

SAR Panel Terms of Reference

Purpose

The West of Berkshire Safeguarding Adults Board (SAB) is committed to ensuring that all agencies work together to minimise abuse or neglect to vulnerable adults at risk and to safeguard effectively where abuse or neglect has, or may have, occurred.

The SAB aims to ensure that there are effective mechanisms in place, to ensure that there is a consistent approach to learning, and promotion of best practise.

Legislation

Section 44 of the Care Act puts a duty upon the Safeguarding Adults Board (SAB) to arrange for there to be a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if:

- I. There is reasonable cause for concern about how the SAB, its members or other persons with relevant functions worked together to safeguard the adult,
 - and
 - II. The adult has died, and the SAB knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).
- Or
- III. If the adult is still alive, and the SAB knows or suspects that the adult has experienced serious abuse or neglect.

Under the Care Act each member of the SAB must co-operate in and contribute to the carrying out of a review with a view to identifying the lessons to be learnt from the adult's case, and applying those lessons to future cases.

Aims

The aims of the SAR Panel are to ensure that:

- the SAB has in place sound mechanisms for identification of potential Safeguarding Adults Reviews;
- proper processes are followed in each case; and that
- learning from local, regional and national cases is embedded across the partnership.

Functions include:

- To consider, at the request of the Independent Chair of the SAB, whether a SAR should take place, and make recommendations to the SAB Chair who has ultimate responsibility for deciding whether or not such a Review should be conducted.
- Where it is agreed a SAR is required to agree the most effective and proportionate type of SAR to commission
- To consider, in the light of each case, the scope of the learning or review process, draw up clear terms of reference and identify any specific expertise needed for the Review Group, including nomination for independent Chair and lead reviewers.
- To commission, monitor and manage the SAR process and to ensure reports are completed in a timely way and are quality assured.
- Keep the SAB informed of any reviews and recommending to the SAB when the SAR process is completed.
- Provide information about key learning from SARs in the Board's Annual Report.

Classification: UNCLASSIFIED

- Through the SAR Panel, the Board can commission a review to be undertaken by the DAAT.
- Informing Care Quality Commission about all reviews involving regulated services, whether or not CQC have been involved.
- Develop a range of options/models for undertaking SARs

Accountability

The group is accountable to the SAB and will report progress on a regular basis. It will also provide relevant information to the SAB as necessary, including input into the Annual Report.

Any professional may refer a case to the SAB if it is believed that there are important lessons for multi-agency working to be learned from the case. It would be the SAB's responsibility to take note of any referral and make a decision as to what action is needed.

Decision making records

In the event that criteria for a SAR has been agreed by the panel. The Business manager will inform in writing:

- Individuals and family members as identified of the decision to undertake a SAR. This will be in conjunction with the Lead LA for the commissioned SAR .
- Inform CQC of any SAR agreed at panel.
- Inform in writing all CEO or equivalent for partner agencies involved in the SAR and name their panel representative.
- Confirmation to any professional of the outcome decision of any notification that a SAR has been agreed or not agreed. This maybe through panel members or in writing.
- The business manager will maintain a data base of the notifications and outcomes
- Each notification received will be monitored through a Individual SAR Decisions and Actions Tracking Tool (Appendix 4)
- For all decisions made the panel must consider if the panel has the required knowledge to make this decision

Reporting and Governance Arrangements

The group, through the Chair, will:

- Report to the SAB on a quarterly basis, including identified risks
- Present SAR reports to the Board for endorsement
- Attend SAB Sub Group Chairs Meeting
- Review the panel's work plan annually
- Contribute to the SAB Annual Report
- Review the Terms of Reference and propose amendments to the SAB

Membership

Core membership includes:

- Reading Borough Council
- West Berkshire District Council
- Wokingham Borough Council
- Clinical Commissioning Group
- Thames Valley Police
- A representative from the Joint Legal Team will attend as required on a case by case basis.¹
- Berkshire Healthcare Foundation Trust – not considered in terms of quoracy
- Royal Berkshire Fire and Rescue Service – not considered in terms of quoracy
- Royal Berkshire NHS Foundation Trust– not considered in terms of quoracy

¹ The Chair of the Panel will review the agenda and cases in advance of each meeting and liaise with the Joint Legal Team, requesting attendance at the meeting, support and advice as required.

Classification: UNCLASSIFIED

Additional members from safeguarding teams from RBFH and BHFT and consultation will be sought and considered by the panel on cases where medical oversight on any review is required from the Consultant at the RBFH and /or the named GP for safeguarding.

Members will have appropriate seniority within their agencies to lead and coordinate the work on behalf of their agency. The Panel may co-opt other agencies and representatives to complete or contribute to specific pieces of work. To ensure consistency and timeframes, when members are unable to attend scheduled meetings, they will ensure a representative attends on their behalf.

