

Guidance on the Homeless Mortality Review, Multi-agency Meeting

The purpose of the Multi-agency Meeting is for all relevant organisations to come together to jointly review the case. By seeing an overall picture of the last 2 years of the deceased person's life (along with any relevant historical information), we as a group aim to answer the question **“How can we as a system, learn and improve the way we work to reduce the incidents of future deaths?”**

Structure

The meeting will be organised by the designated Officer within Oxfordshire Safeguarding Adults Board (OSAB) and will be facilitated by member of the Homeless Mortality Review process. The meeting will take up to approximately 3 hours.

The aim of the meeting is that organisations can fully understand what, when and how the person was supported. Questions will be asked and where appropriate, there will be challenge. At the end of this session, there should be a better understanding of what happened at that time, would it still happen now and if there is learning to be gained.

There will be an agreement of the learning to be shared, any actions to be taken forward (and by whom) and if necessary, agreement to escalate any issues that cannot be changed, within the remit of those attending the meeting.

After the meeting, the Board Officer will produce an initial report, based on the discussions held at the meeting. The report will be circulated to the attendees for their feedback and agreement on the content. This version is **not for circulation**, as it is purely a **DRAFT**.

Once the report is agreed, it will then be presented at the next SAR Subgroup meeting for their sign-off. A decision will be made regarding the suitability of the case for being anonymised and used for circulating throughout the Homeless services, for the purpose of sharing the learning and whether it should be published on the OSAB Website.

Attendance/Support

Organisations should decide on each case individually, who is/are their suitable attendees for the multiagency meeting. It may be helpful to have frontline staff at the meeting, to offer their views and give detailed information on the work done with the person and in these circumstances they should be supported by their manager (or another colleague if more appropriate). For some organisations it may be that the team manager of the team who worked with them, can give an overview of their organisation's involvement.

For organisations with a large/complex hierarchy, such as statutory services, it is not advisable to put forward a manager more senior than Team/Service Manager as the representative needs to be able to speak authoritatively on current frontline practice within their organisation.

Attendees can be assured that the aim of the meeting is to understand the system people are working in, along with any barriers faced at the time and ways to improve the system. While there may be questions and a level of respectful challenge between attendees, it is not a process of blame or finger pointing. If you feel that the conversation is becoming uncomfortable or disrespectful, you are encouraged to alert the Chair to this, so they can move the conversation on to other things.

Aims/Expectations

Wherever possible the OSAB will provide an amalgamated chronology from all the relevant agencies (which is why it is important to know as soon as possible, who was working with the deceased person), all the organisational learning sections from each of the scoping forms received, all the collated information on the person such as demographic information, pen portrait, dates that agencies were working with them, address history etc.

There is an expectation that all attendees will have read the paperwork and reviewed their organisations systems and records, so they can fully participate in the discussions during the meeting and will be able to answer questions raised at the meeting.

If you have any further questions, or queries having read this guidance, then please contact the Homeless Officer at OSAB on osab@oxfordshire.gov.uk.