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| **Safeguarding Adults in South Tyneside January 2021**  ***Appendix I to PIPOT Protocol*** Case Closure Meeting Minutes Template |

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| **Chair:** |  | **Date:** |  |
| **Start time:** |  | **Finish Time:** |  |
| **Venue:** |  | **Minute taker:** |  |
| **Person in Position of Trust:** |  | **Employer and Role:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present:** | |  | | |
| **Apologies:** | |  | | |
| **Non-Attendees:** | |  | | |
| **Summary of the allegations:** | |  | | |
| **Feedback of agreed actions from planning meeting or discussion:** | |  | | |
| **Risk assessment:** | |  | | |
| **Formal determination of the cases:** | |  | | |
|  | **Agreed actions from this meeting** | | **By Whom** | **By when** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **Strategy for media enquiries:** | |  | | |
| **Agree feedback to person in position of trust:** | |  | | |
| **Agree feedback mechanism to the referrer and relevant others:** | |  | | |
| **AOB:** | |  | | |

***This record is issued in the belief that it accurately reflects of the meeting. Please contact the chair within 7 working days of receipt to record any inaccuracies or omissions. This record is confidential and is not to be reproduced or copied to others without the chair’s approval***