

Standing Agenda for Adult Protection Case Conferences

Pre-Conference

Written reports from the Council Officer or any other agency/professional should be with the Chair and the minute taker of the conference at least 24 hours before the conference. It is good practice that report writers will share the contents of the report with the Adult at Risk and any family members with whom it may be appropriate to share information prior to the conference. The Adult should not be arriving at the meeting and hear new information.

The Council Officer/Nominated Officer should agree with the Chair:

- How the views of the Adult at Risk of harm will be represented and if the adult is attending the meeting, bringing a supporter or advocate or if a carer or relative will attend and speak on their behalf
- If the Adult at Risk of harm needs any additional support to express their views- e.g. communication book, hearing loop, translator, makaton or someone who can sign to assist communication
- If the venue/technology i.e. MS Teams is accessible to the adult or any supporter/carers who are attending – do they have information on how to join
- If the Adult at Risk, their carers, family members, supporter or advocate wishes to meet the Chair before the meeting
- That the Adult at Risk is aware of the agenda and what will be discussed/decisions made
- Where and when reports are read by professionals attending the meeting. It is better practice to invite professional to come 15 minutes early and sit in another room to read reports and then join the Chair and Adult at Risk in the room where the conference will be held, if held in person. If over MS Teams, it will need to be considered how this is supported.
- Does the Chair or Nominated Officer (Social Work) need to consider excluding anyone? This should only occur after serious consideration of exceptional circumstances for example the threat of, or actual, physical violence or serious disruption or where a carer's/family's attendance is not in the best interests of the Adult at Risk. This should be discussed prior to the invites being sent.
- Is any professional requesting a confidential section of the conference in order to share restricted information? This needs to be agreed when the invites are sent out, any changes must be notified to the chair 24 hours in advance.

Adult Protection Case Conferences

Adult Protection Case Conferences - Guidance on adult protection case conferences is contained in the Highland Adult Support and Protection Procedures on the website.

AGENDA	PROMPT
1 Welcome	Check any communication/support systems have been provided and are working
2 Give a synopsis of the purpose of the case conference	This meeting is an Initial/Review Adult Support and Protection Case Conference under the Adult Support and Protection (Scotland) Act 2007 and the Highland Adult Protection Procedures. As this is an ASP meeting we have to ensure that the three point test is met. This means that an adult is at risk of harm because they • Are unable to safeguard their own well-being, property, rights, or interests • Are at risk of harm AND • Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than an adult who is not so affected. Clarify with the Council Officer and Nominated Officer that the Adult meets the three point test. Purpose of an initial conference is to · To gather together the Adult at Risk, appropriate members of the family/carers and the relevant agencies to share and assess information collated during an Adult at Risk investigation and to consider other relevant background information · To consider information obtained in investigation · To determine risk and enable multi-agency consideration of cumulative concerns · To formulate or provide the framework for the development of a protection plan (if that is required) which includes consideration of necessary support services · To consider the use of other legislation · To agree a support plan if this is more appropriate · To consider the principles of the Act Purpose of a review case conference · To review the circumstances of the Adult at Risk and the effectiveness of the protection plan · To consider if the Adult at Risk continues to be at risk (may require review of 3 point criteria) · To amend the protection plan if necessary

ASP Case Conference: Chair's Agenda

AGENDA	PROMPT
2 Introductions	Chair to introduce self and minute taker and advise of their role within the meeting. Each person should state their role, agency(where appropriate) and contact with the Adult at risk of harm A particular welcome and introduction of the Adult if they are present and an acknowledgment of the challenge it may be for them to be at a meeting that will discuss some difficult issues in their life. Advise that they can take a break at any point during the meeting or request clarification at any point.
3 Apologies and Housekeeping Views of the Adult at Risk	Identify if a written submission of views have been sent and when may be the best point in the meeting to consider them. If the Adult at Risk is not present note for the minute why they are not present and what arrangements are in place to be able to hear and consider their views.
4 Identify exclusions and state reasons	Identify if the Adult, any individual, or agency has excluded themselves or been excluded by the Chair for part or all of the meeting. Identify the person and note reasons
5 Information and Confidentiality	Be clear about whether anyone attending can take copies of the report provided for the meeting or not Will reports be sent out with the minutes?
6 Facility to ask for a break/adjournment	
7 Investigating Officers report, findings and actions to date	Reports should already have been read. If reports cannot be shared for legitimate reasons this should be recorded.
8 Chair introduces any other reports from participating agencies	Includes any written or verbal submissions. Report writers if present can speak to their report briefly
9 Views of the Adult at Risk of harm	Done at this stage as their view may be augmented by the views of others. Views can be expressed by themselves, an advocacy worker or representative nominated by them
10 Views of carers/relevant others	

AGENDA	PROMPT
11 Appraise received information, opinions and assessment of risk	Factors to consider · Communication, capacity and involvement · Chronology of significant event · Current risks or concern · What behaviour/concern have led to the situation · Who is the source of harm/concern? · Particular triggers of risky situations? · Protective factors · What is the Adult's own assessment of risk? · What is the family/carers assessment of risk? · Is the current living situation safe for the Adult? · Risks to other people · Future action to be taken to reduce risk · Are there any other adults at risk of harm in the household/other family members? It is good practice for the Chair to recap at key points in the conference to ensure facilitation of minute taking and to aid clarity for all attending.
12 Legal Views and requirement for any legal action	As per the Guidance, prior to the case conference the Nominated Officer to Council Officer should have been in discussion with Highland Council Legal Services and a decision should be made around if their presence is required. If they are not present, it is still important that during the case conference to consider the need for any action under the Adult Support and Protection Act, Adults with Incapacity and the Mental Health Act. If professionals think that legal action or advice may be required and no legal representative is present then it should be agreed who will consult with legal and when that will be done – may need to be immediate if high risks have been identified by the case conference.
13 Should the Adult Continue to be reviewed under ASP - Agree or Review Adult Support and Protection plan. Contingences	When we make a protection plan it is important that we make decisions that are in keeping with the Principles of the ASP Act. Actions required by whom and when and within what timescale Clarification of outcome for the Adult relating to the action point. If Review Case Conference Protection Plan should be reviewed and updated as require If it is agreed that ASP Processes will end there will still be actions and these should be captured. Cover any contingency plans required

ASP Case Conference: Chair's Agenda

AGENDA	PROMPT
14 Core Groups and date for first Core group meeting	Identify those to be involved and lead person who will usually be the social worker. Identify timescales for these.
15 Clarify if everyone understands what is happening and any questions	
16 Summary of decisions and record any dissent	List decisions and those responsible Summarise if there are any dissenting views
17 Confirm communication strategy	Who are minutes and the protection plan to be sent to?
18 Arrange date for review conference	This will be decided based on the assessment of risk. Guidance states after initial case conference a review must be held within three months and six months thereafter. Agree at the meeting if anyone should be removed or added to the invite list for the next meeting
19 Thank all who have attended and ensure plans are in place for Adult's safe return home.	Advise when minutes will be distributed and note any exclusions.
20 Ensure that any reports are collected back in and either destroyed or passed to the minute taker to send out with minutes	