

# EAST RIDING SAFEGUARDING ADULTS BOARD



*Safeguarding  
is everybody's  
business*

## Safeguarding Adults Review Group Terms of Reference



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

All documents produced by the East Riding Safeguarding Adults Board support function, whether electronic or hard copy will be uniquely identifiable. In many instances, it is necessary to track the changes that occur to a document throughout the document's development and subsequent revision(s). Version Control is the management of multiple revisions of documents via the use of a Document Control Sheet and Version Numbering incorporated into each document name.

The Version numbering system to be used by the East Riding Safeguarding Adults Board is the system that is based on the use of version numbers with points to reflect major and minor changes to a document.

The version number of a document in a draft format will start at 0.1 reflecting its draft status and then progress through revision by incrementing the number to the right of the point. The version number will convert to 01.0 upon the document/record receiving all required approvals, and deemed ready for publishing.

When the document has been approved and authorised ready for publishing the version number will start at 01.0, and the number will only be modified after the first minor amendment to become 01.1. A major revision to the document will result in the number to the left of the point incrementing by one and the number to the right of the dot point will return to zero e.g. 02.0.

#### **Revision History:**

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Approved</b>
Version 01.0	21/01/15	Final Document Agreed	SARG
Version 1.1	12/05/15	Specific Responsibilities (4.2)	SARG
Version 1.2	09/01/16	Membership & circulation timings Update	TC
Version 1.3	08/05/17	Addition of referral to professional bodies	SAB Chair

**Review Date: January 2019**

## **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 Group will operate, the more detailed process is set out within the Safeguarding Adults Review & Learning Toolkit.

## **2 Purpose.**

- 2.1 The purpose of the Safeguarding Adults Review 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:**

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.
2. Establish what those lessons are, how they will be acted upon and what is expected to change as a result.
3. Improve inter-agency working and better safeguarding of adults in vulnerable situations.

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.
5. Secure compliance with the East Riding Safeguarding Adults Case Review & Learning Toolkit.

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

1. Screen and consider safeguarding adult review requests against the agreed criteria set out in the Care Act 2014 and the ERSAB Safeguarding Adult Review Learning & Development Toolkit and make recommendations on the need for a SAR.
2. The Chair of the Safeguarding Adults Review group makes the recommendation on behalf of the SARG to the Independent Chair of the Safeguarding Adults Board about whether a case, in its opinion, meets the agreed criteria for a review and proposes the type of review considered most appropriate.
3. The **Independent Chair of the Safeguarding Adults Board** will make the **final decision** to hold a review, including the decision on the type of review. This is the case for **all** types of review.

The SARG will:

4. Decide who will make up the multi-agency review team
5. Confirm back to initial referrer who requested a review on the outcome of the request.
6. Decide what initial information is required from each agency involved.
7. Set a timescale for the duration of agency involvement to be reviewed and the return of requested work.
8. Receive and consider work submitted to the group in pursuit of completing a SAR, such as individual and or combined case chronologies, internal management reports and overview reports
9. Identify learning points from serious case reviews and oversee action in response to review reports
10. Ensure that learning from reviews is passed to the ERSAB Management Implementation Group to enable it to be allocated to the Training Sub-Group for consideration and implementation as necessary.
11. Clarify, advise and make decisions on the sharing, dissemination and publication of reports (in whole or in part).

12. Provide a quarterly report 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.
13. Should it become known during a review that a referral should have been made to a professional body regarding an individual's actions; the most appropriate member of the SARG will make representations to the employing organisation for that referral to be made. If the employing organisation fails to make the referral or the SARG considers there is unnecessary delay then the Safeguarding Adults Board Manager, or other appropriate member will make the referral to the professional body on behalf of the SARG.
14. Create and maintain a pool of appropriately trained staff within each partner agency to undertake Safeguarding Adult Reviews.
15. Keep the East Riding Safeguarding Adults Review & Learning Toolkit under review, advise on its effectiveness and best practice in the conduct of safeguarding adult reviews (SAR).
16. It is the responsibility of the Safeguarding Adults Board Manager as outlined in the Care Act 2014 guidance to include details of any reviews undertaken in the SAB annual report.

