



Safeguarding Adults Fact Sheet 4

What is a Planning Meeting/Planning Discussion?

What is the purpose of a Planning Meeting/Planning Discussion?

- To share information to better understand the safeguarding concerns.
- To understand your views about the safeguarding concerns and keeping safe.
- To identify the risks of harm to you or others and agree an initial safety plan.
- To agree the best way to investigate the allegations/concerns and whether further safeguarding enquiries are needed.

Why have a Planning Meeting/Planning Discussion?

A Planning Meeting is where everyone can come together to discuss the best way to address the allegation/concern. This is usually the case where there are a lot of people involved and the issues are complicated.

On other occasions, getting everyone together in one room is not necessary or practical. If this is the case a Planning Discussion is held where the safeguarding worker along with an independent chair will decide who they need to contact at this stage, and speak to them separately.

Who else will be at the Planning Meeting?

There may be range of professionals at the meeting:

- Independent chair (from B&NES Council Adult Safeguarding Team).
- Safeguarding worker (from Adult Social Care or an NHS Organisation).
- Professionals who are involved with you or the concerns e.g. care providers, health professionals, housing, and police.
- A person recording the minutes of the meeting.

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 worker.

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.
- Ask someone to attend on your behalf, for example a friend, a family member or an advocate.
- 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 safety will be discussed with you after the meeting.

There may be aspects of a Planning Meeting/Planning Discussion that you cannot be party to because of the need to share confidential information about other people or organisations.

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 worker know if you wish to bring someone to support you.

If you have particular communication needs these will be taken into account when arranging the meeting

Will people listen to what I have to say?

Yes. Your views are very important. The independent chair will make sure your views are heard and listened to.

The Planning Meeting/Discussion needs to be fair and objective and therefore the Independent chair will also consider all the issues and views of those involved.

Your views will be clearly recorded in the minutes of the meeting. The chair will agree who gets a copy of the minutes and will remind everyone that these need to be kept securely.

What will happen as a result of the Planning Meeting/Planning Discussion?

- There may be a satisfactory conclusion and the safeguarding process ends. This may include an agreed on going safety plan.
- Or there may be a need for further safeguarding enquiries which the safeguarding worker will coordinate and take forward.

Do I have a choice about whether Safeguarding processes continue?

Yes, you can request that the safeguarding process ends at this stage. A safeguarding 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 when safeguarding processes need to continue with or without your agreement, e.g. when other vulnerable people are at risk, you are unable to fully understand the consequences of not agreeing to manage the risks under safeguarding, or there are Police investigations.

If you have questions, please contact your safeguarding worker who will be happy to answer them.

For more information please see other available Fact sheets:

- Fact Sheet 1 - Safeguarding Adults from Abuse and Neglect – types of adult abuse and what you can do about it
- Fact Sheet 2 - Safeguarding Adults from Abuse and Neglect – types of adult abuse and what you can do about it (Easy read version)
- Fact Sheet 3 - What Happens when Abuse or Neglect are Reported?
- Fact Sheet 4 - What is a Planning Meeting or Planning Discussion?
- Fact Sheet 5 - What is a Safeguarding Enquiry?
- Fact Sheet 6 - What is a Safeguarding Review Meeting?
- Fact Sheet 7 - Information for Relatives and Friends
- Fact Sheet 8 - Information for Those Alleged to Have Caused Harm

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

<https://bcssp.bathnes.gov.uk/what-safeguarding>

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