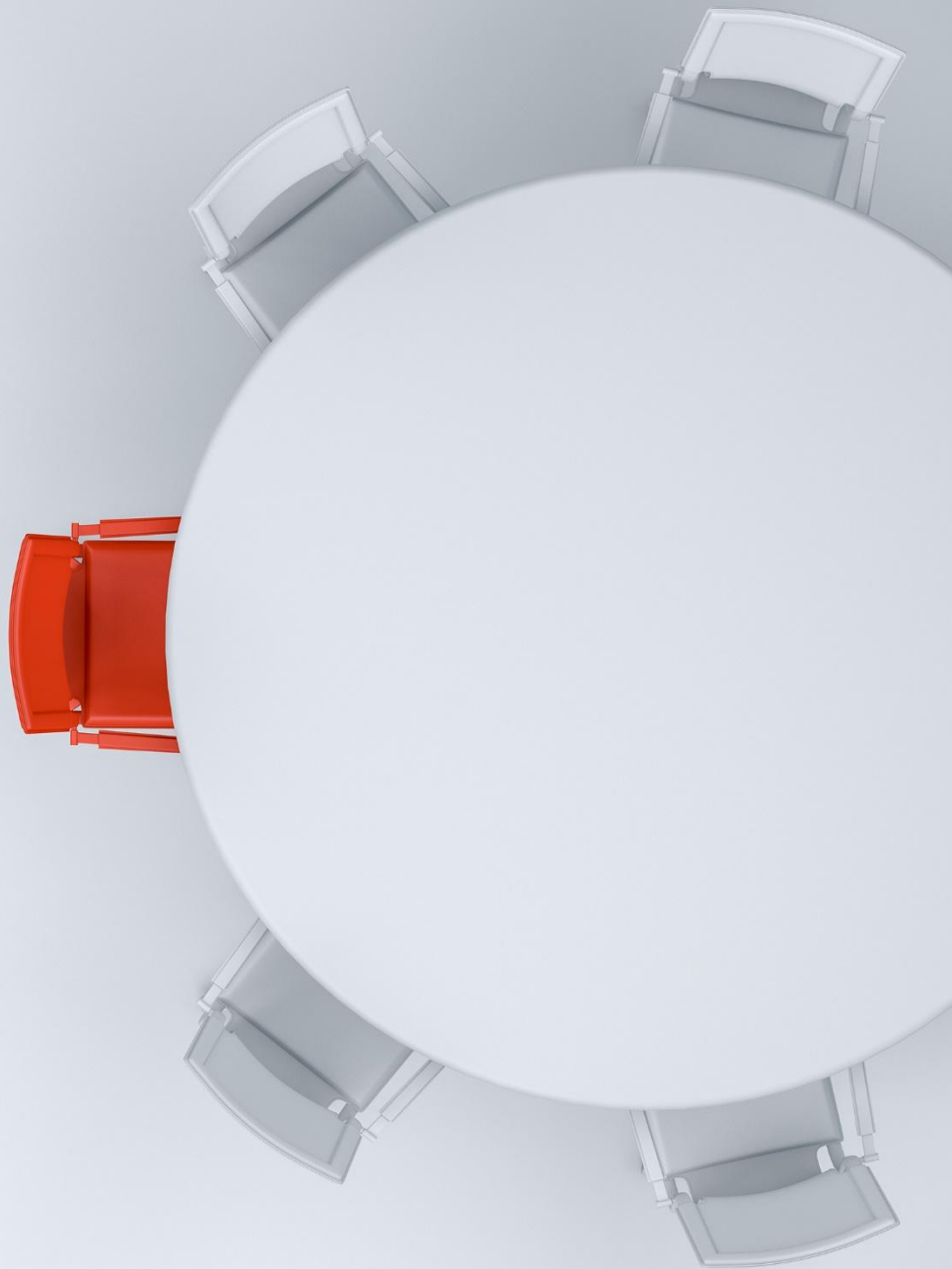




Wigan Safeguarding Adults Board

Risk & Complexity Multi-disciplinary Team
(MDT) Approach & Strategic Risk Panel (SRP)



Our Mission:

Working together with our communities,
helping people live safer, happier lives.



**Wigan
Safeguarding
Adults
Board**

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Background

Analysis of recent and historic reviews and audits have identified recurring missed opportunities for multi-disciplinary collaboration. In several cases there was a lack of evidence that practitioners from different sectors came together to share information, engage in joint discussions, or coordinate effectively with individuals presenting multiple and complex needs. This lack of integrated working can result in fragmented risk management and disjointed care planning for individuals who do not meet the threshold for a s.42 safeguarding enquiry.

This guidance establishes a structured framework for multi-disciplinary practitioners to convene, collaborate, and coordinate actions aimed at addressing complex issues and improving outcomes for the individual.

Of note this process does not replace the [resolution protocol](#) for cases when there is a concern or disagreement between more than one agency in relation to the safety and welfare of an adult at risk of neglect or abuse.