All members must ensure that they have read the papers in advance of those panel meetings. For those panel members that have not read the papers they will need to alert the chair to this at the beginning of the meeting, and they will not be able to vote on any decisions made in relation to the case where the papers have not been read.

Operational arrangements

The sub group will be supported by the SAB Business Manager.

The Chair of the SAR Panel will be nominated every 3 years.

Panel meetings rotate around the three localities. The Safeguarding Lead from each area will act as the Vice Chair at the relevant meeting. The Vice Chair will chair the meetings if the Chair is not available. The Vice Chair will provide an update on relevant cases at the following Board meeting.

To ensure that discussions are thorough the Panel will discuss a maximum of three live SAR's per meeting.

The role of the Independent Chair in Safeguarding Adults Reviews is to provide a quality assurance role, receiving regular updates from the lead reviewers and ensuring the review fulfils the agreed scope and is conducted within agreed timeframes. The Independent Chair will not be expected to be part of any case review team, but will monitor the process and provide challenge when necessary in the panel process. The chair may be involved as required in undertaking joint partnership review as the chair with other partners to allow the flexibility of the panel in deciding types of review methodology and resources to promote the learning in a timely manner. This will depend on the training and experience level of any chair and there must be no conflict of interest or directly involvement in the case.

Duty of candour

The panel will routinely ask any organisation to confirm any duty of candour or contact with a family has been made.

Quoracy

The meeting will be deemed quorate if the Chair (or their substitute) and at least three other members of the Panel are present.

Frequency

Standing meetings of the SAR Panel will be held on a monthly basis, but frequency can and will be amended based on the workload of the Panel.

Agendas and minutes

Agendas and associated papers will be circulated at least a week in advance of the meeting. Minutes will be circulated within two weeks of the Panel meeting.

Classification: UNCLASSIFIED

Confidentiality

Panel members shall keep confidential any information obtained as a result of inter-agency co-operation, save to the extent that disclosure of the information is necessary in order to discharge the functions of the SAB.

Observers

Observers are able to attend meetings with the advanced permission of the Panel. On invite to the meeting the SAB Business Manager will make clear the confidentiality section of this TOR.

Accessibility

The Board will seek to ensure that any learning from Safeguarding Adults Reviews, as well as those not reaching the SAR threshold but where wider learning is identified, is disseminated using a variety of methods and is made available as widely as possible.

Review

The SAR Panel Terms of Reference will be reviewed annually. Any changes must be agreed by the Board.

Sign Off Dates

- Sub Group Chairs – March 2019
- SAR Panel Sub Group – January 2019
- SAB - March 2019

Review Date

March 2020

Process for Multi-Agency Safeguarding Adults Reviews of Serious Cases

The aim of this document is to streamline the process for carrying out a Safeguarding Adults Review for Board members, managers and practitioners, and to clarify the different roles and responsibilities of individual agencies, the Safeguarding Adults Board (SAB) and its Subgroups.

Step 1 Notification of a case for consideration

Refer to the decision making process outlined in the [Guidance for Multi-Agency Safeguarding Adults Review of Serious Cases](#).

Complete the notification report template (Appendix 2) and send securely to the SAB Business Manager. Instead of using this template to notify the Panel, Thames Valley Police officers will use a Primary Assessment Chronology (Appendix 3) and must receive authorisation from senior officers before presenting to the SAR Panel.

Agencies would be expected to Copy to the Safeguarding Team in the relevant Local Authority. In the event of any reason they haven't please inform the business manager. It will be an expectation that the LA DASS will be informed of any notification as the criteria will relate to safeguarding.

The Business Manager will forward all notifications for consideration to the Independent Chair of the Board, copy to the SAR Panel Chair, who will triage the notification decided whether or not it should be taken to SAR Panel for discussion. If deemed appropriate a medical perspective will be obtained from a named Consultant and/or Coroner supporting the SAR Panel.

All members of the SAR Panel will be asked to bring relevant information pertinent to the cases put forward for decision.. This is so that the Panel can make an informed decision on the next steps, preventing any avoidable delay.

Step 2 Presentation at SAR Panel and Decision

Once approved, the case will be presented to the SAR Panel by the agency that raised the notification. The Panel will:

- Review the report and decide whether the case meets the criteria for a Safeguarding Adults Review.
- Agree what type of review is proportionate and will offer the best learning.
- Identify lead agency for the Review.
- Agree a timeframe for reporting back.

SAR Panel meetings will be held quarterly, with additional panel meetings called as necessary.

