



**Safeguarding  
is everybody's  
business**

## **Safeguarding Adults Review Sub Group Terms of Reference**

**East Riding Safeguarding Adults Board version control template.**

<b>Version</b>	<b>Date</b>	<b>Status/Summary of Changes</b>	<b>Approved</b>
Version 0.1	29/07/20	Final Document Agreed	SARG

**Review Date: July 2022**

## **1 Introduction**

- 1.1 These terms of reference are intended to enable the East Riding Safeguarding Adults Board to deliver its responsibilities set out within the Care Act 2014 and in particular section 14 of the statutory guidance that accompanies the act.
- 1.2 The guidance states that Safeguarding Adults Boards (SAB's) **must** arrange a Safeguarding Adult Review (SAR) 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.
- 1.3 SABs must also arrange a SAR if an adult in its area has not died but the SAB knows or suspects that the adult has experienced serious abuse or neglect. In the context of SAR's, something can be considered serious abuse or neglect where for example the individual would have been likely to have died but for an intervention, or has suffered permanent harm or has reduced capacity or quality of life (whether because of physical or psychological effects). SAB's are free to arrange for a SAR in any other situations involving an adult in its area with needs for care and support.
- 1.4 The SAB should be primarily concerned with weighing up what type of 'review' process will promote effective learning and improvement action to prevent future deaths or serious harm occurring again. This may be where a case can provide useful insights into the way organisations are working together to prevent and reduce abuse and neglect of adults. SAR's may also be used to explore examples of good practice where this is likely to identify lessons that can be applied to future cases.
- 1.5 The remainder of this document sets out the framework within which the Safeguarding Adults Review sub group will operate, the more detailed process is set out within the Safeguarding Adults Review Policies & Procedures.

## **2 Purpose.**

- 2.1 The purpose of the Safeguarding Adults Review sub group is, on behalf of the Safeguarding Adults Board, to deliver those responsibilities relating to 'Safeguarding Adult Reviews' set out within the statutory guidance that accompanies the Care Act 2014.

## **3 Overarching Objectives:**

- 3.1 Establish whether there are lessons to be learned from cases under review, about the way in which local professions and agencies worked together to safeguard adults in vulnerable situations.
- 3.2 Establish what those lessons are, how they will be acted upon and what is expected to change as a result.
- 3.3 Improve inter-agency working and better safeguarding of adults in vulnerable situations.
- 3.4 Enable effective communication with all stakeholders to ensure the learning is widely disseminated and family members are informed and involved in the way they wish to be.

- 3.5 Secure compliance with the East Riding Safeguarding Adults Review Policies & Procedures.

#### **4 Specific Responsibilities:**

- 4.1 Screen and consider safeguarding adult review requests against the agreed criteria set out in the Care Act 2014 and make recommendations to the SAB Chair on the need for a SAR.
- 4.2 The Chair of the Safeguarding Adults Review sub group makes the recommendation to the Independent Chair of the Safeguarding Adults Board about whether a case, in its opinion, meets the agreed criteria for a review.
- 4.3 The **Independent Chair of the Safeguarding Adults Board** will make the **final decision** to hold a review, and will respond in writing provided clear rationale for their decision.
- 4.4 The final decision of the Independent Chair will also be sent to the original referrer.
- 4.5 Decide which agency/individual needs to be invited to join the multi-agency panel.
- 4.6 Ensure that learning and actions from reviews is captured in the sub-groups action table and monitor actions until they are fully embedded in the appropriate agencies, and reflected in training as necessary

#### **5 The SAR Panel will:**

- 5.1 Decide on the type of review required and whether it can be managed within in-house panel expertise or through a formal tender request to commission an expert chair and author to complete it
- 5.2 Decide what initial information is required from each agency involved, and further information throughout the duration of the review.
- 5.3 Set the terms of reference for the review including key questions, timescales for the duration to be reviewed, how and when the adult and or family will be involved.
- 5.4 Receive and consider work submitted in pursuit of completing a SAR, such as individual and or combined case chronologies, internal management reports and overview reports
- 5.5 Decide and advise who is the most appropriate individual to liaise with the adult, family or advocate as appropriate.

- 5.6 Consider the draft report and recommendations produced by the SAR author prior to it being presented to the SAB.
- 5.7 Clarify, advise and make decisions on the sharing, dissemination and publication of reports.

**6. The SAB Manager will;**

- 6.1 Provide a quarterly update to the SAB on Safeguarding Adult Reviews undertaken/in progress and an annual overview report of all the reviews including learning points, trends and good practice identified.
- 6.2 Keep the East Riding Safeguarding Adults Review (SAR) Procedures under review, and advise on its effectiveness and best practice in the conduct of safeguarding adult reviews (SAR).
- 6.3 As outlined in the Care Act 2014 guidance to include details of any reviews undertaken in the SAB annual report.

