

# CALDERDALE SAFEGUARDING ADULTS BOARD

Safeguarding Adult Review Group

## TERMS OF REFERENCE



## 1. Title

Calderdale Safeguarding Adults Board- Safeguarding Adults Review Group.

## 2. Purpose

The Calderdale Safeguarding Adults Review Group (CSAR) has been formed to ensure that the responsibilities of the Calderdale Safeguarding Adults Board (CSAB) are carried out in respect to Safeguarding Adult Reviews (SARs).

- Ensure that requirements from the Care Act 2014 and ADASS in relation to SAR's are met.
- Receive and hear cases for consideration for SARs.
- Screen and review any applications (see appendix 2) made for consideration of an SAR and decide what further information is required from agencies in order to make a recommendation to the Chair of CSAB.
- Agreeing initial draft ToR for SARs (or delegate to panel).
- Agreeing agencies that are required to complete a scoping/initial screening process.
- Decide on recommendation to Chair of CSAB as to whether or not a SAR should be conducted.
- Identify the most appropriate type, mechanism and methodology of review undertaken (please see appendix 1), and recommending this to the Chair of CSAB or reasons for not undertaking such a review.
- Ensure that any SARs undertaken are proportionate to the likely learning/improvement.
- Oversee the SAR process, including engagement and setting and monitoring timescales.
- Oversee the implementation of recommendations from SARs completed.
- Work with the Learning and Improvement group of the CSAB to take all actions to try to ensure that any lessons from cases are understood and acted upon.
- Advise the SAR panel on factors from major national reviews that should be incorporated into any review.
- Make decisions on whether to recommend thematic SARs to the SAB chair.

- To work closely with the Learning and Improvement group (and other groups of CSAB as appropriate) to seek assurance that SAR recommendations are fully implemented and agencies are able to evidence that lessons are learnt.
- Work in partnership with the CSCB and the Community Safety Partnership (CSP) to decide which body will lead on reviews which span children's safeguarding, adult safeguarding and Domestic abuse/ DHRs.
- Regular evaluation and review of the SAR toolkit for Calderdale SAB

### 3. Membership of the Group

Membership of the CSAR Group will be comprised of the senior members of staff from statutory partners of Calderdale Safeguarding Adults Board (Local Authority, Police and the Clinical Commissioning Group (representing all Health Commissioners) the Calderdale SAB Board Manager along with a Non statutory partner of CSAB from the Voluntary Sector to act as a critical friend who is member of the Board.

An element of independency built in to the membership via the Chair and vice chair of the meeting (critical friend).

Luke Turnbull- CCCG (Chair)  
 Darren Minton- WYP (Vice-Chair)  
 Darren O'Sullivan- CMBC  
 Tracy Selves- VAC  
 Vicky Allonby- SAB Manager, CMBC

**Comment [LT1]:** Do we want names or agencies? If names needs updating. Needs reps CMBC who is not the Board Manager

### 4. Responsible to

The group is responsible to Calderdale Safeguarding Adults Board and reports directly to the Board and Chair of the Board.

### 5. Frequency of meetings

Regular meetings will be held on a quarterly basis. There will be an annual review of :-

- The TOR and membership of the group.
- the SAR processes and methodology by reviewing the CSAB SAR Toolkit.
- Monitor recommendations and action plans from SARs that have been undertaken.
- Consider the thresholds and criteria for SAR's to be completed, in light of guidance to ensure that CSAB uses its resources to maximise learning.

**Comment [LT2]:** Is this a job for the QPA sub?

**Comment [LT3R2]:** More frequently than annually

Extraordinary meetings will be arranged as necessary to consider new cases if they occur between quarterly meetings and need an early consideration for an SAR case. All documents required for the SAR Group will be password encrypted.

### 6. Quorum

In order that a meeting is quorate, When there is representation from all three statutory partners of CSAB. Where named members of the group are unable to attend it is expected that a deputy will attend.

**7. Review period of the Terms of Reference**

The Terms of Reference will be reviewed on an annual basis.

This Terms of Reference was approved by Calderdale Safeguarding Adults Board (following some small amendments) on the 11th August 2015.

**8. Confidentiality**

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

Group Chair:

Designation:

Signature:

Date:

To CSAB, Date:

Ratified:

Review Date:

## Proposed models for undertaking Safeguarding Adults Reviews

### 1 The criteria for Safeguarding Adults Reviews (SARs)

The Care Act 2014 states that:

(1) A 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:-

(a) 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  
1. (b) condition 1 or 2 is met.

(2) Condition 1 is met if:-

- (a) the adult has died, and
- (b) 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).

