**Appendix 14**

**Quality Services: Delivering What Matters**

**Cardiff & Vale of Glamorgan Escalating Concerns Service Provider Meeting Agenda**

|  |  |
| --- | --- |
| Date of meeting: | Venue: |
| Service Provider Name & Address: |  |
| Name & address of setting under review: |  |
| Name, address, email & phone details of the LA / C&VUHB person with lead / overall responsibility for addressing the Escalating Concerns  (Chair of Professionals Escalating Concern Meeting): |  |

**AGENDA**

1. **Welcome, introductions / apologies**
2. **Confidentiality statement and parameters for sharing information**
3. **Purpose of the meeting**
4. **Discussion of the concern(s) / risk (s) – reason(s) for Provider Increasing / Escalating Concerns meeting**
5. **Discussion of the mitigation(s) / intervention(s) required**
6. **Summary of areas for development / correction actions(s)**

* **Roles & responsibilities**
* **Timescales for completion of actions**
* **Timescales & method of reporting progress**
* **Process for reviewing risk assessment**

1. **Date & time of next meeting**