

Self-Neglect and/or Hoarding Management Meeting – minute template

Attendees – date of meeting			
Name	Organisation	Role	Contact details
Apologies – to receive minutes			

2. – Ground rules

- ✓ Share all relevant information
- ✓ Maintain confidentiality of discussions, unless completing actions relies on sharing information with others
- ✓ Complete actions agreed at the meeting within agreed timescales, if it is not possible contact the chair of the meeting asap
- ✓ Commit to update the adult on any actions agreed, unless an alternative communication route has been agreed

Summary of the case and risks		
Risk(s)	Risk score	Action taken to date, if any

Capacity – are there any reasons to question the adults capacity – yes/no. If yes complete the table below		
Decision that is in question	Capacity assessment completed – Y/N. If yes outcome	If No – who will complete this and by what date

If the adult is deemed to lack capacity the self- neglect process should be exited and the risks managed by “case management” and use of the Mental Capacity Act.

Risk management plan			
Actions agreed to manage risk	Impact on risk ? (if any) What worked? Risk Score	Did the adult engage or not? What is the adult saying about the risks	What new actions have been agreed – what - Who will complete these - By when

Risk management plan – ownership	
Owner of plan – whole or parts?	Contingency planning contact if actions agreed did not take place and risks escalating

Communication with the adult		
Who will communicate with the adult about what?		When will this take place
Name	Area	date

Date to meet again	
Additional agencies to be invited? If yes who?	