Who is this guidance for?

This guidance is primarily aimed at frontline staff who work with adults at risk. It can also be used as a source of information and advice to support individuals, families, carers and members of the public.

What is a Multidisciplinary approach to Risk and Complexity?

This document must be read in conjunction with [Wigan Safeguarding Adults Board \(WSAB\) Multi agency Safeguarding Adults policy and procedures](#) which sets out the legal responsibilities of how organisations work together to safeguard adults.

The Multidisciplinary team (MDT) approach and this guidance is designed to support anyone working with an adult where there is a high level of risk and the circumstances sit outside the statutory adult safeguarding framework, but where a multi-agency approach would be beneficial.

It enables a proactive approach which helps to identify and respond to risks before crisis point is reached through multi-agency collaboration.

Please note this guidance is aimed to provide guidance and support to agencies when cases meet the criteria as outlined below:

✓ **Do not** meet the criteria of:

- [s.42 Enquiry](#)
- [Multi-Agency Risk Assessment Conference \(MARAC\)](#)
- [Multi-agency Public Protection Arrangements \(MAPPA\)](#)
- [Prevent](#)

✓ The person **has capacity** to make decisions and choices

✓ There is a **risk of serious harm** that would be supported by multi-agency co-ordination

Risk of **serious harm** could include the following:

- ✓ There is a risk of serious harm or death by self-neglect, fire, deteriorating health condition, non-engagement with services or where an Adult is targeted in the local community, is subjected to Hate Crime, Anti-Social Behaviour or sexual violence - and they do not meet the criteria for s.42, MARAC, MAPPA or Prevent
Of note: serious harm means death or injury, whether physical or psychological, which is life threatening and/or traumatic and which is viewed to be imminent or likely to occur in the future
- ✓ There is a potential risk to the health and safety of others in the community. This could be due to fire risk, cuckooing, drug dealing, hate crime and other crimes committed which could make others feel unsafe in the area; environmental health concerns such as vermin, excess rubbish and unsanitary conditions and any other issue which could impact on the health and safety of neighbours, visitors, the wider community or professionals who need to enter the property to provide a service

Please note where Anti-Social Behaviour (ASB) is a feature of a case, agencies must ensure alignment with existing ASB policy and resolution frameworks. The MDT process is intended to complement, not replace, established ASB case management and should be used where risks cannot be effectively managed through standard ASB interventions.

For ASB-related cases, escalation to the MDT process should be considered where there is evidence of high risk, vulnerability, repeat harm, or where coordinated multi-agency intervention is required beyond routine case management.

More details around ASB can be found using the following link [Anti-social behaviour \(ASB\)](#)

The MDT process is a risk management process to:

- ✓ identify the relevant risks for the individual
- ✓ discuss and agree agency responsibilities/actions
- ✓ record, monitor and review progress with the agreed action plan
- ✓ agree when the risks have been managed and evaluate the outcome

The principles of the [Mental Capacity Act \(2005\)](#) must be followed to establish whether the person has the capacity to make the relevant decisions. It is essential that every effort is made to engage and involve the person deemed to be at risk throughout the process, where they can engage.

Each agency has a responsibility to ensure that their staff are aware of the MDT approach guidance and of the need to contact their safeguarding lead/manager if or when the process is required. The agency that identifies the person at risk that would benefit from a MDT meeting will be responsible for:

- ✓ Checking whether the criteria are met (see [What is a Multidisciplinary approach?](#) above)
- ✓ Leading the process
- ✓ Co-ordinating multi-agency meetings as appropriate
- ✓ Maintaining records using the designated MDT Meeting Record
- ✓ Communicating outcomes

Agency Led Initial Multi-disciplinary Team Meetings

Any agency can host and facilitate an MDT approach if it has concerns as described above.

The local authority safeguarding adults' team may also advise that a multi-disciplinary approach should be held if the threshold for a Section 42 Enquiry is not met.

In order to improve multi-agency working, this stage involves supporting the agency identifying the concern to convene partner agencies to an initial MDT Process. For the purposes of this document, they will be hereby referred to as the lead agency.

The lead agency at this time must consider the above criteria set out in the introduction before moving forward.

Consent for holding an initial multi-disciplinary team meeting should be obtained from the person wherever possible, and the person should be encouraged to participate in the process. However, a lack of consent must not prevent the meeting from taking place.

Where the criteria are met and an initial multi-agency team meeting is agreed, the lead agency will:

- ✓ Identify the agencies to be invited to the meeting including non-statutory, voluntary sector and local community groups to facilitate the best opportunity to encourage positive engagement with the adult at risk
- ✓ Consider whether there are agencies not currently involved with the person that should be invited to attend
- ✓ Where children are part of the household or are linked to the person, Children's Services must be invited to the meeting and a safeguarding children referral completed when there is reason to suspect they are likely to suffer significant harm because of abuse or neglect
- ✓ Arrange a suitable venue and coordinate attendance for each meeting
- ✓ Consider how the views of the person can be included
- ✓ Continue to co-ordinate follow on meetings to track progress around actions and keep a record of this progress until objectives are met and/or rationale for closure is agreed.

