

**MINUTES OF SAFEGUARDING ADULTS MEETING**

**STRICTLY CONFIDENTIAL**

These minutes are strictly confidential and must not be photocopied. Permission must be obtained from the Chair of the meeting before they are shown to other people.

PLEASE NOTE: Requests for amendments to these Minutes should be forwarded in writing to the Chair of the meeting, within seven days of the circulation date, otherwise they will be taken as an accurate record.

Copies of the minutes may be requested by the DoH in the event of a POVA Referral

**Type of meeting:** Safeguarding Strategy Meeting

**Name of individual or resource:**

**Date and Time:**

**Venue:**

**Date of next meeting or Outcome:**

**1. Introductions, Apologies and Housekeeping**

**Present:**

**NAME**

**ROLE/RELATIONSHIP**

**Apologies:**

## **2. Information Sharing & Confidentiality**

The Chair advised that this Strategy Meeting was being convened under the Devon County Council multi-agency safeguarding procedures and reminded everyone that the proceedings were confidential. If any information needs to be shared, this should first be checked with the Chair. Minutes of the meeting will be circulated to all attendees and those who have given apologies.

## **3. Purpose of the Safeguarding Adult Strategy Meeting**

## **4. History of Alert**

## **5. Information from each agency & Reports Received**

## **6. Mental Capacity Act/Deprivation of Liberty Safeguards**

## **7. Views of Vulnerable Adult**

## **8. Summary and Risk Assessment**

## **9. Safeguarding Protection Plan**

## **10. Communication Strategy**

## **11. Any Other Business**

## **12. Summary of Action Points**

See Safeguarding Protection Plan below.

## **12. Date of Next Meeting**

**Safeguarding Plan:** *(please keep on a separate page)*

	<b>ACTION</b>	<b>RESPONSIBLE PERSON</b>	<b>DATE DUE</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			

**Copy shared with Service user by:**

**Name:**

**Date**

**Notes by:**

**Signed by AP chair:**

**Additional reports attached:**

**Date Minutes circulated:**