**Appendix Two**

**Record of Multi-Agency Review Meeting**

* This meeting is held under the guidance provided by the Darlington Safeguarding Partnership’s Executive Strategy Procedure
* The matters raised are **confidential** to the members of the meeting and the agencies

that they represent.

* Minutes of the meeting are distributed on the strict understanding that they will be kept confidential and in a secure place.
* A copy of these minutes will be provided to the DSP Business Unit.
* These minutes must not be shared outside the meeting without the agreement of the

Chair.

**Please complete all sections of the form in as much detail as possible.**

|  |  |
| --- | --- |
| **Name of Service Provider:** |       |
| **Initial Meeting Date:** |       |
| **Time:** |       |
| **Venue (if applicable):** |       |

**Xx**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** | **ORGANISATION** | **CONTACT DETAILS** | **INVITED** | **ATTENDED** | **APOLOGIES** | **NAMED CONTACT** | **DATE NOTES CIRCULATED** |
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| **SECTION 1: PURPOSE OF MEETING:** |
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| **SECTION 2: REVIEW OF MINUTES OF THE INITIAL MEETING / REVIEW MEETING** |
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| **SECTION 3: REVIEW OF PROGRESS:** |
| Implementation of the Multi-Agency Action Plan / Service Provider Improvement Plan including record of plans, reports received and consideration of any further safeguarding concerns / enquiries or multi-agency concerns. |
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| **SECTION 4: REPORTS FROM ANY INDIVIDUAL SAFEGUARDING INVESTIGATIONS/ ASSESSMENTS** |
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| **SECTION 5: INFORMATION FROM SERVICE PROVIDER** |
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| **SECTION 6: REVIEW OF MULTI-AGENCY RISK ASSESSMENT** |
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| Has a suspension of further placements been agreed or removed? | **Yes** | **No** |
| Please provide further details below: |
|  |

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| **SECTION 7: MULTI-AGENCY ACTION PLAN** |
| **The Multi-agency Action Plan will address the following:*** **Issues requiring investigation**
* **Information or advice required in relation to any legal / contractual / registration /employment issues**
* **Action required ensuring ongoing safety of vulnerable adults**
* **Identification of specific individuals at risk subject to the Safeguarding Adults procedures**
 |
| **Item/Issue** | **Task/Action** | **Desired Outcome** | **Agency/Person Responsible** | **Timescale** |
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| **SECTION 8: NEXT MEETING** |
| **Date:** | **Time:** | **Venue:** |
| **Signed:** | **Date:** |