



Derby and Derbyshire Safeguarding Adults Boards

Meeting titles and acronyms guide

Meeting Title	Acronym	Derbyshire or Derby City meeting?	Description of the purpose of the meeting
Best Interest Decisions	BID	Both	A BID meeting is about a decision that needs to be made in relation to person who lacks mental capacity. The aim of a Best Interest Decisions meeting is to ensure that any actions taken are in the best interests of the person, balancing their needs and rights while protecting them from harm. The principles of the Mental Capacity Act are followed to ensure that the decision is made in the person's best interests, respecting their rights and dignity.
Care Programme Approach	CPA	Both	CPA refers to the Care Programme Approach a framework used to assess and support individuals with mental health needs ensuring a coordinated and transparent approach to care Used by secondary mental health services, CPA review meetings are held to discuss the person's needs and draw up or review the person's care plan. This may include inviting professionals involved in the person's care to meet together with the person to agree the plan for their care.

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Clinical Support Team/Vulnerable Adult	CST/VA	Both	<p>A CST is a gathering of healthcare professionals from various disciplines to discuss and coordinate the care of patients, particularly those with complex or high-risk conditions. The meetings are arranged and chaired by the GP surgery. The meetings aim to ensure that patients receive comprehensive, integrated care by bringing together different specialists to share information, develop care plans, and monitor progress.</p> <p>CST meetings might include doctors, nurses, social workers, therapists, and other healthcare providers. They discuss individual people, review treatment plans, and make necessary adjustments to ensure the best possible outcomes for patients.</p>
Initial Enquiry Meeting	IE Meeting	Derby	<p>An Initial Enquiry Meeting in safeguarding adults refers to the first meeting held when a safeguarding concern is raised about a person's welfare is raised, where the primary goal is to gather initial information, assess the potential risk of abuse or neglect and determine if further safeguarding action is required, typically involving the adult at risk, relevant professionals and potentially their family or support network.</p> <p>Key aspects of an initial enquiry meeting:</p> <ul style="list-style-type: none"> • Gathering information: obtaining timely details about the person's situation, including their personal information, care needs, concerns regarding potential abuse or neglect, and who raised the concern. • Assessing risk: analysing the severity and likelihood of the potential abuse or neglect based on the information gathered. • Consent and capacity: establishing whether the person has the capacity to consent to discussions and safeguarding actions and respecting their wishes where possible. • Engaging with the person: speaking directly with the person to understand their perspective on the situation, their concerns and desired outcomes.

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			<ul style="list-style-type: none"> • Multi-agency involvement: depending on the complexity of the situation other professionals such as health, police, legal representatives may be involved. • Timescales: are to be negotiated with all relevant parties, considering proportionality to the presenting risk and level of concern. <p>Important considerations:</p> <ul style="list-style-type: none"> • Confidentiality: maintaining confidentiality of information while ensuring appropriate disclosure to relevant parties. • Empowerment: supporting the person to make informed decisions about their care and safety wherever possible. • It is the responsibility of the chair of the Initial Enquiry Meeting to ensure that the decisions and agreed actions are fully recorded appropriately. All agencies attending should take notes of the actions agreed at the time of the meeting. • A copy of the record should be made available for all those, who had been invited, as soon as practicable by adult social care.
Multi-Agency Risk Assessment Conference	MARAC	Both	<p>A MARAC is a meeting where professionals from various agencies come together to discuss people who are at high risk of serious harm or death due to domestic abuse. The primary aim is to improve the safety of victims and their dependents by creating a coordinated action plan.</p> <p>During a MARAC meeting, representatives from agencies such as the police, health services, social care, housing, and independent domestic violence advocates (IDVAs) share information about the risks and develop a tailored plan to reduce those risks. The victim is represented by an IDVA who ensures their needs and preferences are considered.</p>

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Multiagency Adult Risk Management	MARM	Derbyshire	<p>A MARM meeting is a meetings arranged for a person who is being supported via the Multiagency Adult Risk Management process (previously known as Vulnerable Adult Risk Management/VARM).</p> <p>In order to consider a person for a MARM meeting all the following criteria should apply:</p> <ul style="list-style-type: none"> • A person must have capacity to make decisions and choices regarding their life. • There is a risk of serious harm or death by self-neglect, fire, deteriorating health condition, non-engagement with services or where an adult is targeted by local community, is subjected to hate crime, anti-social behaviour or sexual violence - and they do not meet the criteria for safeguarding. Serious harm means death or injury, whether physical or psychological, which is life threatening and/or traumatic and which is viewed to be imminent or likely to occur in the future. • There is a potential risk to the health and safety of others in the community. • There is a high level of concern from partner agencies. <p>An initial MARM meeting will be arranged to bring together relevant agencies who are best placed to support the person and an action plan will be put in place with the aim of reducing/removing the risk to the person. Review MARM meeting/s may be held following an initial MARM meeting to track progress and follow up on actions agreed until agreement is reached for the MARM to be closed. The person should be invited to attend and participate in MARM meetings wherever this is possible and safe to do so.</p>
Multi-Agency Public Protection Arrangements	MAPPA	Both	<p>A MAPPA meeting is a collaborative effort involving various agencies to manage the risks posed by sexual and violent offenders. The goal is to protect the public, including victims of crime, from serious harm.</p>

