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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
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| 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
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| 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
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| 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
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| 5. | **Discussion of Viewpoints*** Identify and be clear about the options
* Discuss benefits and advantages of each option
* Assess likelihood of each option
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| 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
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| 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
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| 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
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| 9. | **Communication Strategy** * Service User and Carer Involvement and Feedback
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| 10. | **Any Other Business** |