Oldham
Council

Agenda

CASE CONFERENCE -

Date:
Venue:
Time:

1	**Welcome and Introductions**
2	**Apologies**
3.	**Definition of adult at Risk and abuse**
	See Safeguarding Adults Policy Statement Part One – Page 8 & 9
4.	**Purpose of Meeting**
	The main purpose of the case conference is to evaluate the evidence and decide based on the balance of probability whether the abuse allegation meets one of the nationally agreed outcomes. The responsible manager will summarise the key points of the investigation and the case conference discussions. This will assist the attendees to reach an outcome. The responsible manager will reiterate the standard of proof required to decide the outcome of the abuse allegation.
5.	**Confidentiality**
	CONFIDENTIALITY DECLARATION By signing the attendance sheet, you agree to the terms below: Any information shared at this meeting is confidential to the people attending the meeting and their Line Managers. It should not be shared with anyone else unless otherwise agreed at this or subsequent meetings. I consent to the vocal recording of the above meeting, to enable a full account of the meeting to be taken and assist with the documentation of the meeting. I understand that anything discussed and/or recorded in the meeting is confidential to that meeting. Once the minutes of the meeting have been agreed by all parties the recording will be deleted. The recording or any minutes made as a result of this meeting will not be shared with anyone else without my prior consent. The reports will be destroyed immediately after the meeting apart from one that will be kept for the client file.
6.	**Minute taking [Distribution]**
	All professionals involved will receive a copy of the minutes, as well as apologies sent. Family will receive a copy of the minutes with just the parts in which they were in attendance.
7.	**Ground Rules**
8.	**Reading of Investigators Report**
9.	**Family Feedback/Adult at Risk**
10	**Discussion of Investigators Report – Professionals only**

11	**Risk Assessment / Protection Plan**
12	**Summary of Findings/ Recommendations**