What is a multi-disciplinary team (MDT)

MDTs provide a structured approach for organising and coordinating partner agencies to meet the needs and desired outcomes of individuals at risk. These teams bring together professionals from diverse agencies and disciplines, combining their expertise to jointly assess, plan, and manage support and risk. MDTs should work proactively to support individuals in achieving their goals and outcomes.

MDT meetings enable professionals from different sectors to collaborate around the needs of adults, their families, and their communities. While traditionally focused on health needs, MDT meetings can also identify and address risks arising from multiple, complex factors impacting an individual's wellbeing. These meetings provide a structured forum for discussing adults with complex issues, ensuring that practitioners share relevant knowledge and specialist expertise. This collaborative approach supports a comprehensive understanding of the individual's circumstances and facilitates the development of a coordinated action plan.

MDT meetings are most effective when they are well-structured, with a clear agenda, defined membership, and agreed roles and responsibilities. This guidance offers general recommendations to maximise the effectiveness and value of MDT meetings.

What are the benefits of MDT meetings?

In line with WSAB values and behaviours below are the benefits of well-structured MDT meetings:

See the Person Take a person-centred approach by putting people at the heart of every conversation, recognising their strengths and assets.	➤ Keep the adult at risk central in all discussions. ➤ Allows the use of strength-based, solution-focused approaches. ➤ Focuses on understanding the unique circumstances, needs, and experience of each person involved. ➤ Jointly assessing and planning, professionals ensure that support is tailored to the person, not the process.
Listen Deeply Recognise that communities know best about what matters to them and design public services together.	➤ Strive for mutual understanding and shared risk ➤ Encourages those involved to understand the impact of actions and decisions. ➤ By sharing all available information creates a more holistic view of a person's needs and outcomes they wish to achieve ➤ Deep listening helps uncover risks, aspirations, and priorities that might otherwise be missed.
Know this place Focus on what helps prevent problems and connect up data and local insight to target when and where solutions are needed.	➤ Helps participants build a richer picture and understanding of the borough and available support for adults at risk. ➤ Engages the right people at the right time ➤ Helps us understand barriers facing individuals accessing support ➤ Ensures plans are grounded in what is available locally, making support practical and sustainable.
Connect to Neighbourhoods Place important services that span all generations close to where people call home and around our schools and GPs.	➤ Facilitates solutions to the individual's local context and community, reducing isolation and promoting inclusion. ➤ Encourages multi-agency collaboration, and shared responsibility across neighbourhoods and services.
Do the right thing Set the conditions for great ideas to flourish and for everyone to 'do the right thing'.	➤ Builds trusted relationships and follow through on commitments. ➤ Record actions, responses and outcomes which evidence Defensible Decision Making, to ensure accountability. ➤ Ensure actions are solution focussed.

Show our pride and love

Show our love and pride for our work and borough and demonstrate this through our values and behaviours - Be accountable, Be Courageous, Be Positive, Be Kind.

- Solution focussed keeping the adult at risk at the centre of all actions.
- Facilitates a space for greater shared accountability
- Creates a space for positive solutions
- Allows for courageous new ways of delivering intervention
- Celebrate progress and positive outcomes, reinforcing pride in supporting people to live fulfilling lives.

What support and conditions do MDT Meetings need to be effective?

For MDTs to be successful several enablers and factors need to be in place. Below is a non-exhaustive list:

- A clear well-structured approach
- Trusting relationships across a wide range of professionals
- Good access to shared resources across partnership organisations
- Opportunities for reflective learning
- Clear and SMART action planning
- Clear accountability for each actions set
- A good mix of professional backgrounds and experience
- Information to be shared in line with UK legislation
- Ensure that the voice and views of adults at risk are central to all discussions and decision-making
- Commitment from partner agencies to fully participate in the process offering views and professional challenge when necessary.

Invites to MDT Meetings

This needs to be established on a case-by-case basis inviting participants from across the partnership. Below are some examples of members of MDT meetings:

- The individual and / or advocate
- Social Care Professionals
- Hospital staff
- GPs
- Police
- Fire and Rescue Services
- Mental Health Services
- Housing services
- Occupational Therapists
- Drug and alcohol services

- Commissioners
- Environmental services
- Community Resilience Team

Central Email Inboxes

If you require an agency to attend but the case isn't currently assigned to a member of staff the below emails may be useful to send invitations to:

- Wigan Council Homelessness HST@wigan.gov.uk
- Wigan Council Housing Support - Housing_support@wigan.gov.uk
- WWL Safeguarding SafeguardingService@wwl.nhs.uk
- With You - wiganandleigh.safeguardingspoc@wearewithyou.cjsm.net
- Adult Social Care Safeguarding Duty dutysteam@wigan.gov.uk
- The Brick - Phil@thebrick.org.uk
- Community Resilience Team - CommunityResilienceTeam@wigan.gov.uk
- GMMH – WiganIntegratedCareComplexPanelReviews@gmmh.nhs.uk
- GMP – wigan.publicprotection@gmp.police.uk

Roles and Responsibilities

Chair

The purpose of the meeting is to formulate a multiagency risk assessment and identify actions to reduce the risk. The lead agency will Chair the meeting and ensure completion of the below documents.

