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**Allegation Management Second Strategy Meeting Agenda**

A Confidentiality Statement and Attendance Register Sheet must be completed, and apologies noted.

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| **AGENDA ITEM** |
| 1. Welcome, Apologies and Introductions   *Check if different manager/employer is present. Are they aware of the previous meeting? Seen minutes?* |
| 1. Statement of Confidentiality (to be read aloud):   *‘This Strategy Meeting falls under the OSAB Guidance and Procedure for Adults Allegation Management and as such the information shared in this meeting is confidential and must only be disclosed to those directly involved in the case and their managers. The anonymity of any whistle-blower’s details (if applicable) should be adhered to. Copies of the minutes should not be photocopied or shared without the agreement of those in attendance. This is to be agreed by all attendees. Attendees are reminded that the minutes will reflect how the individual employee discussed at the meeting should be treated and that all discussions and decisions at the meetings will be undertaken reasonably and fairly, respecting human rights and equalities legislation’.* |
| 1. Details of The Allegation(s) Identified at First Meeting |
| 1. Minutes of Previous Meeting |
| 1. Actions   *What actions have been undertaken? What are the outstanding actions?* |
| 1. Provider Internal Investigation Findings |
| 1. Decision Making re: Outcome |
| 1. Outcome Grid   *For the individual categories of abuse identified. decide on an outcome for each (Substantiated, Unsubstantiated, Unfounded, Malicious/False) Complete Outcome Grid with employer stating clear rationale for each abuse category* |
| 1. If Substantiated, Discuss Duty to Refer to DBS   *Two weeks to provide date and number of referral to DBS* |
| 1. Consider Referral to Further Professional Bodies   *i.e. NMC, Social Work England* |
| 1. Any Commissioning Issues   *Commissioning to consider this* |
| 1. Any Outstanding Actions for Adult Social Care? |
| 1. Summary |
| 1. Agree Actions and Timescales |
| 1. Support to Employee |
| 1. Conclusion, Feedback Forms and Close |