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**Joint Safety Incident Management Meeting agenda**

**(Standard All Wales template)**

Date & time:

Venue:

 Chair:

Organisations represented:

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|  | Welcome & introductions |
|  | Incidents requiring joint discussion |
|  | *For each incident under discussion:*Does this incident require a joint investigation? If **yes**:* Clarify the incident to be investigated, as well as the outcome (as far as can be known)
* Consideration of the level of harm arising from the incident (using the current knowledge available)
* Agree scope and TOR of joint investigation
* Agree investigation methodology to be used and expected timescales for completion (30, 60, 90 or 120 days)
* Identify all organisations involved in the joint investigation and their roles and responsibilities
* Agreement of who will be lead organisation, with responsibility for acting as the Single Point of Contact for the patient/family
* Decision on any national / external reporting requirements including NRI
* Plan to support staff involved in the incident
* Governance and sign off arrangements for the final investigation report
* Plan for coordination with other concerns processes e.g. complaints, inquest etc.
* Safeguarding considerations
* Media and communications considerations
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|  | AOB & close |