**Appendix 3**

**Initial Consideration Meeting Minutes Proforma**

**STRICTLY CONFIDENTIAL**

**MINUTE OF STRATEGY / INITIAL CONSIDERATION MEETING**

**In respect of:**

**Date of meeting:**

**Time of meeting:**

**Venue:**

**Present:**

*Attendees are reminded of the confidential nature of the meeting and that the issues discussed are confidential to the members of the meeting and the agencies they represent. In appropriate circumstances and with the permission of the Chair, any information gathered, stated or recorded, as part of the meeting may be shared in the interests of the child* ***in confidence*** *with other agencies having a specific interest in the case.*

*Minutes of the meeting are circulated on the strict understanding that they will be confidential and stored securely.*

*Please note that the information contained in the minutes and appendices is subject to the provisions of the Data Protection Act 1998 and Freedom of Information Act 2000; and may be disclosed in accordance with the relevant legislative provisions. Any person seeking disclosure should submit their request in writing to the local authority’s Data Protection Officer*

**1. Apologies**

**2. Concern leading to the meeting**

**3. Discussion**

*Individual/s about whom there are concerns*

*Risk of Harm to children concerns*

*Employment Information (including previous allegations or concerns)*

*Police Information*

*Other relevant information*

**4. Conclusions and Action Plan**

**Review strategy meeting will be held on:**

**Venue:**