The chair will usually be from the agency requesting support via this approach. This role is crucial to the success of the MDT process therefore chairs should have experience chairing multi-agency meetings.

Below are agreed expectations around the role of the chair:

- ✓ **Set the agenda** – ensure the meeting has a clear, structured agenda aligned with objectives and priorities (see [below](#))
- ✓ **Facilitate Introductions** – Confirm all participants are introduced and understand their roles within the meeting, ensure apologies are acknowledged.
- ✓ **Maintain Focus** – Keep discussions on track, ensure we place the person at risk at the centre of conversations
- ✓ **Promote Inclusivity** - Encourage contributions from all disciplines, ensuring diverse perspectives are considered.
- ✓ **Clarify Decisions** – Summarise key points, recap and confirm agreed actions to check understanding

- ✓ **Manage Professional Difference** – Address disagreements professionally fostering a collaborative and respectful environment
- ✓ **Ensure Accountability** – Assign clear responsibility for actions and ensure these are specific, measurable, achievable, relevant and time bound
- ✓ **Monitor arising safeguarding considerations** – Highlight and prioritise any immediate or short-term actions
- ✓ **Manage confidentiality** - Handle sensitive information securely in line with data protection and safeguarding protocols.
- ✓ **Ensure the completion of the below Agenda and Action Plan** - and these are securely recorded and shared with involved agencies

Business Support

It is not expected that every meeting will have or require specific business support, and the role may be undertaken by the chair of the meeting. Below are some examples of expectations around the role of Business support:

- ✓ **Prepare documentation** - Collate and distribute agendas, previous action plans, and relevant reports before the meeting
- ✓ **Coordinate logistics** - Arrange meeting times, venues, and virtual links; ensure technology is set up and functioning
- ✓ **Maintain attendance records** - Record who is present and note apologies
- ✓ **Support the Chair** - Provide administrative assistance during the meeting, such as managing documents and timekeeping
- ✓ **Distribute outcomes** - Share approved minutes and action points promptly with all relevant stakeholders

Participants

To provide updates and fully participate in solutions. Participants should also update their own recording systems with updates from MDT meetings. To assist with the smooth running of multi-agency meetings and to always maintain confidentiality of information please see [appendix 2](#) which will be sent out with meeting invites detailing the expectation of participants.

Safeguarding Leads

It is expected that safeguarding leads within organisations will assist with success of this protocol by ensuring the following:

- Ensure that staff within their organisation are familiar with this process
- Collate the number of MDT processes initiated within their organisation along with a summary of outcomes that can be fed back to Wigan Adult Safeguarding Board governance structures

- Ensure their agency remains actively involved when invited in MDT meetings under this process
- Ensure representatives are completing actions set within MDT approaches though this process
- Ensure staff liaise with Safeguarding leads upon the initiation of this process and during escalation to the Strategic Risk Panel.
- Participate when required to the Strategic Risk Panel meetings or ensure a member of staff within the organisation with sufficient experience and the ability to make decisions attends

Documentation for MDT Meeting

Please see the links below to appendices for documentation that is required to be utilised when conducting MDT meetings under this process. Please note these are available for completion in word format via the Risk & Complexity MDT webpage on the [Wigan Safeguarding Adults Board Webpage](#).

[Appendix 1: Invite](#)

[Appendix 2: Multi-Disciplinary Team Etiquette](#)

[Appendix 3: Agenda](#)

[Appendix 4: Action Plan](#)

[Appendix 5: Escalation to Strategic Risk Panel \(SRP\)](#)

Timescales for meetings

MDT meetings should be called based on presenting risk and dynamic risk assessments based on the views of the leading agency. The timescale between invite and meeting should allow sufficient time for agencies to respond but be adaptive to changing circumstances. Follow up meetings should be agreed based on the presenting risk and all organisations involved in the process.

Closing a case

When all actions are completed for the identified risks, the MDT process can be closed. A record should be kept by the chairing agency identifying the final action plan with updates and a summary of closure. The closure section on the action plan should detail this rationale. All participants to the MDT approach should be in agreement with the closure. It is recognised that not all risks can be fully mitigated, and this must be outlined in any closure rationale. Once the process is closed it may be reconvened by any agency in response to the person's changing circumstances. Where there is any disagreement about the process and/or proposed closure of the case, this must be escalated to the Head of Safeguarding within the respective organisation(s).

