

# Chairing Safeguarding Adult's meetings.

The Chair will usually be the Responsible Manager of the Lead Agency (see the policy for further information on the Responsible Manager role). The Chair is responsible for ensuring the Safeguarding Adults meeting is arranged, taking into account any particular access or communication needs. Chairing Skills courses and packs are available; please contact the Safeguarding Adults Team training co-ordinator, in Adult and Community Services, regarding training.

As part of their role, the Chair is responsible for:

- Arranging meetings in accordance with Safeguarding Adults Guidance
- Ensuring a minute taker is appointed and briefed about their role.
- Ensuring information sharing and confidentiality protocol is adhered to
- Establishing an agenda for meetings.
- Facilitating the full participation of everyone at the meeting.
- Ensuring Safeguarding plans are produced, based on risk assessments.
- Ensuring attendance sheets are fully completed and minutes are circulated appropriately.
- Checking and signing minutes prior to circulation.
- Promoting the involvement of vulnerable adults and their carers (where appropriate) in Safeguarding meetings.
- Responding to requests for amendments to minutes
- Requesting reports (signed and dated where possible) to be used as part of the meeting
- That SS29 and SS30 forms are completed by the appropriate person

The Safeguarding Adults/Adult Protection Officer in Devon (different practice applies to Torbay Care Trust) will chair Safeguarding Strategy meetings where:

- A registered provider is involved
- More than one person is at risk
- CQC have concerns about the provider
- There are previous concerns
- It may be a service used by several teams
- It is likely to have a high profile