

# Senior Rep / LSI Meeting Process

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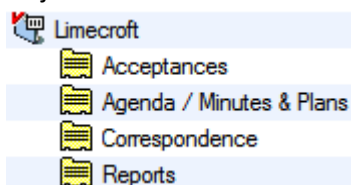
## Part 1 – Senior Rep. Meeting (All correspondence must be saved within Objective).

### TIMESCALES

- **15 Working Days** - A Senior Rep Meeting must be held within 15 working days of the decision to hold one.
- **8 Working Days** - Admin must provide professionals 8 working day reminder for reports for those unable to attend the meeting.
- **5 Working Days** – Admin to collate and circulate reports.
- **5 Working Days** - Minutes must be issued within 5 working days of the Senior Rep Meeting.

### Process

1. Chief Social Work Officer (CSWO) will make the decision to hold a Senior Rep. Meeting and will notify the Adult Protection Lead Officer (APLO)
2. APLO will complete the Senior Rep/LSI invitation list and issue to Social Policy Admin Team Lead.
3. Admin Team Supervisor will allocate the Senior Rep / LSI Invitation list to a BAND D Administration Assistant, who will in turn open a working file on Objective, requesting the Objective Lead to create Tabs within the file:



Objective Global Folder/WLC File Plan/Management/Preparing Business/Meetings/Social Policy

4. Admin will create Agenda from the Agenda Items detailed within the Invitation List.
5. Admin will liaise with invitees in accordance to the Senior Rep/LSI Invitation list and check appropriate electronic diaries for availability (Chair & APLO must attend)
6. Admin will confirm date and book suitable venue.
7. Admin will issue an electronic diary event to all invitees with the following text:  
*Dear All,*  
*You are invited to attend a Senior Representative Meeting to discuss (insert name e.g. Unknown Care Home).*

*Please see attached invitation list detailing the Terms of Reference and report requests along with the Report Pro-forma.*

*Reports must be returned to me no later than: (insert date 5 working days prior to meeting date)*

*Regards*  
*(Insert Name)*

8. Admin will place a prompt in their diary to chase for reports for those unable to attend 8 working days prior to the meeting .

9. 8 Working days prior to the meeting admin will email all invitees who are required to provide a report using the following text, attaching the report pro-forma:

*Dear All,*

*This is a report reminder.*

*All reports for the Senior Reps Meeting to discuss (insert name e.g. Unknown Care Home).*

*Should be returned to me no later than: (Insert date 5 working days prior to meeting date).*

*Regards*

*(Insert Name)*

10. Admin will collate all reports within the file on Objective and will note in their diary 5 working days prior to the meeting date a prompt to collate and issues all reports after 11am on that day.

11. Admin will create a new email attaching all reports, Agenda and original invitation list (with cc to Carol Frith and Anne Neilson) and email all invitees. Using the following text:

*Dear All,*

*Please see attached all update reports, agenda and original invitation list with TOR for the Senior Reps Meeting to discuss (Insert Name e.g. Unknown Care Home).*

*Date of meeting:*

*Time of meeting:*

*Location of meeting:*

*Regards*

*(Insert Name)*

12. Attend Meeting & Minute

13. Minute taker will issue the minute within 5 working days of the meeting.

## Part 2 – Large Scale Investigation (Progress /Do Not Progress)

### TIMESCALES

- **15 Working Days** - LSI must be held within 15 working days of the Senior Rep Meeting decision (if applicable)
- **10 Working Days** - Minutes to be issued within 10 working days of the LSI meeting.
- **10 Working Days** – Admin to request report for meeting with deadline of 5 working days
- **8 Working Days** - Admin to mark prompt to remind staff to send reports in 5 working days prior to the LSI Meeting.
- **5 Working Days** - Reports to be collated and issued 3 working days prior to the LSI meeting.

