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| Best Interests Meeting Agenda | |
| 1. | **Introductions and Apologies**   * 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. | **Purpose of the Best Interest Meeting**   * 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. | **View of the Relevant Person**  What is known about the person's:   * 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. | **Information from Relevant Parties**   * 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. | **Discussion of Viewpoints**   * Identify and be clear about the options * Discuss benefits and advantages of each option * Assess likelihood of each option |
| 6. | **Summary and Evaluation of Options**   * Summary of the information gathered and discussion (consider having this available visually) * Recommendations highlighting and dealing with any counterbalancing factors |
| 7. | **Decision of the meeting about the person’s best interests**   * 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. | **Action plan**   * 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. | **Communication Strategy**   * Service User and Carer Involvement and Feedback |
| 10. | **Any Other Business** |