Strategic Risk Panel (SRP)

This guidance aims to improve accountability and confidence for all agencies to convene a multi-agency response to cases. There may be occasions when cases using the initial MDT approach fail to achieve action outcomes and support is required at a more strategic level.

As such multiple agencies will convene a Strategic Risk Panel. This panel will consist of strategic safeguarding leads from across the partnership and will help to support the MDT approach.

All cases requesting the panel's support must be discussed with the Safeguarding Leads prior to referral within the lead organisation.

The panel will meet every 4 weeks. It is expected that when asking for the support of the SRP all the above steps will have been taken utilising the prescribed templates. Each Panel meeting will last no longer than 3 hrs in duration.

To escalate the case back to the SRP [appendix 5](#) must be completed along with copies of the most recent action plan and the original invitation. This must be emailed to srpreferals@wigan.gov.uk and further details of the next SRP will be communicated back.

The panel will then request the lead agency to present the case and will offer support around the forward plan for the case. The action plan will be updated accordingly, and a lead agency will be agreed and will chair the follow-on MDT meetings as required (this might continue to be the same lead agency).

SRP Panel Membership

- **Wigan Council Adults Social Care** – Safeguarding Team Advanced Practitioners / Managers
- **Wigan Council Complex Dependency Team and Prevention Hub** – Operational Managers
- **Wrightington, Wigan & Leigh NHS Trust** – Safeguarding Team Adult Practitioners
- **With You** – Safeguarding manager
- **Wigan Council Housing** – Management representation from Homeless team and allocations
- **Greater Manchester Mental Health** – Local Operational Leads
- **Greater Manchester Police** – Sergeant or Inspector, ASU
- **Greater Manchester NHS ICB** – Ass. Director Safeguarding
- **Wigan Council Community Resilience Team** – Business Manager CSP

SRP Chairing Arrangements

It is expected that chairs will rotate from the above membership. Chairs will be responsible for ensuring each agency contributes to the overall support from the panel and will ensure that the panel outcome and adjusted action plan for each case is recorded and distributed to the lead partner bringing the case to panel.

Quoracy

If 2 or more agencies are not represented at the SRP at the chairs discretion the meeting may be re-scheduled or lead to delay in particular cases being heard.

Information Sharing

Each agency needs to be aware of the principles of sharing information and be aware of the threshold of sharing information on a 'need to know basis'. Information can be shared to protect the vital interests of the adult at risk [Data protection: The UK's data protection legislation - GOV.UK](#)

The law does not prevent the sharing of sensitive, personal information between organisations where the public interest served outweighs the public interest served by protecting confidentiality¹

Decisions on sharing information must be justifiable, proportionate and based on the potential or actual harm to adults or children at risk. The rationale for decision making should always be recorded.

When sharing information between agencies about adults, children and young people at risk it should only be shared:

- Where relevant and necessary, not simply sharing all the information held.
- With the relevant people who need all or some of the information and
- When there is a specific need for the information to be shared at that time.

Under the Care Act 2014, UK GDPR and the Data Protection Act 2018, safeguarding information may include special category personal data. While consent should be sought where possible, information can be shared without consent if:

- It is not possible or safe to obtain consent.
- Seeking consent may place someone at further risk.
- There is a public interest in preventing harm or abuse.

¹ [Safeguarding adults: sharing information - SCIE](#)

Public bodies may rely on the public task basis for sharing data. Other organisations may use legitimate interests. Sharing must always be proportionate and limited to what is necessary.

For more information on data sharing visit the WSAB website using the following link [Information Sharing](#)

