



Meeting Notes

Date		
Time		
Location		

This meeting was held under the umbrella of the 4LSAB Multi-Agency Risk Management Framework. This process has been endorsed by the partner agencies of all the Local Safeguarding Adults Boards in Hampshire, Isle of Wight, Portsmouth and Southampton and has been incorporated into each agency's standard operating procedures. For more information, please refer to the [4LSAB Multi-Agency Risk Management Framework](#)

All information shared at this meeting is confidential and privileged and is not to be shared outside of this meeting without the permission of the chair and the agency that provided the information.

Chair	
Note taker	
Host organisation	

No.	Item	Action	Date
1.	Present: Apologies:		

2.	Current situation	Action	Date
	Summary of any care and support offered or in place Individual agency perspectives of the concerns Risks to the individual and/or others The individual's views and wishes and how they wish to be involved The individual's strengths/assets (inc. family/wider social network)		
3.	Mental capacity		
	Consideration of the individual's mental capacity around the areas of unmanaged risk		
4.	Assessment of risk		
	Collaborative and holistic assessment of presenting risks		
5.	Discussion		
	Legal powers and remedies in use or potentially available Rationale for or for not using these Lead coordinating professional for the process Individual agency leads Information sharing arrangements Contingency and escalation plan Any areas of unresolved disagreement		
6.	Shared risk management plan		
	Risk management plan Confirm who will share the plan with the individual How the individual will be involved and kept up to date Monitoring and review arrangements		

Please note this is not a verbatim record of the meeting, but a summary of information presented and discussed. Amendments will, therefore, only be circulated where the information recorded is factually incorrect, or where the meaning of what was actually said is substantially altered by the way it is recorded.