Review – June 2018

**SAFEGUARDING ADULTS MULTI –AGENCY TOOLKIT**

**STRATEGY MEETING**

**Who Arranges the Strategy Meeting?**

It is the responsibility of the Safeguarding Adult Manager who has been made aware of the concerns for an adult, to arrange and chair the strategy meeting.

The Safeguarding Adult Manager will decide which appropriate personnel attend a strategy meeting from the relevant agencies.

This meeting will also identify who will be the Safeguarding Adult Manager who is to lead the investigation and therefore, arrange and chair future meetings.

**Where can a strategy meeting be held?**

The Safeguarding Adult Manager will make the decision where to hold the strategy meeting.

It is considered best practice that strategy meetings take place ‘face to face’. However, if this is not possible it is acceptable to hold a strategy meeting via the phone or e-mail.

**What is a Strategy meeting?**

The meeting is a planning meeting to discuss:-

* how an investigation should take place
* who should investigate
* when to investigate

**Timescales:**

***The first strategy meeting takes place within 24 hours*** of an organisation being made aware of the concerns for an adult.

As more information becomes available regarding the safeguarding incident, further strategy meetings may be required to plan who will be involved and how the safeguarding adult investigation will be approached.

**Who should attend the Strategy meeting?**

The Safeguarding Adult Manager will decide who they want to attend the Strategy meeting. This will be staff from relevant organisations that will be tasked with actions to inform the safeguarding adult investigation.

The Joint Commissioning and Performance Management Team are to be invited to all strategy meetings for incidents that occur in Residential, Nursing and Home Care Services.

**Forms**

A Confidentiality agreement should be signed by everybody who attends the Strategy Meeting.



The Strategy Meeting Template is to be completed and used as a tool to aid the meeting.



In addition to the template, minutes of the meeting should also be recorded.