### Process (Yes, Progress to an LSI)

1. At the end of the Senior Rep Meeting the LSI invitees / date / time and venue must be agreed with the minute taker. The TOR should also be agreed for the LSI by the group.
2. The APLO should write a letter to the agency discussed with the outcome of the LSI – Senior Rep Meeting and to invite them to the first meeting of the LSI multi agency concerns meeting.
3. APLO should consider if a CSWO notification is required and complete if necessary.
4. APLO should notify Contracts and Commissioning Practice Network at the same time as CSWO notification is made. (Josephine McGee can provide up to date contact details)
5. APLO will send letter to admin for saving in Objective and for issue to the agency.
6. Admin will the issue the Senior Rep / LSI Invitation to the chair to confirm the details are correct and the appropriate agencies have been invited.
7. Once verification received from the chair admin will issue out invitation to all agencies. Using the following text:

*Dear All,*

*You are invited to attend a LSI to discuss (insert name e.g. Unknown Care Home).*

*Please see attached invitation list detailing the Terms of Reference and report requests along with the Report Pro-forma.*

*Reports must be returned to me no later than: (insert date 5 working days prior to meeting date) (Note the care inspectorate are not required to provide a report)*

*Regards*

*(Insert Name)*

8. Admin will then prompt invitees for update report 10 working days prior to meeting requesting reports.
9. Admin will then prompt invitees for update report 8 working days prior to meeting requesting report no later than 5 workings days before meeting.
10. Admin will collate all reports within the file on Objective and will mark a prompt 5 working days prior to the meeting date advising them that they must collate and issue all reports after 11am on that day.

11. Admin will create a new email attaching all reports, Agenda and original invitation list and email all invitees. Using the following text:

*Dear All,*

*Please see attached all update reports\*, agenda and original invitation list with TOR for the LSI to discuss (Insert Name e.g. Unknown Care Home).*

*Date of meeting:*

*Time of meeting:*

*Location of meeting:*

*Regards*

*(Insert Name)*

**Admin must NOT post any restricted information reports to the investigated agency.**

12. Attend meeting & minute with action note.
13. Next meeting date agreed and must be arranged (Stage 2 repeat)
14. Admin to type up minute from the LSI and issue to all attendees within 10 working days.
15. Open access minutes to be sent to agency discussed as a record of the meeting.
16. Follow process 6 though to 14 for all further meetings (*without reference to TOR*).