**7 Individual Member Responsibilities.**

Individual members are expected to:

- 7.1 Contribute to the effective working of the Safeguarding Adult Review sub group in promoting high standards of safeguarding work and fostering a culture of continuous improvement
- 7.2 Represent their organisation on the Safeguarding Adults Review sub group speaking with authority for that organisation when appropriate.
- 7.3 As far as is possible ensure that all work requested by the group meets the completion/return dates agreed by the panel.
- 7.4 Provide a channel of communication between the Safeguarding Adults Review sub group and the members own organisation.
- 7.5 Ensure appropriate information concerning a safeguarding adult review is communicated to staff within a members own organisation and as agreed by the SAR sub group.
- 7.6 Ensure that the appropriate member of staff from the most relevant agency communicates with the adult who is subject of the review or relevant family member (with the direction of the Panel).
- 7.7 Ensure confidentiality is maintained in relation to information sharing for Safeguarding Adult Reviews.

- 7.8 Promote transparency and objectivity and ensure declarations of interest and any conflicts of interest are identified at all meetings and during reviews.
- 7.9 Ensure an independent view is maintained and be prepared to challenge agencies on the quality of the work submitted to the group.

## **8 Accountability.**

- 8.1 The Safeguarding Adults Review sub group is accountable to the East Riding Safeguarding Adults Board.
- 8.2 Assurance will be provided to the Chairs Assurance & Governance sub group.
- 8.3 Individual members of the Safeguarding Adults Review sub group remain accountable to their own organisations and to the ERSAB within the remit of the agreed Terms of Reference.
- 8.4 The Safeguarding Adults Review sub group is NOT accountable for the day to day operational safeguarding work; this remains the duty of individual partner agencies.

## **9 Membership.**

- 9.1 Membership will be drawn from partner agencies that make up the Safeguarding Adults Board.
- 9.2 When appropriate and necessary individuals from specialist areas of service may be invited to be part of the Safeguarding Adults Review sub group and or a SAR Panel.

Member Organisations are:

- East Riding of Yorkshire Council Adult Services
  - East Riding of Yorkshire Council Business Management & Commissioning
  - East Riding of Yorkshire Council Public Health
  - Humberside Police.
  - East Riding Clinical Commissioning Group
  - Hull University Teaching Hospital NHS Trust
  - Humber Teaching NHS Foundation Trust
  - City Healthcare Partnership (CHCP)
- 9.3 Representatives from York Teaching Hospital NHS Foundation Trust and North Lincolnshire & Goole Hospital NHS Foundation Trust will be invited on a case specific basis. However lessons learnt reports will be circulated to all SAB partners. The Vale of York CCG will also be invited

on a case by case basis and the ERCCG will act as a conduit for communication.

## **10 Meetings**

- 10.1 The Safeguarding Adults Review sub group will be chaired by the Head of Adult Services East Riding of Yorkshire Council (ERYC). The Vice Chair will be the Named Nurse for Safeguarding, ERYCCG.
- 10.2 The quorum for a meeting of the SAR sub group shall be when at least 3 member agencies represented at the meeting, (the differing sections of the ERYC will be seen as one agency) are present.
- 10.3 Meetings will be held bi-monthly
- 10.4 Administration for the meeting will be supplied by the Safeguarding Adults Board support staff. Each meeting will have an agenda and minutes of the meeting produced and circulated following the meeting.
- 10.5 Where possible agenda and papers will be circulated one week prior to the meeting.
- 10.6 Actions coming from meetings will be captured within an 'Action Table' and monitored in subsequent meetings. Actions will be closed when they have been fully implemented.

## **11 The Decision Making Process.**

- 11.1 Decisions will normally be made through consensus between members and where there is a need for a vote to be taken to reach a decision, each member will have equal rights.
- 11.2 A quorum of members will be required to facilitate this process
- 11.3 Where members are unable to reach a consensus on a particular issue the Independent Chair of the Safeguarding Adults Board will be consulted and act as arbiter and final decision maker. The Independent Chair will weigh up the options and provide a final decision with a written explanation explaining their rationale with their final decision. This will be circulated to members of the SAR sub-group.
- 11.4 Decisions, and the rationale for the decision will routinely be recorded within the minutes of the meeting.

## **12 Information Sharing**

- 12.1 The appropriate exchange of information is essential to deliver effective and efficient services for our citizens, to meet their needs and ensure their welfare and protection. However there is a balance between the

need to share sufficient information to deliver effective services, and preserving the privacy of the individual.

- 12.2 All information sharing within the scope of this group will follow the principles of the General Data Protection Regulation (GDPR) and the local guidance set out within the Humber Information Sharing Charter and the Safeguarding Adults Board Constitution.
- 12.3 The group will comply with the Tier 2 Information Sharing agreement agreed by the SAB for the SAR sub group.

### **13 Review**

- 13.1 These Terms of Reference will be reviewed two yearly, or sooner at the direction of the members of the group.

### **14 Review and Amendment Process.**

- 14.1. Before being adopted, any proposed amendment to these Terms of Reference should:
  - (1) Be circulated to all Safeguarding Adults Review Group Members for consultation and comment at least 5 days prior to consideration at a Safeguarding Adults Review Group Meeting.
  - (2) Secure the approval of the majority of those present at a quorate Safeguarding Adults Review Group Meeting
  - (3) Be approved by the Safeguarding Adults Board.