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**Allegation Management 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
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| 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. Background/Factual Information Regarding the Alleged Perpetrator
 |
| 1. Details of The Allegation(s)

*What, Where, When, How? Identify type of abuse and list the individual abuse categories* |
| 1. How This Is Relevant to Their Employment
 |
| 1. Risk to Individuals
 |
| 1. Wider Public Interest Issues
 |
| 1. Consideration of Potential Breach of Clauses Within the Commissioning Contract

*Commissioning to Consider This* |
| 1. Information Shared/Discussed at the Meeting

*Minute Taker to Take Notes* |
| 1. Summary
 |
| 1. Outcome

*For the individual categories of abuse identified. decide on an outcome for each (Substantiated, Unsubstantiated, Unfounded, Malicious/False)* |
| 1. If Decision Cannot be Made, What Further Information is Needed?
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| 1. If Substantiated, Provide Details of Evidence to Support Decision (Who, What, When, How)
 |
| 1. Proportionality in Relation to The Person’s Rights and the Impact of Disclosure
 |
| 1. Agree Actions and Time Scales
 |
| 1. Support to Employee
 |
| 1. Further Review Meeting Required?
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