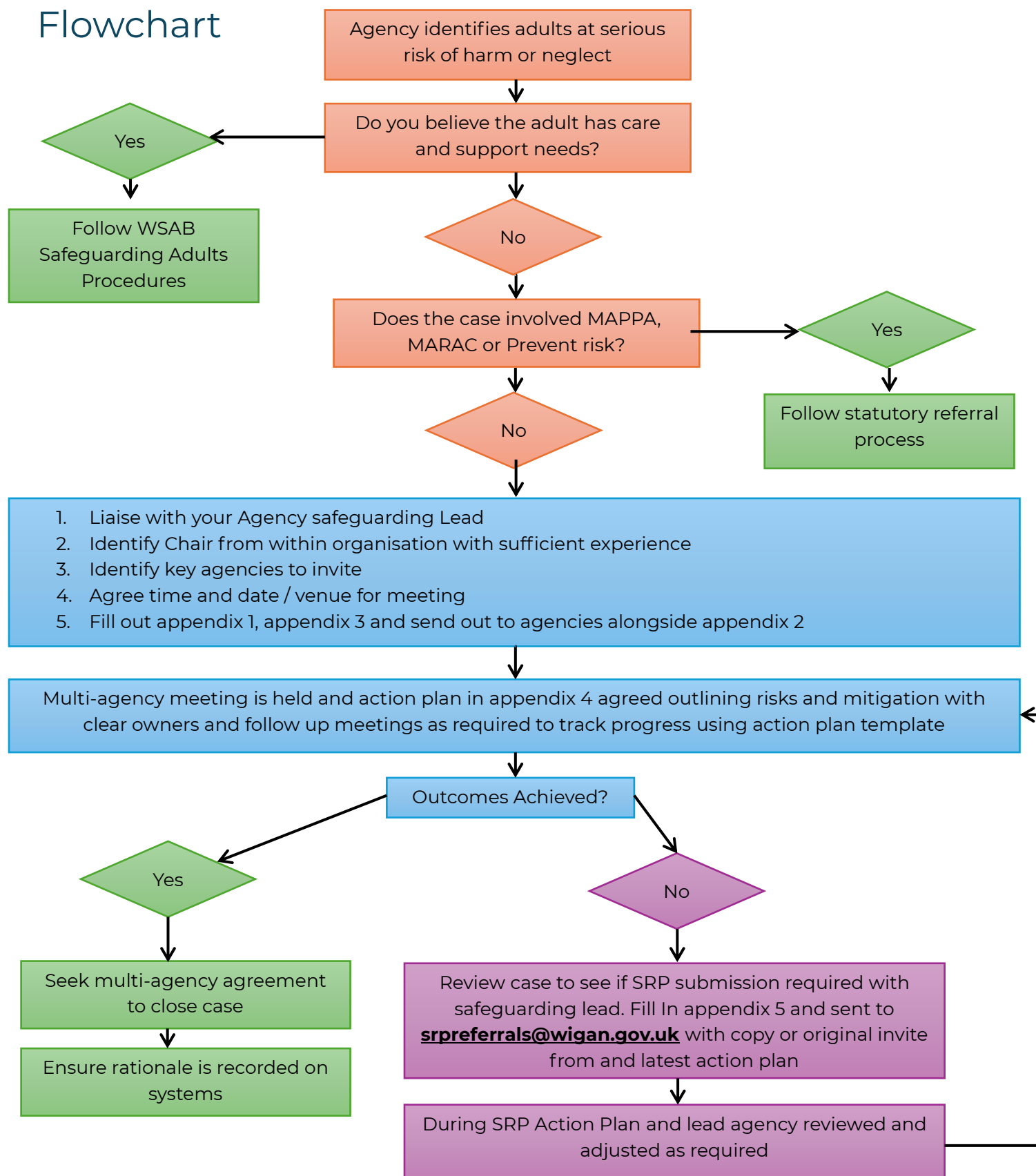
Evaluation of the approach and quality Assurance

Each agency must maintain records of the MDT meetings in which they are involved. Agencies are responsible for collating and reporting information to the Wigan Safeguarding Adults Board as required. Safeguarding leads must be consulted during the process therefore it is an expectation cases are appropriately logged and tacked.

At the conclusion of every MDT meeting the Chair and members must review the action plan and continued use of the MDT approach.

Audit of the process will be agreed via the Learning & Quality assurance Subgroup of the Wigan Safeguarding Adults Board.

Flowchart



Appendix 1 – Invite

Risk & Complexity MDT Meeting Details - to be sent with invite to partner agencies

Please use this form in conjunction with Risk & Complexity Multi-disciplinary Team (MDT) Approach & Strategic Risk Panel (SRP)

Eligibility for process, adult at risk:

Does not meet the criteria for s.42 enquiry

☐

Does not meet the criteria for MAPPA or MARAC

☐

Has capacity to make decisions and choices

☐

There is a risk of serious harm that would be supported by multi-agency co-ordination

☐

Your Details

Date:

Click or tap to enter a date.

Your Name:

Click or tap here to enter text.

Your Job Title:

Click or tap here to enter text.

Your Agency:

Click or tap here to enter text.

Your Email Address:

Click or tap here to enter text.

Your Telephone Number:

Click or tap here to enter text.

Has this matter been discussed with your line manager / safeguarding lead?

Choose an item.

Details of Person at Risk

Full Name:

Click or tap here to enter text.

Date of Birth:

Click or tap to enter a date.

NHS Number (if known):

Click or tap here to enter text.

Mosaic ID (if known):

Click or tap here to enter text.

First Line of Address:

Click or tap here to enter text.

Area:

Click or tap here to enter text.

Town / City:

Click or tap here to enter text.

Postcode:

Click or tap here to enter text.

Telephone Number:

Click or tap here to enter text.

NOK Name (if known)

Click or tap here to enter text.

NOK Contact Details:

Click or tap here to enter text.

GP Surgery (if known)

Click or tap here to enter text.

Is this person aware of
this process currently?

Choose an item.

