



Relevant Persons Representatives Meeting

Terms of Reference

1. Background:

The Relevant Persons Representative (RPR) Meeting is convened to address the care, welfare, and rights of [Resident's Name], residing in [Name of Nursing Home], under the Mental Capacity Act 2005.

The purpose of this meeting is to involve the RPR in decisions regarding the resident's care and support, ensuring their preferences and best interests are considered.

2. Frequency:

RPR meetings should take place when required by other meetings and processes linked to the Mental Capacity Act 2005 are taking place to ensure the residents voice is being represented and heard.

3. Purpose:

To review and monitor the care and support provided to the resident under the current DoLS/Court of Protection authorization.

To ensure that the resident's rights, preferences, and wishes are respected and upheld in decision-making processes.

To provide a forum for the RPR, family members, and healthcare professionals to discuss the resident's well-being, care plan, and any concerns or issues.

To document discussions and decisions made during the meeting related to the resident's care and support.

4. Scope:

Review the terms and conditions of the current DoLS/Court of Protection authorization applicable to the resident.

Assess the resident's current care and support needs, including medical, social, emotional, and spiritual aspects.

Evaluate the effectiveness of existing care arrangements and interventions in meeting the resident's needs.

Address any challenges or issues identified by the RPR, family members, or healthcare professionals regarding the resident's care.

Consider the resident's preferences, wishes, beliefs, and values in decision-making.



5. Participants:

Resident: [Name of Resident]

Relevant Persons Representative (if applicable): [Name of RPR]

Family Members or Representatives: [Names of Family Members or Representatives]

Nursing Home Staff: [Names and Roles]

Social Worker/Care Coordinator: [Name and Role]

Healthcare Providers: [Names and Roles]

Any other relevant professionals involved in the resident's care and support.

6. Objectives:

To ensure that decisions made regarding the resident's care and welfare are made in compliance with the legal requirements of the DoLS/Court of Protection authorization.

To advocate for the resident's rights and preferences through active participation of the RPR and family members.

To promote transparency, collaboration, and communication among all stakeholders involved in the resident's care.

To document outcomes of the meeting, including any actions agreed upon or recommendations made for adjustments to the resident's care plan.

7. Meeting Logistics:

Date: [Scheduled Date of the Meeting]

Time: [Scheduled Time of the Meeting]

Location: [Meeting Venue]

Chairperson: [Name and Role of the Chairperson]

Agenda: A structured agenda will be circulated prior to the meeting, detailing topics for discussion and time allocations.

8. Documentation:

Meeting minutes will be recorded to document discussions, decisions made, and actions agreed upon during the RPR meeting.

A summary report will be prepared highlighting key discussions, decisions, and any recommendations for adjustments to the resident's care plan.

Copies of the minutes and summary report will be distributed to the RPR, family members, relevant professionals, and maintained in the resident's care records.