The SAR Panel will consist of Board members relevant to the case. Core members will include at least a social care and health representative. Senior managers will be invited and if so wish, can delegate to the safeguarding lead, along with responsibility to make decisions.

Step 3 Feedback

The Panel's decision is fed back to the Independent Chair of the SAB who will consider the Panel's recommendation and decide whether a review should be undertaken.

The decision is fed back to the agency who initiated the notification.

CQC is informed of any review for a regulated provider.

Step 4 Commencement of Review

Lead agency commences the Safeguarding Adult Review as per the decision of the panel, with the support of the Business Manager. The Business Manager will agree appropriate administrative support with the lead agency.

Classification: UNCLASSIFIED

Step 5 Final Report and Recommendations

Panel will review findings and identify multi-agency recommendations and sign off the report.

The final findings report and recommendations will be presented to the Board for consideration at its next meeting. The Independent Chair will call an exceptional Board meeting if required.

Step 6 Action Plans

Once the findings report and recommendations are accepted by the Board. The SAR Panel (or specific task group) will;

- Agree relevant actions and present these in the Learning from SAR/Audit Implementation Plan
- Agree publication plan for the SAR

The implementation plan will be monitored by the SAB Subgroups and areas of risk reported to the SAB via the Subgroup Chairs .

Organisations are encouraged to devise individual action plans from learning from SARS.

Step 7 Monitoring and Review

All recommendations will be included the Learning from SAR/Audit Implementation Plan, to be kept up to date by the Business Manager.

The SAB Subgroups will review the implementation action plan at quarterly meetings, escalating issues to the Board where relevant.

Step 8 Sharing Learning

The Business manager will provide a practise note to be published on the website in conjunction with the lead LA and approved by legal which will be shared with partner agencies for dissemination and use in training. The Performance and Quality Subgroup will review and revise the self-assessment audit document on an annual basis to ensure it reflect findings from Safeguarding Adults Reviews.

Under the remit of the Performance and Quality Subgroup, thematic audits will take place twice a year, on either a single or multi-agency basis, based on findings from Safeguarding Adults Reviews.

The Annual Report will report on Safeguarding Adults Reviews carried out within the year and what agencies have done to deliver actions and embed learning.

Version V.1.1

Review date September 2019

Notification of a Case for Consideration

Complete in as much detail as possible and send securely to:

Lynne Mason, Business Manager for the Board at Lynne.Mason@reading.gov.uk Tel. 07718 120601

Send a copy securely to the appropriate Safeguarding Adults Team.

Report completed by name and contact details:	
Date report completed:	
Report Audience:	Safeguarding Adult Board (SAB) for consideration for action under the West of Berkshire Safeguarding Adults Board Guidance for Multi-Agency Safeguarding Adults Reviews of Serious Cases
Purpose of report:	
Person's Full Name	
Person's Date of Birth	
Person's Date of Death (if applicable)	
Person's Contact details (if applicable)	
NoK Full Name	
NoK Contact details	
NoK Telephone Number	
NoK Email Address	
Are there any safeguarding concerns for children or other adults from this case that need to be actioned and / or shared with Local Authority adult or children safeguarding teams? If so, confirm what action has been taken	
Section 1 – Summary of case	
Section 2 – Information received and documents reviewed	
Section 3 – Evaluation of information received and documents reviewed	
Section 4 – Conclusions	
Signed by:	
Dated:	

Domestic Homicide Review/Serious Case Review

Primary Assessment Chronology

This document is intended to provide Thames Valley Police’s representatives on Local Safeguarding Children’s Boards, Safeguarding Adult’s Boards and Community Safety Partnerships with an overview of the information held by the organisation in relation to the potential subject of the review and other relevant people. This will assist the decision making process in relation to the commissioning of a Serious Case/Domestic Homicide Review.

The following systems will have been checked: PNC, PND, NICHE, Command & Control live and archived, Voters, ViSOR, CHARM, Misper Database, CEDAR, FPU database and the PVP case files on Livelink.

*****Do not disseminate this document to other agencies. For police eyes only*****

Date	
------	--

Author	
--------	--

URN/ NICHE	
------------	--

LPA	
-----	--

Subject of review (include address)	
--	--

SIO/OIC	
---------	--

Circumstances

Family Structure:

Name	Gender	Relationship	Date of birth	Address
		Subject of review		

Include a brief summary of the incident which has triggered the need for this document.

Include any warning markers on PNC.

Include any PND results which indicate a need for the LSCB/CSP to make contact with other force areas.

Date	Person	Source	Event description	Actions	Comment

Preliminary findings

Indicate any areas which on initial inspection suggest that there will be learning for Thames Valley Police or suggest a level of criticality.

