

The Chair of the meeting reminds all concerned of the purposes outlined within the Drug Related Death Monitoring Terms of Reference, and reminds all those in attendance of their obligations regarding the management of information shared via the panel. This document also acts as a register of attendance for the Chair.

All attendees must declare any conflict - or potential conflict - of interest relating to any case to be discussed at the panel today. This includes (but is not limited to) any personal connection with a deceased client to be discussed.

Information discussed by the attendees and accessed via the IMS for the purpose of the Panel meetings and discussions, within the remit of this panel, is strictly confidential and must not be disclosed to any third parties outside of the attendees at this panel, without the prior written agreement of the attendees, and in particular the agency to whom the information relates, and then only where it is lawful to do so.

Discussions at this panel should focus on the circumstances surrounding each clients' drug related death (defined below), and for avoidance of doubt, a clear distinction should be made between fact and professional opinion. Personal opinion shall not be asked for, nor provided.

Formal minutes will not be taken at the panel in order to encourage open and honest participation from all attendees, but notes of key points discussed and outstanding actions will be circulated following the panel. All attendees should ensure that any note they take do not allow identification of the deceased clients, staff members or any third parties. Access to panel notes and documentation should be restricted in a manner befitting the information contained within, ensuring any confidential information is only accessible on a need-to-know basis by individuals with a legitimate and lawful basis to view it.

All processing of information, both during and after this meeting, must be lawful and in adherence to the Common Law Duty of Confidentiality (regarding both living and deceased individuals to be discussed) and Data Protection legislation (regarding living individuals to be discussed) and not least in a manner demonstrable with reasonableness, necessity and proportionality.

The purpose of the meeting is as follows:

- To share information regarding drug related deaths in Greater Manchester, Cheshire and Merseyside in a confidential, constructive, and respectful manner with the aim of reducing drug related deaths in the future
- Drug related deaths are understood by panel attendees to mean:
 - Any death where a Coroner has concluded a death was drug and/or alcohol related, or
 - Any death (regardless of cause of mortality) where a client is, or has been within the 6 months prior to their death, a client of a drug and alcohol service
- To discuss circumstances surrounding each Drug Related Death with a no/fair blame approach
- To improve agency accountability
- To provide mutual support to staff involved in the management of Drug Related Deaths, and share knowledge and expertise
- The responsibility to take actions agreed at the panel rests with individual agencies; responsibility is not transferred to the panel, or its attendees