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			<p>During a MAPPA meeting, representatives from the police, prison service, probation services, and other relevant agencies come together to:</p> <ul style="list-style-type: none"> • Identify and assess risks: Evaluate the potential risks posed by offenders. • Share information: Exchange relevant information to ensure a comprehensive understanding of the offender's history and current situation. • Develop risk management plans: Create and implement plans to manage and reduce the risks. • Monitor and review: Regularly review the effectiveness of the risk management plans and make necessary adjustments. <p>The meeting ensures that all agencies work together to manage offenders effectively and protect the public.</p>
Multi-Disciplinary Team	MDT	Both	<p>MDT meetings are a gathering of professionals from various fields and disciplines who come together to discuss and coordinate the care or support for a person, often in the context of healthcare or social care. The goal of these meetings is to ensure that the person receives holistic and comprehensive support by leveraging the expertise of different professionals.</p> <p>An MDT meeting might include doctors, nurses, social workers, therapists, psychologists, educators, and other relevant professionals. They discuss the person's needs, share information, develop a coordinated care or support plan, and monitor progress.</p> <p>MDT meetings are essential in complex cases where multiple aspects of a person's well-being need to be addressed, ensuring that all professionals work together effectively to provide the best possible outcomes.</p>
Next Steps		Both	<p>A Next Steps Safeguarding Meeting is a meeting held after an initial safeguarding concern has been identified and takes place as part of further enquiries (S42 of the Care Act 2014). The purpose of this</p>

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			<p>meeting is to plan and coordinate the next steps in the safeguarding process which will involve risk mitigation, safety planning, and identifying actions to promote the well-being of the person at risk.</p> <p>During this meeting, professionals from various agencies come together to:</p> <ul style="list-style-type: none"> • Share information: Discuss the details/circumstances any new information that has emerged. • Assess risks: Evaluate the level of risk to the person and others involved. • Plan interventions: Decide on the necessary actions to protect the person and reduce risks. • Assign responsibilities: Determine who will carry out specific tasks and set deadlines for completion. • Review progress: Monitor the effectiveness of the interventions and make adjustments as needed. <p>The goal is to create a coordinated and effective plan to address the safeguarding concerns and ensure the person's safety.</p>
Professionals Meeting		Both	<p>A Professionals Meeting is a gathering of various experts and practitioners from different fields to discuss and coordinate support for a person. These meetings are often held in contexts where multiple agencies or services are involved, such as social care and healthcare.</p> <p>The primary objectives of a Professionals Meeting include:</p> <ul style="list-style-type: none"> • Sharing information: Professionals from different disciplines share relevant information about a person to ensure a comprehensive understanding. • Coordinating care or support: Developing and implementing a coordinated plan of action that addresses the needs and concerns of the person's safety. • Problem-solving: Identifying and addressing any challenges or barriers to providing effective support.

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			<ul style="list-style-type: none"> Monitoring and reviewing progress: Regularly assessing the effectiveness of the support plan and making necessary adjustments.
Safety Planning Meeting		Derby	<p>A safety planning meeting in adult social care is a gathering of professionals involved in a person's care, convened to discuss and develop a plan to mitigate risks and safeguard a person at risk of harm, ensuring their safety and wellbeing, and assigning responsibilities to relevant agencies, always involving the person as much as possible in the decision making process. The safety planning will sometimes take place during the Next Steps meeting but there may also be a separate safety planning meeting during the safeguarding process.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> Detailed review of the person's current situation including their needs, and potential risks. Assessment of the person's capacity to make decisions. Identification of potential perpetrators of abuse. Strategies to reduce risks. Communication plan with key individuals and agencies. <p>Important considerations:</p> <ul style="list-style-type: none"> Person-centred approach: the person's views, wishes and preferences should be central to the safety plan. Clear communication: All attendees should understand their roles and responsibilities in implementing the safety plan. Regular reviews: the plan should be regularly monitored and updated as needed based on changing circumstances.

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