## **5 Individual Member Responsibilities.**

Individual members are expected to:

1. Contribute to the effective working of the Safeguarding Adult Review Group in promoting high standards of safeguarding work and fostering a culture of continuous improvement
2. Represent their organisation on the Safeguarding Adults Review Group speaking with authority for that organisation when appropriate.
3. As far as is possible ensure that all work requested by the group meet the completion/return dates agreed by the group.
4. Provide a channel of communication between the Safeguarding Adults Review Group and a members own organisation.
5. Ensure appropriate information concerning a safeguarding adult review is communicated to staff within a members own organisation and as agreed by the SARG, to the client/patient subject of the review or relevant family member.
6. Ensure confidentiality is maintained in relation to information for Safeguarding Adult Reviews.

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

## **6 Accountability.**

- 6.1 The Safeguarding Adults Review Group is accountable to the East Riding Safeguarding Adults Board the Safeguarding Adults Board Manager will report the work of the SARG to the SAB quarterly.
- 6.2 Individual members of the Safeguarding Adults Review Group remain accountable to their own organisations and to the ERSAB within the remit of the agreed Terms of Reference.
- 6.3 The Safeguarding Adults Review Group is NOT accountable for the day to day operational work; this remains the duty of individual partner agencies.

## **7 Membership.**

- 7.1 Membership will be drawn from partner agencies that make up the Safeguarding Adults Board.
- 7.2 When appropriate and necessary individuals from specialist areas of service may be invited to be part of the Safeguarding Adults Review Group.
- 7.3 Member Organisations are:
  - East Riding of Yorkshire Council Adult Services
  - East Riding of Yorkshire Council Business Management Service
  - East Riding of Yorkshire Council Public Health
  - Humberside Police.
  - East Riding Clinical Commissioning Group
  - Hull & East Yorkshire NHS Trust
  - Humber NHS Foundation Trust
- 7.4 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.

- 7.5 The list of named members can be found at Appendix A of this document

## **8 Meetings**

- 8.1 The Safeguarding Adults Review Group will be chaired by the Head of Adult Services East Riding of Yorkshire Council (ERYC). The Vice Chair will be the ERYC Adult Services, Strategic Services Manager.
- 8.2 The quorum for a meeting of the SARG 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.
- 8.3 Meetings will be held bi-monthly
- 8.4 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.
- 8.5 The ERSAB support function will aim to circulate all relevant papers one week prior to the meeting. Should this not be possible those papers that are available at that point will be circulated, others will be circulated when available but no later than 2 working days prior to the meeting
- 8.6 Actions coming from meetings will be captured within a 'Action Table' and completion monitored in subsequent meetings. Actions will only be taken from the table with the approval of the chair.

## **9 The Decision Making Process.**

- 9.1 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.
- 9.2 A quorum of members will be required to facilitate this process
- 9.3 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.
- 9.4 Decisions will routinely be recorded within the minutes of the meeting however where decisions also relate to an action for an individual or body these will also be recorded within an action schedule which will form part of the agenda for subsequent meetings.

## **10 Information Sharing**

- 10.1 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.
- 10.2 All information sharing within the scope of this group will follow the principles of the Data Protection Act and the local guidance set out within the Humber Information Sharing Charter and the Safeguarding Adults Board Constitution.
- 10.3 The group will comply with the Tier 2 Information Sharing agreement agreed by the SAB for the SARG.

## **11 Review**

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

## **12 Review and Amendment Process.**

- 12.1. 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.



**Safeguarding Adult Review Group Members**

<b><u>Members</u></b>	
<b>East Riding of Yorkshire Council Adult Services</b>	Rosy Pope (Chair)
<b>East Riding of Yorkshire Council Adult Services</b>	Clare Brown (Vice Chair)
<b>East Riding of Yorkshire Council Adult Services</b>	Anita Morley
<b>East Riding of Yorkshire Council Business Management Service</b>	Dorothy Montgomerie
<b>East Riding of Yorkshire Council Public Health</b>	Mike McDermott
<b>Humber Police.</b>	DI Carol Ellwood
<b>East Riding Clinical Commissioning Group</b>	Dr Elisabeth Alton Olwen Fisher
<b>Hull &amp; East Yorkshire NHS Trust</b>	Chris Davidson
<b>Humber NHS Foundation Trust</b>	Wendy Proctor
<b>City Health Care Partnership</b>	Gail Mayes
<b><u>Advisors</u></b>	
<b>East Riding of Yorkshire Council Legal</b>	Chris Youngs
<b>Safeguarding Adults Board Manager</b>	Trevor Collinson

(Members as at Jan 2017)