



## **Multiagency Adult Risk Management Meeting**

### **Guidance to assist MARM Chairs**

#### **Pre meeting checklist:**

- Has the adult been informed of the meeting?
- Has the 'MARM-What to expect' leaflet been shared with the adult/advocate, if appropriate?
- Have arrangements been made for the adult to attend the meeting?
- Has the adult been asked if they want a family member / friend / advocate to support them at the meeting?
- Are any special requirements needed for the meeting? (Please specify)

- What does the adult want as an outcome of the meeting: this may be recorded on the 'What to expect' leaflet.

- If an advocate is attending on the adult's behalf, verify with the adult that the appointed advocate is attending with consent, having regard to confidential information.

- What steps have been made to verify 'capacity'?

*If capacity is assumed, ensure group discussions re matters of capacity are undertaken prior to the adult entering the meeting.*

- Verify that more than one attending agency AGREE that there is a risk of SERIOUS HARM or DEATH.
- A short pre-meeting without the adult may be appropriate in some circumstances but justification for this should be recorded.
- Chair to have advance details of the advocate who is attending the meeting.
- Does the adult have any significant vulnerabilities / risks to adults or children? What action, if required, is to be taken?

#### **MARM meeting checklist:**

- Prior to introductions, set out the rules of the meeting:
- Confidentiality and information sharing and retention. Offer assurance to the adult that the matters raised will be appropriately controlled.
- Points of contention between agencies should be discussed respectfully: significant points of contention should be discussed outside the MARM, particularly if the adult is in attendance.
- Housekeeping: explain the location of toilets and the option to take comfort breaks, specifically for the adult.
- Offer the adult refreshment: hot drinks should be avoided if conflict is likely.
- Consider the seating arrangement of the meeting room, attempt to create an environment less formal and to put the adult at ease. Consider the location of the door.
- On commencement of the meeting the chair should, as far as possible, explain to the adult why the meeting has been called and the desired outcomes.

## GSAB Multi-Agency Adult Risk Management – Guidance for the Chair

- Verify whether the adult has any special requirements, sensory or language needs/interpretation.
- Avoid complex language, acronyms/metronomes: if used during the meeting take time and offer explanation to the adult.
- Timescale agreed for distribution of minutes.

**Remember to keep the adult centre to the meeting and actions.**

**Ask the adult what they want as an outcome of the meeting.**

**Use clear language.**

**Refer to the confidentiality statement regarding information sharing, recording and use.**