

**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