

Best Interests Meeting Agenda	
1.	<p>Introductions and Apologies</p> <ul style="list-style-type: none"> • Housekeeping • Outline format of meeting – provide clarity that each person will have the opportunity to contribute • Information sharing and confidentiality • Statement of the legal framework
2.	<p>Purpose of the Best Interest Meeting</p> <ul style="list-style-type: none"> • Outline background facts • Clarification of decision(s) required • Outline mental capacity assessment. If there is no capacity assessment specific to the best interests decision(s), the meeting must stop • Consider whether the person may regain capacity at a future date, i.e. should the decision be delayed? Is there therapeutic or any other input that may impact on the person's capacity and ability to make the decision
3.	<p>View of the Relevant Person</p> <p>What is known about the person's:</p> <ul style="list-style-type: none"> • Past wishes, feelings • Present wishes and feelings • Any relevant written statement made by the person when they had capacity • Beliefs and values and beliefs • Any other factors that the person would be likely to consent to if they were able to do so
4.	<p>Information from Relevant Parties</p> <ul style="list-style-type: none"> • Views from anyone named to be consulted, any LPA, EPA or Deputy of the Court of Protection • Family members opinion • Professional opinion • IMCA (if involved) • Anyone engaged or caring for the person or interested in their welfare
5.	<p>Discussion of Viewpoints</p> <ul style="list-style-type: none"> • Identify and be clear about the options • Discuss benefits and advantages of each option • Assess likelihood of each option

6.	<p>Summary and Evaluation of Options</p> <ul style="list-style-type: none"> • Summary of the information gathered and discussion (consider having this available visually) • Recommendations highlighting and dealing with any counterbalancing factors
7.	<p>Decision of the meeting about the person's best interests</p> <ul style="list-style-type: none"> • Allow the opportunity for reaction and expression of feelings • Please note that the decision-maker is not obliged to follow the decision of the meeting, but would need to give clear reasons why they did not do so • It may be that the decision-maker in particularly complex cases will need additional time away from the meeting to properly consider their decision. If this is the case the decision-maker should advise the meeting when the decision will be made available
8.	<p>Action plan</p> <ul style="list-style-type: none"> • If the meeting cannot agree, decisions will need to be made about how to proceed, e.g. 2nd opinion, involvement of an IMCA, mediation, Court of Protection • Make sure the priority remains the welfare and safety of the person whose best interests are being assessed
9.	<p>Communication Strategy</p> <ul style="list-style-type: none"> • Service User and Carer Involvement and Feedback
10.	<p>Any Other Business</p>