**Topic Agenda for Best Interests Meetings**

|  |  |  |
| --- | --- | --- |
| **ISSUE** | **AIM** | **WHO** |
| Welcome and Introduction | Information | ChairAll |
| Apologies | Information | Chair |
| Statement of Confidentiality and equal opportunities | Agreement | ChairAll |
| Clarify purpose of meeting* Identify decision to be made (does it need to be made today?)
* State MCA 2005 as statutory decision making framework
* Emphasise decision(s) to be made on the basis of best interests
 | InformationAgreement |  ChairAll |
| Confirm determination of lack of capacity in relation to decision(s) | Information | All |
| Is there any Advanced Decision and/or decision making authority | Information | All |
| Confirm name and role of decision maker – | Agreement | All |
| Review of requirements of Statutory Checklist | Discussion | All |
| Options and their potential outcomes, risks and benefits | Discussion | All |
| Selection of Least Restrictive option | Agreement | Discussion |
| Risk identification and management | Discussion and agreement | All |
| Dispute resolution | Discussion and agreement | ChairAll |
| Summary of discussion and proposed actions | Information | ChairDecision Maker |
| Close of Meeting | Information | Chair |