

Best Interests Case Conference Agenda

Agenda Item	Time	To include
Introduction		<ul style="list-style-type: none"> • Introduction to everyone present, their role and relationship/involvement with the person • Apologies and Non-Attendees • Purpose of the meeting • Summary of the decision and why it needs to be made • Outcome of the Mental Capacity Assessment • Delaying the decision? • The authority of the Decision Maker to make the decision
The Person		<ul style="list-style-type: none"> • Introduction to the person • The person's views, wishes, values and beliefs (past and present) • The person's preferred outcomes • What is important to/for the person, now and in the future
Available Options		<ul style="list-style-type: none"> • Summary of the available options • Identification of other options to explore
Risks and Benefits		<ul style="list-style-type: none"> • Exploration of the risks and benefits of each option
Views of those Consulted		<ul style="list-style-type: none"> • The views of person's present • The views of those consulted but not present
Further Action		<ul style="list-style-type: none"> • Identifying the need to consult further or gather any more information before a decision can be made
The Decision		<ul style="list-style-type: none"> • Consideration of all factors by the Decision Maker to make a Best Interests decision and provide the reasoning for the decision to all persons present
Implementing the Decision		<ul style="list-style-type: none"> • Exploring how best to implement the decision in the least restrictive way
Reviewing the Decision		<ul style="list-style-type: none"> • Deciding how and when the impact of the decision will be reviewed

Best Interests Case Conference Agenda