Individual SAR Decisions and Actions Tracking Tool

Purpose of Tool	Is to provide an audit trail of the decision making process throughout a SAR and to ensure that all agencies are clear on expectations of them. The tool will be maintained by the SAB Business Manager and updated after each Panel meeting the SAR is discussed and distributed to Panel members within 2 working days of this discussion. It is the responsibility of the allocated worker to ensure that actions are completed within deadlines; separate instructions will not be made.
Version	
Date last updated	
Date last distributed	

Section 1 Notification	
Report completed by name and contact details:	
Date report completed:	
Report Audience:	Safeguarding Adult Board (SAB) for consideration for action under the West of Berkshire Safeguarding Adults Board Guidance for Multi-Agency Safeguarding Adults Reviews of Serious Cases
Purpose of report:	
Person's Full Name	
Person's Date of Birth	
Person's Date of Death (if applicable)	
Person's Contact details (if applicable)	
NoK Full Name	
NoK Contact details	
NoK Telephone Number	
NoK Email Address	
Are there any safeguarding concerns for children or other adults from this case that need to be actioned and / or shared with Local Authority adult or children safeguarding teams? If so, confirm what action has been taken	
Summary of case	
Information received and documents reviewed	
Evaluation of information received and documents reviewed	
Conclusions	
Signed by:	
Dated:	
Notification received by:	
Notification received date:	

Notification accepted date:	
Reasons for delay in received and accepted date	
Triage decision SaB Independent Chair	<i>(to be considered at SAR Panel, not a SAR not to be considered at SAR Panel)</i>
Triage decision SAR Panel Chair	<i>(to be considered at SAR Panel, not a SAR not to be considered at SAR Panel)</i>
Triage decision SaB Business Manager	<i>(to be considered at SAR Panel, not a SAR not to be considered at SAR Panel)</i>
Triage decision of medical professional (if deemed appropriate)	<i>(to be considered at SAR Panel, not a SAR not to be considered at SAR Panel)</i>
Advice from medical professional at point of triage decision	
Overall Triage Decision	<i>(to be considered at SAR Panel, not a SAR not to be considered at SAR Panel)</i>
Date notification author informed of triage decision	
SAR Panel Date Notification to be discussed	
Presenter of Notification and date informed	

Section 2 Notification Discussion SAR Panel	
Date of SAR Panel	
Presenter of Notification	
Supporting Documents used	
Summary of Discussion	
Meets SAR Criteria	<i>Yes/No/ Further information required</i>
If further information required list what information is required and who will be responsible for supplying and by when	
If it meets SAR Criteria go to section 4, if does not meet SAR criteria go to section 3	

Section 3 Notification does not meet SAR Criteria (do not complete if notification accepted as a SAR)			
Is there any learning for the SAB? If yes please detail			
Are there any actions required from the SAB in regards to this notification? If yes please complete action plan below			
Who needs to be informed of this decision? How and by when.			
Action	Responsibility	Deadline	Who will monitor completion of action?
Inform author of notification of decision	Business Manager		

Section 4 Notification Meets SAR Criteria – Panel to pull together ToR, for sections that cannot be answered, it must be noted how and by when these sections will be answered, this section will be reviewed/updated each time the case is discussed at Panel or extraordinary meetings held regarding this SAR

Specific areas of concern for the Safeguarding Adult Review to focus upon	
Period of time the Safeguarding Adult Review is to consider	
Good Practise	
Standard Practise	
Missed Opportunities	
Agencies to provide Chronologies and Individual Management Reviews, how will these be requested and what will the deadline be	
Membership of Safeguarding Adult Review Panel – agencies, experts and specialists	
Chair of the Safeguarding Adult Review Panel	
Independent Overview Report Author	<i>If this is to be commissioned externally please provide details who is responsible for commissioning. If a decision is made by the panel that the author can be internal please provide details of the evidence the panel has that the author will be impartial.</i>
Arrangements regarding advocacy support (if appropriate)	
Strategy for involvement of family members	
Reference to any parallel investigations	
Reference to any learning on the Learning from SAR/Audit Implementation Plan	
Start and completion dates for the Safeguarding Adult Review	
Key areas to be analysed	

Strategy for implementation of lessons learnt	UNCLASSIFIED		
A strategy for publication of the Overview Report and Executive Summary			
A strategy for managing media interest.			
Action	Responsibility	Deadline	Date completed
Letter to Person/NoK informing them of SAR	SAB Business Manager		
Letter to agencies informing them of SAR	SAB Business Manager		
Request of agencies for Chronologies and/or IMR's	SAB Business Manager		

Panel Meetings where SAR was discussed	Key Decisions – tracking tool to be updated as appropriate	Date updated tracking tool shared	Distribution list of tracking tool