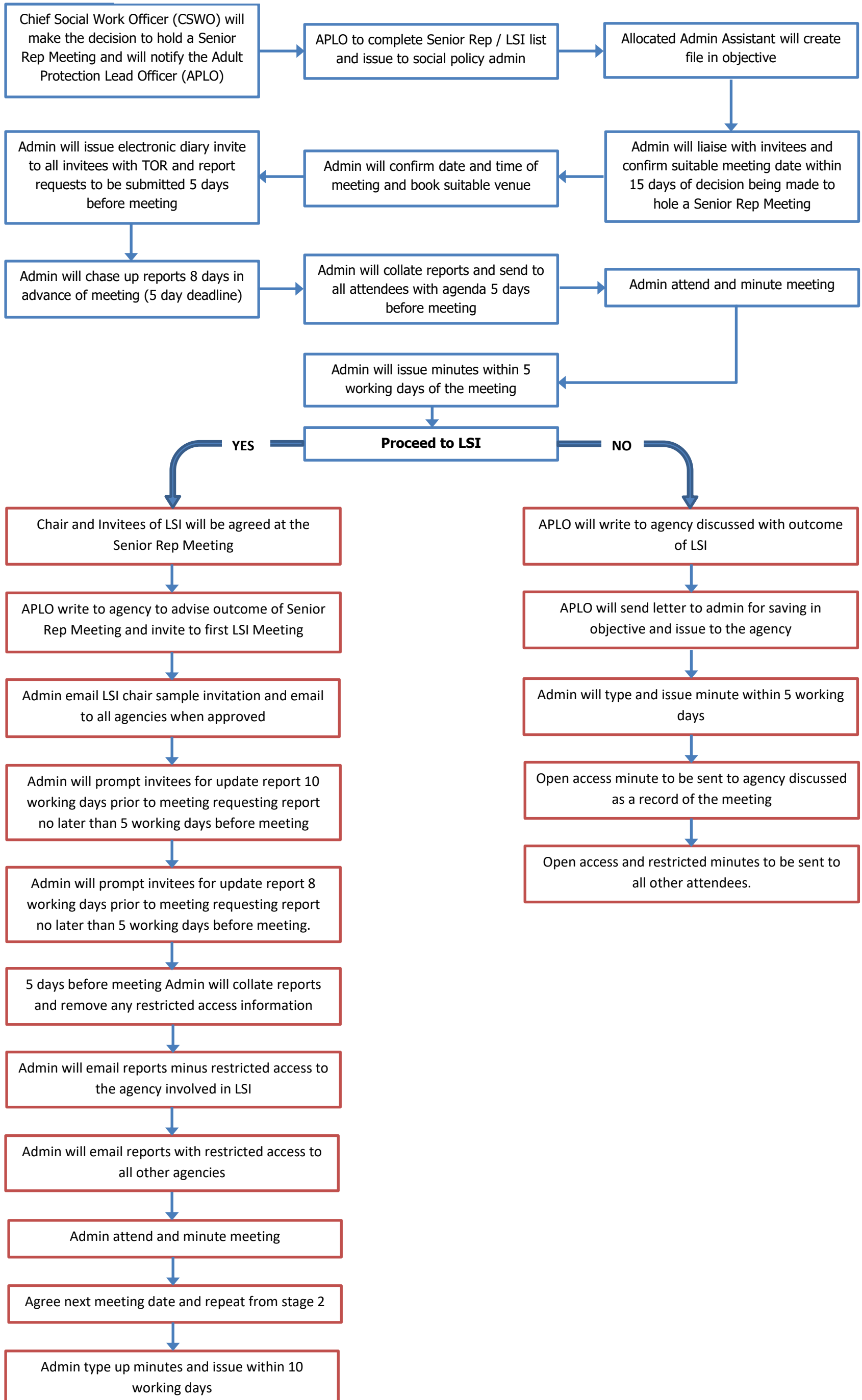
*\* Action Plan/RAG/Improvement plan also to be provided and circulated 5 days in advance of meeting if in place.*

*\*\* In exceptional circumstances weekly emergency meetings may be called, if this is the case then verbal reports will be accepted.*

### **Process (No, Do not progress to an LSI following initial LSI meeting)**

1. The APLO should write a letter to the agency discussed with the outcome of the LSI.
2. APLO will send letter to admin for saving in Objective and for issue to the agency.
3. The admin worker will type and issue the minutes within 5 working days.
4. Open access minutes to be sent to agency discussed as a record of the meeting.

## Senior Rep Meeting/LSI Process



# Sample Report Template

## Multi-agency Concerns Review Meeting for (Agency)

### Report

Date  
Location

### Chair

Named Senior Manager

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**AGENCY TO BE DISCUSSED:** Agency

**REVIEW REQUESTED BY:**

**CHAIR:** Named Senior Manager

**REPORT WRITTEN BY:**

**Please add in any Restricted Access Information below in order for this to be managed appropriately:**

**Please add in any Open Access Information now in order for this to be shared and sent in advance of the meeting to all agencies:**

- 1) Chronology of events since the last meeting of the LSI:
- 2) Actions taken by each agency and why, to offer advice, support and assistance to the Provider since the last meeting of the LSI:
- 3) Impact and improved outcomes from this advice, support and assistance given to the Provider:
- 4) Current risk(s) to the service delivered by the provider and service received by adults:
- 5) Update on any new concerns, complaints or Adult Protection referrals since the last LSI meeting:
- 6) Multi-agency collaboration, communication and effort to progress actions for continuous improvement:
- 7) Update on the Action/ RAG / Improvement plan
- 8) AOB:

**Name:**

**Signature:**

**Date:**