

**Safeguarding Adults Board (SAB)
Safeguarding Adults Review Sub Group
Terms of Reference**

Annual Review October 2017 – Updated December 2017 to take account of LeDeR Programme.

Background

The Care Act 2014 provides SABs must carry out Safeguarding Adults Reviews (SARs) when there is reasonable cause for concern about how the SAB, members of it, or other members with relevant functions, worked together to safeguard the adult and a) the adult died, and the SAB knows or suspects, that the death resulted from abuse or neglect, or if b) the adult is still alive and the SAB knows or suspects that the adult has experienced serious abuse or neglect.

Purpose

To act as a sub group of the Brighton & Hove Safeguarding Adults Board to ensure the responsibilities of the Board are carried out in respect of safeguarding adult reviews and other forms of learning reviews activities.

The sub group is responsible for recommending the commissioning of Safeguarding Adults Reviews, managing the process and assuring the SAB that recommendations and associated actions have been addressed by the multi-agency partnership and individual agencies

The Safeguarding Adults Reviews sub group will lead on the local learning and improvement framework ([link](#)) and will ensure reviews enhance front line practice through working within the Quality Assurance Framework ([link](#)) of the SAB.

Objectives

1. To ensure clear and fair process for commissioning and carrying out of safeguarding adult reviews and other forms of learning review activities within Brighton & Hove
2. To receive and consider referrals of new SARs against the criteria for holding a Safeguarding Adults Review (Ref. SAR Protocol) ensuring that appropriate, and proportionate, types of review are recommended to the SAB Chair.
3. To initiate SARs , Multi-Agency Learning Reviews, Single Agency Learning Reviews or make recommendations for audit activity, when it is considered that there may be lessons to be learnt in safeguarding adults at risk of abuse and/or neglect
4. To oversee the constitution of review teams/panels, report author, terms of reference
5. To ensure that the requirements for a review to take place are robust, transparent, and regularly reviewed, monitoring progress, especially with regard to timescales.
6. To ensure all reviews consider the involvement of the adult
7. To ensure family members are encouraged to engage when appropriate in all relevant review processes
8. To ensure practitioners are involved in all review processes
9. To ensure links are established and maintained with other Boards and processes where required, for example criminal investigations/DHRs/SCRs – this includes during the process of review and sharing findings post review.
10. To receive draft reports from reviews, consider lessons to be learned and to make recommendations to the Safeguarding Adult Board on any practice, policy or procedural changes that may be required - ahead of these being tabled at SAB or Extraordinary Meeting of SAB

11. To ensure that lessons learned are communicated to all relevant organisations and practitioners.
12. To work with the Quality Assurance subgroup to monitor and review progress action plans, including monitoring compliance with recommendations.
13. To work with the Quality Assurance Subgroup to consider trends/themes from partnership or single agency reviews when it is considered that there may be lessons to be learned on the safeguarding of vulnerable adults e.g. Analysis of Coroners (Investigations) Rules 2013 and Coroners (Inquests) Rules 2013 (new Rule 43s) coroners, SI's, public health suicide / substance misuse analysis where related to death or serious harm and Learning Disabilities Mortality Reviews (LeDeR). These will always be standing agenda items at monthly meetings.
14. To provide regular reports to the SAB on the work of the sub group, and contribute to the SAB annual report
15. To ensure that the outcomes from the work the sub group undertakes contributes to a more robust and effective city wide system for safeguarding vulnerable adults.

Membership

Chair	Healthwatch
Health	Designated Nurse for Safeguarding Adults
Police	Child Protection & Safeguarding Manager Public Protection
BHCC	Head of Safeguarding Assistant Director Health & Adult Social Care
SAB	Business Manager

Specific providers to be invited to group meetings as requested by the Chair.

If a member is not able to attend, they are to send a suitable representative. Where this is not possible, information can be requested and sent electronically.

Advice from Legal adviser will be sought as and when required.

Chair:

Healthwatch representative

Frequency of Meetings:

The sub group will meet quarterly, with planned monthly planned meetings which will be cancelled if there are no specific referrals to discuss.

Administration:

The SAB Business Manager and the SAB Administrative Assistant will support the sub group.

Quorum

To establish quoracy, 3 representatives, 1 from BHCC, 1 from Health and 1 other member must be present for decision making.

Accountability & Reporting:

The subgroup is accountable to the SAB and must be prepared to provide updates for the Quarterly Safeguarding Adults Board meetings. Members will be expected to feedback to their own organisation. ¹

¹ TOR Agreed November 2016, reviewed November 2017.