

## The administration of safeguarding adults meetings

SA meetings are conducted in compliance with the Safeguarding Adults Board multi-agency policies and procedures. These are formal meetings which are an integral part of the investigation, planning and management of safeguarding proceedings.

Although the chair of the meeting has a responsibility for conducting any meeting and signing off all records, the allocated administrator for every meeting has a vital role to play.

The notes below are intended to help all those involved in the process so that everyone is clear about their roles and the standard required.

Planning for the meeting	
1	Book date and invite attendees.
2	Arrange meeting room.
3	Request a minute-taker for the meeting (currently via Claire Knott for North, and Carla Farrell for South).
4	Check attendees have confirmed attendance and have all the information required.
5	If attendees send apologies, check with chair the meeting can still go ahead.
6	Confirm agenda with chair of the meeting using standard agenda template as a starting point. <a href="#"><u>Standard agenda template</u></a>
7	Confirm with chair what paperwork needs to be sent out in advance of the meeting.
8	Confirm with chair what paperwork needs to be presented at the meeting.
9	Planner to inform the minute-taker of any apologies.
10	Minute-taker to take copies of the agenda, previous minutes, attendance sheet and any other relevant documents to the meeting for the attendees.

Minute taking	
11	Use standard agenda. <a href="#"><u>Standard agenda template</u></a>
12	Have copies of equal opportunities and confidentiality statement available, if not already attached to the agenda. <a href="#"><u>Confidentiality and equal opportunity statement</u></a>
13	Use standard signing in sheet and circulate at the beginning of each meeting. <a href="#"><u>Signing in sheet</u></a>

14	Use the standard minute taking template. <a href="#">Standard minute taking template</a>
15	<ul style="list-style-type: none"> <li>Record briefly, factually and in third person.</li> <li>Capture 'the message' rather than the detail.</li> <li>If unclear ask the chair to confirm.</li> </ul>
16	Use naming protocols as follows: Each name in full followed by the initials, thereafter initials only e.g. Gill Manning Smith (GMS).
17	List all actions agreed at the end of the minutes.
18	Keep notes of the meeting until minutes have been agreed by the chair.

Follow up after the meeting	
19	Agree a final version of the action points with the chair.
20	Send out action points to all attendees within 24 hours with standard e-mail (see suggested email wording attachment). Use secure e-mail if you have the facility; otherwise send password protected and inform recipients of the password separately. <a href="#">Link to standard e-mail 'action points'</a>
21	Agree draft minutes with the chair. Also check with the chair if the draft minutes should be sent to those who were not present/sent apologies.
22	Send draft minutes out to all attendees within 3 days with standard e-mail (see suggested email wording attachment). Use secure e-mail if you have the facility; otherwise send password protected and inform recipients of the password separately. <a href="#">Link to standard e-mail 'draft minutes'</a>
23	Collate all comments on draft minutes and agree final version of the minutes with the chair.
24	Circulate final copy of the minutes to the chair and attendees with standard e-mail (see suggested email wording attachment). Use secure e-mail if you have the facility; otherwise send password protected and inform recipients of the password separately. <a href="#">Link to standard e-mail 'final version'</a>
25	Chair to take responsibility for advising the administrator if the minutes need to be added to the Strategy section in the Investigation Assessment on SWIFT. <i>(Not appropriate for all cases.)</i>
26	File final copy of the minutes using the following protocol: <i>(date of meeting yyyyymmdd) 20120531 Minutes SVA FINAL (clients initials &amp; SWIFT id if known).</i>

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