



**Leeds Safeguarding
Adults Board**

Safeguarding Adults

Fact Sheet:

What is an Outcome Meeting?

Information for friends and relatives

What is an Outcome Meeting?

An Outcome Meeting is the new name for Case Conference Meetings in Leeds. We changed the name because we wanted to focus better on how we are supporting people to achieve the changes they want in their lives.

A Formal Enquiry is undertaken to:

- understand what has happened,
- assess the risks to the person or others
- put in place a safeguarding plan to keep everyone safe, and
- identify any learning to support others to be safe in the future.

A meeting is not always needed, but sometimes it is helpful for everyone concerned to come together to agree how best to support your friend or relative to be safe.

What decisions will be made at the meeting?

The Outcome Meeting will consider:

- the findings from the Formal Enquiry,
- whether your friend or relative remains at risk of abuse or neglect and,
- what actions are needed to support people to be safe.

The Outcome Meeting will consider what your friend or relative wanted to achieve from the enquiry, and whether we are managing to achieve this for them. If they have since died, the meeting will need to consider what they would have wanted, and you will be able to help those present understand this.

Sometimes a further meeting, called a Review Meeting will be needed in order to make sure the Safeguarding Plan is being carried out and is keeping you safe.

Your attendance at the meeting

If there have been concerns for the safety of your friend or relative then they will be invited to attend the meeting. The focus of the meeting will be their safety and the safety of any other person at risk.

With the permission of your friend or relative, you may be invited to attend to support them. If they are unable to make decisions about their safety and wellbeing, then you may be invited to attend and represent their interests. Sometimes the person at risk does not wish to attend, or cannot, or has unfortunately since died. In these situations it is all the more helpful to have a

friend or relative at the meeting who can help others to understand their views and experiences.

If you are worried about attending, you may wish to talk to the Safeguarding Coordinator or the Chair of the meeting, they will be able to talk to you about any concerns you may have.

Your role at the meeting

You will be sent an Agenda in advance of the meeting, so you know how the meeting is to be organised.

You will usually be sent the Formal Enquiry Report so that you can consider the issues to be discussed before you attend.

The meeting is about your friend or relative. Your role may depend on their wishes and circumstances, but it may include:

- supporting your friend or relative with a distressing experience
- supporting your friend or relative to express their views and wishes
- advocating for the adult at risk according to their wishes, or in their best interests if they do not have the mental capacity to represent themselves on particular issues
- helping those present at the meeting to understand what has happened to your friend or relative
- sharing knowledge about the risks your friend/relative is experiencing and their need for support
- contributing to the safeguarding plan; this a record of the agreed actions that will support those people to be safe from harm.

You will be given an opportunity to give your views. The Chair will make sure these are taken into consideration when decisions are made.

Who else will be at the Outcome Meeting?

There may be a range of people at the meeting:

- The Chair of the meeting
- The Safeguarding Coordinator and Safeguarding Enquiry Officer
- Practitioners who have been involved in the enquiry, sometimes, this may include the police
- People who provide your friend or relative with care and support
- A person recording the minutes of the meeting.

When an allegation has been made against another person then sometimes this person is also invited to the meeting. If this is being considered, you may be asked how you feel about this. We can then manage the arrangements in a way that helps you to feel comfortable to attend.

Will I be sent a record of what was agreed?

Yes. We aim to send you draft minutes of the meeting within 2 weeks. If you think anything has been recorded wrongly, you can ask for it to be amended.

What happens if I disagree with the decisions made?

Those attending the meeting will need to consider how best to support your friend, relative and others to be safe. If you disagree with decisions made you can say so at the meeting.

If after the meeting, you do not feel the plans made will keep your friend or relative safe, or if you are unhappy with how decisions were made, you should speak to the Safeguarding Coordinator.

Information on how to make a complaint can be found on the local authority website: <http://www.leeds.gov.uk/residents/Pages/Complaints.aspx>

If I have questions, who can I speak to:

You can speak to your Safeguarding Coordinator. If an Outcome Meeting has already been arranged, you can also ask to speak to the Chair of the meeting.

You can use this space to record relevant contact details:

The West, North Yorkshire and York Multi-Agency Safeguarding Adults Policy and Procedures are available for anyone to read at:

www.leedssafeguardingadults.org.uk