**Record of Multi-Agency Initial Meeting**

* This meeting is held under the guidance provided by the Teeswide Safeguarding Adults Board’s protocol for *Responding to Serious Concerns about a Service provided for Adults*.
* The matters raised are **confidential** to the members of the meeting and the agencies that they represent.
* Minutes of the meeting are distributed on the strict understanding that they will be kept confidential and in a secure place. These minutes must not be shared outside the meeting without the agreement of the Chair.

**Please complete all sections of the form in as much detail as possible. You can easily navigate through each section by pressing F11 on your keyboard. To select a tick box, double click on the box and select ‘checked’**

|  |  |
| --- | --- |
| **Name of Service Provider** |  |

|  |  |
| --- | --- |
| Initial Meeting Date: |       |
| Time: |       |
| Venue: |       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Organisation** | **Contact Details** | **Invited** | **Attended** | **Apologies** | **Named Contact** | **Date Notes Circulated** |
|       |       |       | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
|       |       |       | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |       |
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| **SECTION 1: PURPOSE OF MEETING** |
|       |

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| **SECTION 2: DETAILS OF SAFEGUARDING ADULTS ALERTS/REFERRALS AND OUTCOME OF SAFEGUARDING INVESTIGATIONS** |
|       |

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| **SECTION 3: DETAILS OF MULTI-AGENCY CONCERNS** |
|       |

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| **SECTION 4: INFORMATION KNOWN ABOUT THE SERVICE PROVIDER** |
|       |

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| **SECTION 5: MULTI-AGENCY ASSESSMENT OF RISK** |
|       |
| Has a suspension of further placements been agreed? | Yes **[ ]**  | No **[ ]**  |

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| **SECTION 6: MULTI-AGENCY ACTION PLAN** |
| The Multi-agency Action Plan will address the following:* Issues requiring investigation
* Information or advice required in relation to any legal / contractual / registration / employment issues
* Action required ensuring ongoing safety of vulnerable adults
* Identification of specific individuals at risk subject to the Safeguarding Adults procedures
 |
| **Item/Issue** | **Task/Action** | **Desired Outcome** | **Agency/****Person Responsible** | **Timescale** |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |

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| Agency responsible for communicating outcome of the meeting to the service provider / organisation / individual at risk |       |
| Relevant agency’s TSAB Member notified | Yes **[ ]**  | No **[ ]**  |
| Teeswide Safeguarding Adults Board Informed | Yes **[ ]**  | No **[ ]**  |

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| **SECTION 7: NEXT MEETING** |
| Date |       | Time |       | Venue |       |
| Signed by Chair Person |  | Date |       |