Summary of Concern

Reasons for meeting (identify all applicable):

- Anti-Social Behaviour ☐
- Criminal Exploitation (inc. Cuckooing) ☐
- Financial Abuse ☐
- Fire Risk ☐
- Harassment ☐
- Home Conditions ☐
- Homelessness ☐
- Mental Health associated risk ☐
- Risk of abuse from others ☐
- Risk of death (self) ☐
- Risk of death (others) ☐
- Risk of sexual exploitation ☐
- Self-harm ☐
- Self-neglect ☐
- Sexual Abuse ☐
- Substance Misuse ☐

Please outline briefly below your involvement with person at risk:

Click or tap here to enter text.

Please tick below known agencies involved including key names:

Agency	Involved?	Key Contact (inc. Emails, tel. no etc)
Adult Social Care	☐	Click or tap here to enter text.
Children's Social Care	☐	Click or tap here to enter text.
Mental Health	☐	Click or tap here to enter text.
Primary Care	☐	Click or tap here to enter text.
With You	☐	Click or tap here to enter text.
Probation	☐	Click or tap here to enter text.
Health Outreach	☐	Click or tap here to enter text.
Domestic Abuse Services	☐	Click or tap here to enter text.
Housing	☐	Click or tap here to enter text.
Community Resilience Team	☐	Click or tap here to enter text.

Others (please list below):

Click or tap here to enter text.

What is currently working well?

Click or tap here to enter text.

What concerns do you require multi-agency support with?

Click or tap here to enter text.

What attempts have you made to involve the person in this process?

Click or tap here to enter text.

What information has the adult shared with you about how they would like to access support? What outcome do they wish to seek?

Click or tap here to enter text.

How will we ensure that the voice of the person is represented in the process?

Click or tap here to enter text.

Appendix 2 – Multi Disciplinary Meeting Etiquette

MDT Meeting Partner Role - to be sent with invite to partner agencies

It is necessary for all attendees to kindly adhere to the following, to assist with the smooth running of multi-agency meetings and to always maintain confidentiality of information:

- ✓ **Attendance:** If you cannot attend, please send a suitable representative of similar rank/grade or provide an update including an update on any actions. This will ensure we have the up-to-date information to assist with managing the case. Review the agenda beforehand and other relevant information.
- ✓ **Be punctual** - Arrive on time and stay for the full duration of the meeting.
- ✓ **Respect confidentiality** - Handle all shared information in line with data protection and safeguarding protocols.
- ✓ **Actively contribute** - Share insights from your professional perspective and provide updates relevant to your role.
- ✓ **Stay focused** - Keep discussions relevant to the agenda
- ✓ **Collaborate constructively** - Listen to others, respect differing viewpoints, and work towards shared solutions.
- ✓ **Highlight safeguarding concerns** - Raise any issues promptly and clearly to ensure they are addressed.
- ✓ **Clarify responsibilities** - Confirm your role in agreed actions and understand deadlines.
- ✓ **Follow through** - Complete assigned tasks and report progress at subsequent meetings.
- ✓ **Maintain professionalism** - Uphold organisational standards and demonstrate respect for all participants
- ✓ **Acronyms** - Try to avoid using acronyms. There will be other attendees present who may not be aware of what they stand for
- ✓ **Information Sharing:** Only share personal data in the meeting if it is necessary, lawful and proportionate to do so in line with General Data Protection Regulations (GDPR) and local/agency policy. Please ensure any information shared other than speaking in the meeting is shared in a secure manner following your own agency guidance and in line with GDPR.

Below are some other considerations for online meetings:

- ✓ **Environment** - For confidentiality, please ensure you are in a secure environment (not in a vehicle, in a noisy office or where others can overhear) and ensure you are not likely to be interrupted. This will enable the meeting to run smoothly whilst maintaining confidentiality

- ✓ **Punctuality** - For online meetings join the meeting prepared and on time (and preferably a minute or two early) just as you would a face-to-face meeting
- ✓ **Camera** - It is advisable to keep your camera turned on, this is a much more personal way to communicate with colleagues, provides a richer experience and higher-level engagement and assists the minute-taker. Please ensure your camera backgrounds are professional and appropriate
- ✓ **Raise Hand** - Use the 'raise hand' feature and please remove this after speaking: This will ensure everyone can contribute to the meeting and avoids people speaking over each other
- ✓ **Microphone** - Keep your microphone muted when joining the meeting and unless you are speaking. This prevents an echo and any distracting background noises, which could lead to important information not being heard
- ✓ **Recording** - If you have a lawful basis to record a meeting through a legal obligation or a statutory power, you do not need consent of participants to record or transcribe the meeting, but it is good practice to inform participants in advance and then again at the start of the meeting of your intention to record. Ensure the recording is kept securely in line with GDPR guidelines and local/agency policies. Ensure recording is stopped after the main meeting has adjourned, remember recordings will usually be available to all members afterwards for a period of time
- ✓ **Screen Share** - Only share your screen after advising the chair / participants of your intention to do so and take care not to inadvertently share confidential or personal data from your desktop

Appendix 3: Agenda

MDT Meeting Agenda - to be sent with invite to partner agencies

Name of Person at Risk: Click or tap here to enter text.

