

Southampton Safeguarding Adults Board

MARM Meeting Guidance



Purposeful Meetings; managing and planning meetings.

1. Why have a meeting?

- To bring everyone involved with the adult together
- A partnership approach
- To fully involve the adult in assessing and planning
- To gather and share information
- To assess the risk to the adult
- To plan the actions needed
- To set tasks and responsibilities for all involved
- To make formal plans and decisions.

2. The Structure of a Risk Management Meeting

1. Introductions.
2. Purpose of the Meeting.
3. Summaries from all attendees, what are the risks to the adult.
4. Prepare a Risk Statement- What are the Risks, assess their severity and likelihood.
5. Devise a Risk Plan.
6. WHAT, HOW, WHO, WHERE, WHEN.
7. Assign tasks to Attendees.
8. What does the adult need to do, what support does he/she require.
9. Contingency Planning (how to respond to unexpected events).
10. Communication Plan.
11. Is a further review meeting needed.

3. Involving the Adult

Prior to the meeting the member of staff working with the adult who is the subject of the meeting should meet with them to help prepare them to attend. This may include the involvement of their advocate, family member or representative.

The adult should be:

- invited, supported, and enabled to attend the meeting or equivalent part of the meeting as appropriate and they wish to participate
- supported to play an active part in the development of their risk management plan.
- confirm what the adult wishes as outcomes from the process or any particular things they do want to happen.

The adult's views should be taken into account about:

- whether they wish to attend/bring someone with them
- whether they wish to nominate someone to attend on their behalf and who this is.

If the adult does not wish to attend the meeting, they should be consulted about their views, these should be given at the meeting by a representative or advocate.

If the adult does not have capacity a decision needs to be made about who the key decision-makers should be, in line with the MCA Code of practice.

The meeting should be held at a venue which enables the adult to fully participate. In some cases this may be in their own home.

If the adult does not attend the meeting the reasons for this should be recorded.

The meeting should decide and record:

- who will feed back any decisions about the protection plan to the adult if they do not attend.
- who they can contact if they do not agree with the protection plan or wish to comment on it.

4. Before the meeting.....Pre-Meeting Planning

- Define the purpose and objectives of your meeting.
If you can't do this, you don't need a meeting!
- Decide who needs to attend the meeting.
Only invite the people you really need!
- Invite the people you want to attend and explain what you require them to contribute.
It is important attendees understand exactly what you want from them!
- Appoint a minute taker.
Do this in advance so they have adequate time to prepare!
- **Consider your agenda and send it out** to attendees in advance of the meeting

5. Skills and Behaviours of Effective Chairing

Key skills

Pre-planning
Good time management
Good communication
Assertiveness
Involve all attendees in the meeting
Seek consensus
Flexibility in approach
Objectivity
Ability to ensure decisions are made during the meeting
Accurately recording of actions and plans

Key behaviours

Confidence (or giving the impression of confidence)
Deflecting or redirecting questions
Avoiding unofficial competition with and by attendees
Welcoming of diversity of views and contributions
Stimulating thoughts and relevant discussions
Capturing actions, owners, and completion dates

Management of personal feelings

6. Guidelines/ Rules for Meetings

Confidentiality, read out the confidentiality statement.

All present to introduce themselves

Only one person to speak at a time

Be concise when speaking and stick to the item on the agenda

Be clear about what is fact and what is opinion

Respect what others have to say, including non-verbally

No mobile phones or electronics at the table

Acknowledge dissent and disagreement