

# Hull & East Riding Safeguarding Adults Boards Multi-Agency Adult Risk Management Meeting

## Aide Memoire for MARM Chairs

### Pre meeting checklist:

- Has the adult been informed of the meeting?
- 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?
- If a family member/friend/advocate is attending does the person agree to them attending? (Chair to preferably have advance details).
- Has the 'MARM -What to expect' leaflet been shared with the adult and any family member/friend/advocate?
- Verify that more than one attending agency agree there is a risk of serious harm or death. Significant points of contention should be resolved prior to the MARM (a pre-meeting without the adult present may be appropriate. This should be recorded).
- Have all steps been taken to verify 'capacity'? (If capacity is assumed, ensure group discussions regarding matters of capacity are undertaken prior to the adult entering the meeting).
- Are there any specific requirements for the meeting?
- Does the adult have any significant vulnerabilities/risks? What action, if required, is to be taken?
- Ask the adult what they want as an outcome from the meeting. Ensure any desired outcomes are considered during the MARM.

### Arrangements for the meeting:

- Confidentiality, information sharing and retention; offer assurance that the information discussed and shared is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- Housekeeping; explain the location of WC's, the option to take comfort breaks and emergency procedures.
- Offer refreshment: hot drinks should be avoided if conflict is likely.
- Consider the seating arrangement in the meeting room. Attempt to put the adult at ease by creating a comfortable, relaxed environment.
- Consider if the adult has any specific requirements, sensory or language needs/ interpretation

- On commencement of the meeting the chair should explain why the meeting has been called and the procedure to follow.
- Avoid complex language, acronyms, and abbreviations. If used take the time to explain what they mean.
- Explain the agreed timescale for the circulation of minutes/actions.

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