D.O.B: Click or tap to enter a date.

Chair: Click or tap here to enter text.

Date of meeting: Click or tap to enter a date. Time: HH:MM

Venue: Click or tap here to enter text. Or Online via MS Teams: ☐

Item No.	Description	Responsible	Timing
1	Introductions and apologies	Chair	10 mins
2	Confidentiality	Chair	5 mins
3	Purpose of meeting and what are we aiming to improve	Chair	XX Mins
4	Review of any previous actions	Chair	XX Mins
5	Summary of the wishes and outcomes of the individual	Most Suitable	XX Mins
5	Outline Information from each organisation	All	XX Mins
6	Outline Risks and action plan to mitigate these	All	XX Mins
7	Summary and recap of meeting and actions plan	Chair	XX Mins
8	Details of next meeting	Chair	5 mins

Appendix 4 – Action Plan

Risk & Complexity MDT Action Plan – To be used for each meeting saving a new copy

Name of Person at Risk: Click or tap here to enter text.

D.O.B: Click or tap to enter a date.

Chair: Click or tap here to enter text.

Date of meeting: Click or tap to enter a date.

Meeting Number: Click or tap here to enter text.

No.	Risk Identified (brief outline)	Actions to Mitigate Risk	Owner / Agency	Target Completion Date	Progress
1		➤ ➤		Click or tap to enter a date.	
2		➤ ➤		Click or tap to enter a date.	
3		➤ ➤		Click or tap to enter a date.	
4		➤ ➤		Click or tap to enter a date.	
5		➤ ➤		Click or tap to enter a date.	

Note: to add further risk right click on the last row > select insert > select row below

Attendees (List name, Agency and Contact Details)

Apologies



Other Notes:



Follow on meeting date if applicable: Click or tap to enter a date.

Is this case being recommended for Strategic Risk Panel (SRP) Choose an item.:

Is this case being closed? Choose an item.

Closure Rationale (if applicable)



Appendix 5 – Escalation to Strategic Risk Panel (SRP)

Strategic Risk Panel Request

Please use this form in conjunction with MDT Guidance and should usually be submitted by the Chair of the MDT Meeting

Please ensure this form is forwarded to srpreferrals@wigan.gov.uk with copies of:

- The original MDT Meeting Invite
- A copy of the most recent Action Plan

Your Details

Date: Click or tap to enter a date.
 Your Name: Click or tap here to enter text.
 Your Job Title: Click or tap here to enter text.
 Your Agency: Click or tap here to enter text.
 Your Email Address: Click or tap here to enter text.
 Your Telephone Number: Click or tap here to enter text.

Has this matter been discussed with your safeguarding lead? Choose an item.
 Date discussed: Click or tap to enter a date.
 Name of Safeguarding Lead: Click or tap here to enter text.

Actions requiring Support

Please refer to most recent action plan and list the actions that support is required with

Action Number	Summary of concern re progression of Action
No.	Click or tap here to enter text.
No.	Click or tap here to enter text.
No.	Click or tap here to enter text.
No.	Click or tap here to enter text.

Note: to add further risk right click on the last row > select insert > select row below

Please outline before any other support request that you would like the panel to consider:

Click or tap here to enter text.

Please outline any steps taken to address this prior to escalation back to Panel:

Click or tap here to enter text.

PANEL USE ONLY

Date to Panel: Click or tap to enter a date.

Outline outcome below:

Click or tap here to enter text.

Resources

[Wigan Safeguarding Adults Board](#) - WSAB Board website

[Wigan Safeguarding Adult's Policy and Procedure](#)

[Information Sharing](#) – WSAB Information Sharing Guidance

[Report abuse/neglect of a vulnerable adult](#) – Link to Wigan Council Referral Page

[UK Data Protection Legislation](#)

[Care and support statutory guidance - GOV.UK](#) – Link to Adult Safeguarding Statutory guidance

[Human Rights Act 1998](#)

[Mental Capacity Act \(2005\)](#)

[Prevent](#) – Wigan Council Prevent Page

[Multi-Agency Risk Assessment Conference \(MARAC\)](#)

[Multi-agency Public Protection Arrangements \(MAPPA\)](#)

[Safeguarding adults: sharing information - SCIE](#)

Document Control

Purpose	Outlined in introduction
Author/s	WSAB Risk Complexity and Self Neglect Group
Date of Publication	05/10/2026

Version	Date	Comments
v.1	November 2025	Initial Draft
v.2	February 2026	Redraft with new terminology
v.3	March 2026	Central Inboxes added
v.4	June 2026	Finalised doc after sending to WSAB Exec – Accessibility Checks
v.5	June 2026	Addition from Community Safety Partnership re ASB
v.6	July 2026	Final Version following circulation and approval from WSAB