



Safeguarding Adults Fact Sheet: Number 3

What is a Planning Meeting/Planning Discussion?

Information for adults at risk

What is a Planning Meeting or Planning Discussion?

The purpose of a Planning Meeting or Planning Discussion is to consider:

- The best way to investigate the allegations or concerns
- The risks of harm to you (or others)
- How to support you (and others) to be safe

Why is it sometimes a Planning Meeting and sometimes a Planning Discussion?

Sometimes it is better to have a meeting, where everyone can come together to discuss the best way to address the allegation/concern. This is often helpful when there are a lot of people involved or the issues are complicated. This is called a Planning Meeting. You may be invited. If you are not invited it may be because the professionals involved may need to consider risks to others which would not be appropriate to discuss with you. However, it is important to remember that wherever possible a worker, often the Safeguarding Adult Lead Worker will talk to you about your views and wishes which will be shared in the meeting. In particular you will be asked what you want as a result of the safeguarding concern being raised.

On other occasions, getting everyone together in one room is not necessary or practical. If this is the case, the Safeguarding Lead Worker along with an Independent Safeguarding Chair will decide who they need to contact at this stage, and speak to them separately. This is called a Planning Discussion.

I have been invited to a Planning Meeting, do I have to go?

No. You do not have to come. This is your choice.

If you are worried about attending or have questions about the meeting, you can talk to the Safeguarding Coordinator.

If you have been invited, but decide not to come, you may want to do one of the following instead:

- you may wish to give your views in writing, or
- ask someone to attend on your behalf, for example an advocate, friend or family member, or
- ask the Safeguarding Worker or another worker who may be involved with you to pass on your views.

If you are not present, any recommendations made at the meeting about your support will need to be discussed with you after the meeting.

If you do attend and there is a need to share confidential information or plan an enquiry (type of investigation), you may be asked to leave whilst these issues are discussed.

Can I bring someone with me?

Yes. You can bring someone to support you at the meeting.

You might want to ask a family member, friend or an advocate to come with you.

Let the Safeguarding Lead Worker know if you wish to bring someone to support you.

Will people listen to what I have to say?

Yes. Your views are very important. There is an independent Chair who will chair the meeting and will make sure your views are heard and listened to.

A Safeguarding Enquiry will need to be fair and objective. Decisions about how the concerns are investigated will need to be decided within the meeting.

A Protection Plan is about your safety. Decisions about your care or support will need to be agreed with you. If you have been assessed as not having the mental capacity to make a particular decision, then a decision may be needed in your 'best interests'. Your views, wishes, feelings and beliefs will be taken into account. Such decisions will be made in line with the Mental Capacity Act 2005. If you do not have a relative or friend to represent you then an Independent Mental Capacity Advocate (IMCA) may be appointed who will meet with you and represent your views at the meeting.

Who else will be at the Planning Meeting?

There may be range of professionals at the meeting.

- The Safeguarding Coordinator
- Professionals who may need to be involved in the investigation sometimes, this may include the police
- People who can help us all to understand the risks of harm or take actions that support you to be safe
- A person recording the minutes of the meeting

What happens if I disagree with the decisions made?

The Safeguarding Lead Worker may have already put in place a number of measures to keep you safe before the meeting or discussion can take place. This plan, which is

also known as a Protection Plan, is for your safety and will be reviewed at this meeting.

If the plan involves changes to the support or care you receive, then this plan will need to be agreed with you. You can say what help or support you need. If you do not like the plan, you can ask for changes. Once again you will be asked what you want as an 'outcome' as a result of the safeguarding concern.

It is also important to remember that in some cases a Protection Plan may not be needed e.g. where concerns are unfounded or where all actions to improve the situation have already been put in place.

If you have been assessed as not having mental capacity to make a particular decision, then a decision will need to be made in your 'best interests'. Your views, wishes, feelings and beliefs will be taken into account. Such decisions are made in line with the Mental Capacity Act 2005.

Sometimes a Protection Plan is needed to keep other people safe as well. In these situations the plan may not need your agreement.

Do I have a choice about whether Safeguarding processes go ahead?

You do have a choice if you have the mental capacity to decide to do this. A Safeguarding Adult Lead Worker may still want to talk to you about how you plan to keep yourself safe in the future and also options for managing any ongoing risks.

There may be occasions where a serious crime has been committed, other vulnerable people are at risk, or others involved in your life have significant concerns that

because of the situation you find yourself in that you are unable to fully understand the consequences of not agreeing to manage the risks under safeguarding. On rare occasions such as these, a meeting may still go ahead.

If I have questions, who can I speak to?

Wherever possible you should speak to the Safeguarding Lead Worker. Alternatively you could talk to your Social Worker/Nurse or any other person who can assist you with passing on the information to the Safeguarding Lead Worker.

You can use this space to record details of your Safeguarding Lead Worker or anything you want to raise in the process of the Safeguarding process:

This is one of a series of Fact Sheets, the others are:

No.1: What happens after abuse is reported?

No.2: Easy read: What happens after abuse is reported?

No.3: What is a Planning Meeting/Planning Discussion?

No.4: What is a Safeguarding Adult Enquiry?

No.5: What is a Review meeting?

No.6: Information for relatives and friends

No.7: Safeguarding Adults Enquiry – Information for those alleged to have caused harm

The Fact Sheets and the Bath and North East Somerset Safeguarding Adult Multi-Agency Policy and Procedures are available for anyone to read at:

<http://www.bathnes.gov.uk/services/care-and-support-and-you/safeguarding-and-legal-information>

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