

**Telford & Wrekin Safeguarding Adults
Large Scale Investigation Agenda
SA18 Form**

Large Scale Investigations - FIRST Strategy Meeting Agenda Aide Memoire

- 1. Welcome, introductions, apologies and role of attendees**
 - Identify who was invited and why
 - Who has attended
 - Who has sent apologies and
 - Who has not attended
 - Who has been excluded and why.
 - Clarify with the participants their role in this meeting.

- 2. Housekeeping and confidentiality**
 - Advise attendees the meeting has been convened under the Safeguarding Adults Multi Agency Policy and Procedures for the West Midlands and remind everyone that the proceedings were confidential.
 - Tell attendees if any information needs to be shared, this should first be checked with the Chair.
 - Inform attendees minutes of the meeting will be circulated to all attendees and those who have given apologies.
 - Identify if anyone else requires a copy of the minutes.
 - Remind participants that the minutes of the meeting can be requested for purposes of criminal proceedings, Disclosure and Barring Service enquiries and/ or Coroner's enquiries.

- 3. Purpose of the Large Scale Investigation STRATEGY MEETING**
 - To share the concerns and allegations
 - To agree the scope of the Large Scale Investigation

- 4. Information sharing from relevant people/organisations**

Feedback can be sought from the following people so the situation can be considered in context and fully assessed:

 - Social workers (host and placing authorities)
 - Contact and commissioning (host and placing authorities)
 - The provider
 - CQC or other regulatory body
 - Police
 - Family or advocates
 - Health e.g. GPs, hospital

5. Agree Terms of Reference

See guidance.

6. Risk Assessment

Assess the immediate risk of harm to current users of the service and determine if any immediate actions are required which will include:

- Individual protection plan actions
- Actions for provider

7. Safety of Service

Following the risk assessment a recommendation needs to be made about the safety of the service for future use e.g. temporary stop on using the service or moving /changing users from the service.

8. Contingency plans

- Consider contingency plans should the situation deteriorate e.g. sourcing alternative placement/service.
- Consider if major incident procedures are invoked what contingency plans are required.

9. Communications Strategy

Agree a communications strategy which should include communication with:

- All service users or their representatives, families, carers and advocacy services (including Independent Mental Capacity Advocate (IMCA) services where appropriate).
- Service Provider if not present at the meeting
- Person/persons alleged to have caused harm
- Identify designated person within the key organisation who will be the single point of contact for their organisation
- Agree how other placing authorities, (i.e. of individuals not identified as alleged victims) will be informed of the concerns raised and who will do this.
- Agree how commissioners of the service – including specialist commissioners will be informed of the concerns and who will do this.
- Consideration needs to be given about media interest and briefing Communications Team and ,relevant senior managers and legal representatives
- Consideration needs to be given to informing risk and insurance if appropriate
- This communication strategy must be reviewed regularly.

10. Agreed Actions

Clarify the agreed actions from this meeting – record any disagreements, unresolved areas and unmet needs.

- Restate the scope of the investigation – be clear
- Confirm who will be doing what
- And within what timescale

- Check with minute taker they have all the information they need to write up the minutes.

11. AOB

- Ask all attendees if they feel all relevant issues have been identified and discussed.
- Date, time and venue of any further meetings