **Record any Disagreements with the Plans, or other key areas.**
4. **Next meeting if needed.**