# List outlineMulti-agency meeting for <insert adult’s name> | **Agenda** <insert date/time> | <insert location>

<insert your agency logo>

**Agenda**

## Introductions and apologies

### Guidance notes

* The meeting can be chaired by any staff member who is supporting the adult.
* The Chair will facilitate the meeting, ensuring all agencies have an opportunity to contribute information and their views.
* It is important that a minute/note taker has been identified ahead of the meeting, and that the minutes are circulated to all attendees following the meeting for any amendments.
* It is important that staff prioritise their attendance to multi-agency meetings and confirm their attendance ahead of the meeting.
* If it is not possible for an involved agency to be present at the meeting, it is important that their views/contributions have been accessed prior to the meeting.

## Overview of the case

### Guidance notes

The Chair will introduce the background to the case and the circumstances leading up to this meeting, including any issues/barriers experienced in managing the complexity of the case.

## Risk assessment

### Guidance notes

* The group should identify all relevant and anticipated risks, including any safeguarding risks.
* The adult’s views and wishes should be discussed.
* Identify what actions are currently being taken and by whom.
* Discuss how the understanding of risk and the actions available to support is shared with the adult.

## Mental capacity

### Guidance notes

* Discuss any issues with mental capacity and how this is to be addressed, including what decision needs assessment, and who is best placed to do this.
* Consider if unwise decisions are being made, and whether executive functioning needs to be assessed for within a mental capacity assessment.
* Consider if best interest decisions are or could be indicated and how/who will take this forward.

## Agreement of actions

### Guidance notes

* Identify what actions need to be taken forward to support the adult, including identifying any other agencies whose support could be accessed.
* Identify a single point of contact for involved agencies who will maintain oversight of the work being undertaken to support the adult and will ensure there is alignment in practice across different organisations.
* Ensure that it is clear which agency/staff members is taking forward each action, with a clear timeframe for completion.
* The agreed actions could be documented on the action tracker template by the minute taker following the meeting, which can be circulated alongside the minutes.
* Consider if a safeguarding referral, or a referral to the Multi-Agency Risk Management (MARM) Subgroup is required.

## Next meeting

### Guidance notes

* Identify whether there is a need for a follow-up meeting to check progress of actions and re-assess the risk posed to the adult.
* If required, agree on the date and time of the follow-up meeting before the first meeting is concluded.