

**Terms of Reference – currently under review**

<b>Sub Group:</b>	Safeguarding Adult Review (SAR)
<b>Background:</b>	A function of the West Sussex Safeguarding Adults Board (WSSAB) is undertaking reviews of complex and serious cases and advising the WSSAB on the lessons to be learned.
<b>Purpose:</b>	<p>The Safeguarding Adult Review (SAR) Subgroup will ensure that: -</p> <ul style="list-style-type: none"> <li>• reviews are conducted regularly, not only on cases which meet statutory criteria, but also on other cases which can provide useful insights into the way organisations are working together to safeguard and protect the welfare of adults for example DHR's, WSSCB Case Review Panel, MAPPA, Pan Sussex and other local authorities;</li> <li>• provide oversight of SAR's completed by other Local Authorities, where there is an identified link with West Sussex</li> <li>• reviews look at what happened in a case, and why, and what action will be taken to learn from the review findings;</li> <li>• actions are followed through which safeguard and promote the welfare of adults and help protect them from harm; and</li> <li>• there is transparency about the issues arising from individual cases and the actions which organisations are taking in response to them, including sharing the final reports of Safeguarding Adult Reviews (SARs) with the public.</li> <li>• develop and oversee implementation of actions plans</li> <li>• have a clear referral process, which will be set into SAR procedures</li> <li>• maintain an activity/decision making log</li> </ul> <p>The different types of review include:</p> <ul style="list-style-type: none"> <li>• Safeguarding Adult Review: for every case where abuse or neglect is known or suspected and either: an adult dies; or an adult is seriously harmed and there are concerns about how organisations or professionals worked together to safeguard the adult;</li> </ul>

- review of a Safeguarding Adult incident which falls below the threshold for an SAR but is complex and from which learning can be gained; and review or audit of practice in one or more agencies.

The SAR subgroup will coordinate the following inter-related activity to ensure the local learning and improvement framework is effectively implemented:

- Procedures are up to date and compliant with Working Together 2013 to be 'best prepared' to respond to any referral regarding a safeguarding enquiry which may or may not fall within the criteria for a Safeguarding Adult Review.
- Make recommendations to the WSSAB Independent Chairperson as to whether a Safeguarding Adult Review should be carried out or another type of review or no action.
- Commissioning Safeguarding Adult Reviews or other types of reviews on behalf of the WSSAB.
- Monitoring partner agency and the WSSAB's action plans following the publication of a Safeguarding Adult Review or other type of review.
- Using the learning from own and other LSAB Safeguarding Adult Reviews and national learning on Safeguarding Adult Reviews to inform policy, practice and the WSSAB training programme.
- The group will collate an overview of all the cases that have been considered within a year and report to the WSSAB in terms of evidence for the WSSAB itself to maintain an overview of this stream of work of the Board (which is separate from their consideration of cases for SARs)

## Membership

Organisation	Position Held	Name of Post Holder
Coastal WS CCG	Designated Nurse (Chair)	Naomi Ellis
SPFT	Deputy Director	Andy Porter
Sussex Police	Detective Chief Inspector	Jo Banks
Sussex Community NHS	Head of Safeguarding	David Feakes

Trust	(Vice Chair)	
WSSC Safeguarding Unit	Principal Manager, Adults Safeguarding	Russell Hite
WSSC Adult Social Care	Head of Adult Social Care	Tracie Thomas
WSSAB	WSSAB Manager	Nicky Kentell

The WSSAB Co-ordinator will provide dedicated admin support to the SAR subgroup.

When the SAR subgroup is convened specifically to make a decision to recommend to the WSSAB Independent Chairperson on the criteria for an SAR, partner agency representatives may be co-opted to that specific meeting to provide knowledge of their agency's contact with an adult and his or her family or to provide expert advice.

### **Chairperson**

The Chair will report and be accountable to the SAB through quarterly reporting and as an attendee at SAB Meetings. However, when the SAR subgroup is due to be convened to make a decision whether to recommend to the Independent Chairperson on the criteria for an SAR, an alternative chairperson must be appointed by the LSAB Independent Chairperson if there is likely to be a conflict of interests.

### **Frequency of Meetings**

The SAR subgroup will meet monthly to undertake the core business and may convene separately to consider decisions on whether to recommend to the Independent Chairperson on the criteria for an SAR.

### **Location of meetings**

The meetings will be held at the Causeway in Durrington unless advised otherwise.

### **Process**

It is expected that any safeguarding adult review referral will have been discussed and internally reviewed by the referring agency prior to a referral being made, but this must not impact on timely consideration by the SAR subgroup.

A referral should only be made if an agency believes that a deficiency in partnership working has had a significant and critical impact on outcomes for adults or if such an impact was avoided by good fortune and that there is learning for agencies about working together. The agency that refers the case initially will be required to formally present the case to the subgroup.

All agencies that are involved are asked to review their own involvement and summarise this using a template. These must be completed in a timely fashion and will be collated and circulated prior to the meeting that considers the case. At the meeting, agreement will be sought as to which type of review is required, learning points agreed and recorded for all relevant agencies. Actions will be monitored at subsequent subgroup meetings.

If a multi-agency review is required, a separate panel to take forward the review will be identified and the methodology agreed. The approach must be one of enquiry and appropriate responsibility and not of blame. The panel will draw out the learning points and agree a report to the Board (SAR subgroup).

### **Quoracy**

The minimum requirement for the SAR subgroup to be quorate is one representative from Adult Social Care, Health and Police.

### **Accountability**

The SAR subgroup is accountable to the WSSAB and the Chairperson should provide regular reports to the WSSAB and contribute to the WSSAB Annual Report.

### **Expectations of Groups members:**

1. It is expected that named representatives will normally serve a minimum of one year on a sub-group. This should be considered by agencies when nominating their representative
2. Group members do not have to be members the WSSAB, but will be selected on the basis of their role or their skills and knowledge. They must be named by their organisations and attend consistently.
3. It is recognised that, in many cases, nomination will be of a specifically designated post. However, when an agency is anticipating change, it is most important that they give consideration to ensuring continuity of their representation on the group.
4. The nominated member of the group should:
  - a. respond to communications and act as a channel of communication between their own agency and the Board.
  - b. promote the aims of the Group in their own agency.
  - c. be the named safeguarding 'champion' for their agency in all matters relating to the Group.
  - d. take a lead role for safeguarding adults within their agency/professional group and lead on work as required by the Group.

### **Group Preparation**

Members are expected to

1. Read papers in advance of meetings.
2. Bring a copy of meeting papers as distributed
3. Attend meetings, and when unable to, to send apologies in advance and supply an appropriate deputy. Agencies must ensure 100% attendance.
4. If they cannot attend arrange for an appropriate representative to attend. This should not occur in more than 20% of each year's scheduled meetings.

### **Within the group**

Within the group members are expected to

1. Contribute to the development of the Group as an effective, efficient and inclusive team.

2. Raise concerns with the Chair as necessary.
3. Share responsibility with partners for ensuring delivery of the work planned
4. Be responsible and accountable for agreeing their respective Terms of Reference and delivering the Group's objectives through it's work plan.
5. Participate in meetings both as a member of the Group and as a representative of their agency.
6. Contribute to and examine regular updates, data and analysis on individual agency and joint agency safeguarding adults performance indicators as requested by the Chair.
7. Respect shared information as confidential unless agreed otherwise.