

Terms of Reference

Safeguarding Adult Review Sub-group

MANDATE:

Section 44 of the Care Act 2014 requires the Safeguarding Adult Board (SAB) to arrange a Safeguarding Adults Review (SAR) when a case meets the statutory criteria: when an adult in its area dies as a result of abuse or neglect whether known or suspected, and there is concern that partner agencies could have worked more effectively to protect the adult; or if the same circumstances apply where an adult is still alive but has experienced serious neglect or abuse. SABs may arrange a SAR in other situations where it believes there will be value in doing so.

- Section 44 of The Care Act 2014
- Paras 14.122-137 Care and Support Statutory Guidance issued under the Care Act 2014
- Para 2.9 London Multi- Agency Adult Safeguarding Policy & Procedures
- Croydon Safeguarding Adults Review Framework.

PURPOSE:

- To provide a forum to review requests for consideration for a SAR that may meet the criteria for a Safeguarding Adults Review.
- To establish what lessons are to be learned about the way in which local professionals and organisations worked individually and together in this case to safeguard and promote the welfare of adults at risk.
- To improve intra agency and inter agency working to better safeguard adults at risk.
- To review the effectiveness of procedures (both multi-agency and those of individual organisations).
- To identify clearly what those lessons are both within and between agencies and how and within what timescale those lessons will be acted upon.
- To agree what is expected to change as a result.
- To review the effectiveness of procedures (both multi-agency and those of individual organisations).

- To consider requests of any case which may meet the statutory criteria and to make decisions on this basis.
- To make arrangements for and to oversee all SARs.
- To ensure recommendations are made, messages are disseminated and that lessons are learned.

OBJECTIVES:

- The completion of a SAR is to ensure that relevant lessons are learnt, professional multi-agency safeguarding practice is improved and to do everything possible to prevent the issues in question happening again.
- The SAR Group is a formally constituted Sub-group of the CSAB and fulfils the following responsibilities:
- Review annually the SAR Framework and take to the CSAB for ratification and sign off.
- Consider requests referred against the agreed criteria and make recommendations to the Independent Chair of the SAB.
- To oversee the appointment of the reviewer and establishment of a SAR Panel who's role will be to oversee the progress of a specific SAR.
- Monitor the progress of the Action Plan, ensuring that improvements are evaluated and reviewed.
- Consider the most appropriate form of publication and dissemination of the SAR report to recommend to the CSAB.
- To liaise with other CSAB Groups to ensure required amendments are made to their work plans to include implementation of recommendations from a SAR report.
- Ensure that the findings of a SAR is documented in the relevant CSAB Annual Report.
- Review procedures against national and regional policy changes and best practice, and amend if necessary.
- Consider relevant learning from Learning Disability Mortality Reviews, Domestic Homicide Reviews and Serious Case Reviews in the borough.

GOVERNANCE:

- The Sub Group will be accountable for its work through the Chair and report quarterly to the Chair's Sub Group.
- The Sub Group may also be required to provide reports to management teams of partner agencies on the board or to scrutiny Sub Groups as and when required.
- The Sub Group is accountable to the CSAB.
- Each member of the Sub Group is accountable to the agency they represent.
- The Sub Group will contribute to the CSAB Strategic Plan and Annual Report and development of an annual work programme.
- The Chair will provide quarterly update reports on progress against the Strategic Plan and challenges for the Chair's Sub Group and the CSAB.

MEMBERSHIP AND ACCOUNTABILITY:

The SAR Sub Group will be chaired by the Independent Chair of the CSAB with membership made up of senior officers of the three statutory partners: Local Authority, Police and Clinical Commissioning Group and representatives from relevant agencies to attend meetings when required. Additional members of the CSAB will be invited to attend as required by the cases being discussed at the meetings.

The SAR sub group will be quorate when all of the three statutory agencies are represented – Local Authority, CCG and Police.

The CSAB Board Manager will attend to support the SAR Sub Group with administrative support from Croydon's Business Support function.

Members of the Sub Group are expected to:

- Attend and participate in all Sub Group meetings or arrange for a deputy to attend.
- Assist with the quarterly reporting process of the work of the Sub Group.
- Share good practice and highlight issues of concern and challenges.
- Contribute to the completion of the Annual Report and Strategic Plan of the CSAB for their organisation.

SUPPORT & FREQUENCY OF MEETINGS

- Meetings will be held bimonthly with consideration given to moving to quarterly.
- Dates will be pre-set in advance for the year.
- Agenda and papers will be sent out one week prior to each meeting. Notes will be circulated within two weeks of the meeting date.
- The Chair will attend quarterly CSAB Sub Group Chair meetings.
- The Sub group must be prepared to meet at short notice to consider urgent or serious incidents or meet virtually between meeting dates.
- Support will be provided by the CSAB team.

DISSEMINATION:

The findings and lessons to be learnt will be shared with partners and disseminated widely through the use of single and multi-agency briefings and learning events as appropriate to the findings of the SAR. The CSAB will make the decision about how the recommendations and learning are taken forward. All information shared electronically will be done via secure email and each agency ensuring that all records of meetings are stored securely. General learning from cases will be shared within agencies in a way that ensures anonymity of the data subject(s) and any information shared should be proportionate, relevant, accurate, timely, secure and only shared with those who need to know.

TRANSPARENCY AND DUTY OF CANDOUR:

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 20 requires a Duty of Candour.

The intention of this regulation is to ensure that providers are open and transparent with people who use services and other 'relevant persons' (people acting lawfully on their behalf) in general in relation to care and treatment. It also sets out some specific requirements that providers must follow when things go wrong with care and treatment, including informing people about the incident, providing reasonable support, providing truthful information and an apology when things go wrong.

Agencies must share information about serious concerns and details of safeguarding enquiries and serious incident/ structured investigation reports within this framework of a duty of candour and the Care Act (2014).

REVIEW DATE:

Reviewed annually and date of next review will be September 2019 by the SAR Sub Group.