

Procedure for arranging a Best Interests Meeting

1. A decision has been made to convene a Best Interests meeting.
2. The key worker is to contact the Business Support Team as soon as possible, so the team can start the process, please see contact details below:

Telephone: 01522 553100

Email: Safeguarding&Review@lincolnshire.gov.uk

3. The team will work with the key worker to agree a date, venue, available minute taker etc.
4. The team will then send through an Outlook calendar appointment for all internal staff involved.
5. The team will ask the key worker to provide the invitees details through an invite list. Please use the invitation list below.
6. The minute taker is responsible, for example, for:
 - (a) recording apologies
 - (b) copying reports for all attendees
 - (c) the set-up of the meeting room
 - (d) informing the relevant reception areas
 - (e) recording the outcome of the meeting
 - (f) placing a copy of the minutes on the relevant system.
7. Please see the agreed timescales below

Event	Timescale
To convene the meeting	7 working days
Reports/documents to be submitted to attendees.	At least 1 working day before the meeting, but 2 working days if possible
Minute taker to produce the final set of minutes	Within 7 working days
The Chair to authorise the minutes	Within 3 working days after receiving the minutes
Final approved set to be sent out to relevant people	Within 11 working days