(3) Condition 2 is met if:-

- (a) the adult is still alive, and
- (a) (b) the SAB knows or suspects that the adult has experienced serious abuse or neglect.

(4) An SAB may arrange for there to be a review of any other 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).

(5) Each member of the SAB must co-operate in and contribute to the carrying out of a review under this section with a view to:-

- (a) identifying the lessons to be learnt from the adult's case, and
- (b) applying those lessons to future cases.

1.1 The adult who is the subject of any SAR need not have been in receipt of care and support services for the SAB to arrange a review in relation to them.

1.2 One key goal of the SAR Subgroup should be with weighing up what type of 'review' process will promote effective learning and improvement action, for example where a case can provide useful insights into the way organisations are working together to prevent and reduce abuse and neglect of adults, or to explore examples of good practice where this is likely to identify lessons that can be applied to future cases.

- 1.5 Where the group believes a review is not within the scope of SAB, it can make recommendations to other organisation(s) that a review is conducted under alternative mechanisms.

**Appendix 2**

**Safeguarding Adults Review (SAR)  
Calderdale SAB Case Consideration Request Form**

<b>Date request form sent</b>	
<b>Name and job role of referrer</b>	
<b>Contact details of referrer</b> Address Telephone Email	
<b>Agency of referrer</b>	
<b>Senior Manager authorisation (where applicable)</b> Name Job Title Address Telephone Email Date referral authorised Managers comments	

**Subject: Person(s) Details that require consideration for an SAR**

<b>Name of subject</b>	
<b>Date of Birth of subject</b>	
<b>Gender</b>	
<b>NHS number/Social Work ID</b>	
<b>Address</b>	<b>Current/last known address</b>
<b>Family /significant others</b>	<b>Relationship: Details: (include address/contact phone numbers)</b>

**Details of person/organisation alleged to have caused harm**

Name
Organisation

Known Service Provision (subject and family/carers) – please note that this includes local and out of authority services:

Children's Social Care	<input type="checkbox"/>	Adult Social Care	<input type="checkbox"/>
Police	<input type="checkbox"/>	GP	<input type="checkbox"/>
		Specify the GP's Name and Address	
Housing	<input type="checkbox"/>	Education	<input type="checkbox"/>
Specify Service(s)		Specify Service(s)	
Community Health Services	<input type="checkbox"/>	Acute Health Service	<input type="checkbox"/>
Specify Services		Specify Service(s)	
Mental Health Service	<input type="checkbox"/>	Drug/Alcohol Services	<input type="checkbox"/>
Specify Service(s)		Specify Service(s)	
Probation	<input type="checkbox"/>	Voluntary/3 <sup>rd</sup> Sector	<input type="checkbox"/>
		Specify Service(s)	

1. Background to case for consideration (please clear text from box before adding information)

<ul style="list-style-type: none"> <li>• Identify individual, Name of GP Practice / Hospital</li> <li>• Brief review of history of individual that is known including health history eg – input from Housing services previously, suffered from depression, alcohol addiction in the past</li> <li>• Any other Safeguarding processes or police/Coroner's investigations that are known to have/be taking place.</li> </ul>
---

2. Brief overview of circumstances of the incident (please clear text from box before adding information)

- *Provide key details of case*
- *Only identify what is known*
- *If there appear to be gaps in information about the case – please specify clearly*  
*eg. The lady could not be contacted by any of the agencies involved in delivering a service during the period of ....*
- *If other agencies are involved*

3. Current Position of the case, (please clear text from box before adding information)

- *EG Police are still investigating, The hospital have registered the case on their internal incident reporting system, the Safeguarding Team in the local Authority have completed an investigation*
- *Any actions that have already been taken by agencies*

4. Referral reason(s) How does this case meet the criteria for a Safeguarding Adults Review?



*See policy*

5. What learning do you think can be achieved through review of this case? Which agencies/services are/ were involved in this case? Which agencies/ services should particularly achieve this learning?

*Please detail*

6. What other learning/review processes have been followed?

*Please detail*

7. What did they achieve? How has that learning been disseminated?

*Please detail*

8. What impact has it had?

*Please detail*

9. Please detail any other relevant information that will enable the Safeguarding Adults Review Group of the CSAB reach a decision about how to respond to this referral.

*Please detail*

11. Please return your form and any other appropriate documentation to the following secure email address:-

Please mark your email, 'SAR referral' and return to:

[Luke.Turnbull@nhs.net](mailto:Luke.Turnbull@nhs.net)

**Comment [LT4]:** Change to secure SAB email when sorted