

## Isle of Wight Safeguarding Adults Board

### Safeguarding Adult Review Sub-Group

#### Terms of Reference

##### **1. Purpose**

The Safeguarding Adult Review (SAR) Sub-group supports the IOW SAB independent chair in commissioning and overseeing safeguarding adult reviews (SARs) and other reviews of practice and recommending ways in which the learning and improvement from such reviews can be embedded into practice.

##### **2. Objectives**

To involve agencies, staff and families in a collective endeavor to reflect and learn from what has happened in specific cases in order to improve practice in the future.

##### **3. Responsibilities**

- a) To maintain the IOW SAB Learning and Review Framework.
- b) To provide an opportunity for a serious incident to be reviewed in a culture that is experienced as fair and just by all concerned.
- c) To recommend to the SAB independent Chair whether a case meets the criteria for a SAR and produce proposed terms of reference and review methodology for approval by the independent chair.
- d) For cases that do not meet the criteria for a SAR, to recommend an alternative case review (such as a Multi-Agency Partnership Review, Multi-Agency Reflective Workshop or Multi-Agency Audit), producing the terms of reference and review methodology for approval by the independent chair.
- e) Commissioning and overseeing all case reviews undertaken.
- f) To consider the most effective and proportionate ways of conducting reviews that highlight appreciative learning, and how to best disseminate good practice throughout agencies.
- g) Approving the final draft of any case review before presentation to the main board.
- h) To recommend how the findings from any case review should be disseminated and a multi-agency action plan drawn up.

- i) To identify any risk factors to the independent chair that may impact on publication of any final report, including the safety and welfare of children and vulnerable adults should a report be published.
- j) To recommend how the IOW SAB should publish its response to any SAR. If required co-ordinate the response.
- k) To monitor the progress of all recommendations outlined in action plans from SARs and other types of reviews
- l) The premise on which the group operates will be that of challenge and transparency, with the concept of publication always in mind when commissioning a case review. This acknowledges the benefits of sharing learning through the direct engagement of front line practitioners and the SAB's drive to hold itself publicly accountable.

#### 4. Definition

For the avoidance of doubt, the SAR sub-group will work to the following criteria for undertaking a Safeguarding Adult Review as set out in Section 44 Care Act 2014:-

An SAB must 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 there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult, **and** condition 1 or 2 is met.

**Condition 1** is met if 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).

**Condition 2** is met if the adult is still alive, **and** the SAB knows or suspects that the adult has experienced serious abuse or neglect.

#### 5. Accountability

- a) The SAR sub-group will be directly accountable to the SAB independent chair.
- b) The SAR sub-group chair will provide a quarterly report to the board on the activity of the sub-group.
- c) Members will be accountable to the IOW SAB through their agency representative on the board and through the chair of the sub-group.
- d) Members will ensure that they are fully franchised to fulfil their role on the sub-group by their agency.

- e) Members will contribute their knowledge, professional time and influence upon resources to ensure that the group functions effectively.

## **6. Membership**

- a) Representation from each statutory agency and co-opted members.
- b) The sub-group chair will be appointed by the IOW SAB.
- c) The vice-chair will be appointed from within the sub-group.

## **7. Frequency of Meetings**

Six weekly

## **8. Quoracy**

The sub-group will be quorate if half of its members are present and there is representation from the local authority, police and health.

## **9. Support from the Business Unit**

- a) Send out the agenda and supporting papers at least one week in advance of the meeting.
- b) Produce and send out minutes and an action log to members.
- c) Maintain an up to date list of members and their contact details.
- d) Organise and provide administrative support for any task and finish groups commissioned

**Date of Update:** June 2015

**Date of Review:** June 2016