Safeguarding Adult Review (SAR), Significant Incident Learning Process (SILP) and Good Practice Sub-Group

Terms of Reference

Purpose and Objectives

The purpose of the Safeguarding Adult Review, Significant Incident Learning Process and Good Practice Sub-Group (the Sub-Group) is to support North East Lincolnshire Safeguarding Adults Board (SAB) in discharging its safeguarding duties as per the requirements of the Care Act 2014. The Sub-Group will ensure that any Safeguarding Adult Reviews (SARs) or other learning reviews are completed within a robust, timely, thorough manner and that learning identified is shared, embedded and evidenced across the partnership.

Functions

The Sub-Group will:

- Consider any SAR referrals using the criteria which is described in legislation. The Care Act 2014, sections 44(1), (2) and (3), requires that a Safeguarding Adults Review (SAR) is undertaken where an **adult with care and support needs** has died or suffered serious harm, and it is suspected or known that the cause was neglect or abuse, including self-neglect, **and** there is concern that agencies could have worked better to protect the adult from harm. Under section 44(4) a SAR can be undertaken in other cases concerning adults with care and support needs.

- Consider whether the case meets the criteria for a **mandatory** or a **discretionary** SAR and establish a clear legal mandate reflecting either the requirement for a mandatory [sections 44(1), (2) and (3) Care Act 2014] or discretionary SAR [section 44(4). Within NEL, discretionary SARS are completed under the SILP process and may include single agency reviews or tabletop reviews.

- Ensure that any cases progressing to a SAR or other review are sent to SAB members for authorisation in a timely manner, with clarity on what kind of abuse or neglect the person is known or suspected to have suffered, whether the person has died, or experienced serious abuse and/or neglect and survived, and whether this happened in the SAB's area. This must also include clarity regarding what concerns there are about how agencies worked together.

- Work alongside and in partnership with any Independent Authors who are commissioned to complete Safeguarding Adult Reviews, including planning and attendance of Panel Meetings for individual cases.

- Set and agree an annual work plan and maintain an ongoing action plan relating to all open cases and any associated plans for sharing and embedding learning. Action

plans will be developed using SMART principles with clear timescales and ownership of actions.

- Ensure that family members or other key people in the person's life are given the opportunity to contribute to the SAR process where appropriate and seek their input and views.

- Provide an updated highlight report to each SAB meeting, including any relevant case updates, new SAR referrals and any current identified risks or matters of escalation, (Chair).

- Provide a thematic annual report with an overall update of cases, learning and good practice, (Chair).

- Throughout the process consider the person at the centre, considering their lived experience and any views they hold/held which are known to agencies, considering their dignity and wishes at all times.

- Recognise and share any good practice identified, either during the SAR/review process or noted by members of the Group.

Membership and Responsibilities

Members will be expected to attend all scheduled meetings and send a Deputy or representative when they are unable to attend. The Deputy must have sufficient seniority to be able to contribute and make decisions on behalf of their organisation.
Additional members will be co-opted into meetings when their agency has had involvement with a person about whom a review or discussion about a possible review is taking place.

All Members will be required to:

- Collate and share information on request pertaining to an adult to inform the SAR process as per requirements of the Care Act 2014 within GDPR and Information sharing guidance on behalf of their organisation. This must be submitted for the time period specified and within the required timescale.

- Participate in/plan and contribute to any task and finish groups/action planning/other time limited pieces of work as agreed within the Sub-Group.

- Jointly oversee the development and delivery of the key objectives of the Sub-Group, including taking responsibility for their own agency's action plans.

- Contribute in a meaningful way to the group meetings and demonstrate appropriate professional challenge, debate and sharing of ideas.

Members	
Representative (Role)	**Organisation**
Designated Nurse/Professional Safeguarding Adults **(CHAIR)**	NHS Humber and North Yorkshire Integrated Care Board (ICB)
Head of Safeguarding Adults/Workforce Development Manager/Service or Team Manager	FOCUS Independent Adult Social Work
Head of Safeguarding/Named Professional Safeguarding Adults	Northern Lincolnshire and Goole NHS Foundation Trust (NLAG)
Head of Safeguarding/Named Professional Safeguarding Adults	NAVIGO
Named GP Safeguarding Adults	NHS Humber and North Yorkshire Integrated Care Board (ICB)
Mental Capacity Act Lead/Policy and Practice Lead	NHS Humber and North Yorkshire Integrated Care Board (ICB)
Safeguarding Governance Unit – Vulnerability Lead for Adults	Humberside Police
Strategic Lead for Safeguarding – Principal Social Worker	North East Lincolnshire Council
Legal Representative	North East Lincolnshire Council
Safeguarding Adults Board Manager	North East Lincolnshire Council
Business Support	North East Lincolnshire Council
Safeguarding Lead	East Midlands Ambulance Service
Safeguarding Lead/Senior Manager	The Blue Door
Senior Manager	Women's Aid
Safeguarding Lead	Care Plus Group
Safeguarding Lead	Humberside Fire and Rescue Service
Safeguarding Lead/Senior Manager	HMPPS Probation Service
Safeguarding Lead	We are With You (substance misuse service)
Representative	Voluntary Sector

Chairing Arrangements

The Chair will be appointed by the SAB and will be responsible for reporting on a bi-monthly and annual basis to the SAB. When the Chair is unable to attend the meetings, a Deputy Chair will be appointed.

Accountability, Governance and Reporting

The Sub-Group will be accountable to the SAB. It will have delegated responsibility for delivering the annual workplan and any action plans associated with SARs or other learning reviews.

In order to be quorate, there must be representation from at least 2 of the statutory SAB partners (ICB – Health, Police, Local Authority, designated to Focus Independent Adult Social Work).

Frequency of Meetings and Business Support

Meetings will be held on a bi-monthly basis, with additional panel meetings for ongoing SARs or learning reviews being convened when required.

Completion and circulation of agendas, minutes and other papers will be completed by the SAB Business Support. Papers will be circulated to members at least 5 working days in advance of the meeting.

Review

The terms of Reference will be reviewed annually but can be reviewed at any point by request of members.

The Terms of Reference will be signed off at SAB.