**Appendix 3**

Social Services

Quality Assurance Meeting ( QAM)

Provider Performance Meeting (PPM) &

Joint Interagency Monitoring Panel (JIMP)

Data Protection Disclaimer:

This meeting is held under the Cardiff and Vale Council — Provider Performance Process, Social Services (Adults).

The issues discussed are confidential to the members of the meeting and the agencies they represent. They will only be shared in the best interests of the Service Users.

Minutes of the meeting are circulated on the strict understanding that they will be kept confidential and stored securely. In certain circumstances it may be necessary to make the minutes of the meeting available to the civil and criminal courts, solicitors, psychiatrists, other local authority social workers or other professionals involved in the care of the adult at risk and if required by law or court order/tribunal.

We are now meeting virtually, via Microsoft Teams. Signing into this meeting confirms your agreement to observe the rules of confidentiality that apply.

During your participation in our Microsoft Teams meetings, other attendees will be able to view information, including your name, email address and live video image, should you switch your camera on during the meeting.

All personal data is handled with strict confidentiality and processed in accordance with the UK GDPR and Data Protection Act 2018.

For further information on how Cardiff Council and the Vale of Glamorgan Council processes personal data, please see our full privacy notice here:

<https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx>

<https://www.valeofglamorgan.gov.uk/en/our_council/Website-Privacy-Notice.aspx>

AGENDA

1. People present at the meeting - Apologies & Non Attendance
2. Purpose of the meeting
3. Nature of Allegation
4. History (Circumstances to date/reports)
5. Issues
6. Actions
7. Date of next meeting (if appropriate)