



Suffolk Safeguarding Adults Board

Safeguarding Adults Review Panel (SARP)

Terms of Reference

This document has been created to outline the role and purpose of the SARP and should be read in conjunction with Suffolk Safeguarding Adults Board policies and practice guidance.

Policy Version History

Version	Date of Issue	Review Date	Author / Reviewer
2	2018-12-05	2018-12-04	SARP Chair

1. Background Legislative Requirements

The Care Act 2014 introduced statutory **Safeguarding Adults Reviews** (previously known as Serious Case Reviews) and gives Safeguarding Adult Boards flexibility to choose a proportionate methodology. The purpose of an SAR is being to learn lessons and improve practice and inter-agency working. It defines the circumstances under which a SAB must conduct a SAR as "there is reasonable cause for concern about how the SAB, members of it or others worked together to safeguard the adult and death or serious harm arose from actual or suspected abuse." It expects agencies to cooperate with the review but also gives Boards the power to require information from relevant agencies. The SAB may also commission a SAR in other circumstances where it feels it would be useful, including learning from "near misses" and situations where the arrangements worked especially well.

Local arrangements determine where decision authority for the undertaking of a Safeguarding Adults Review sits (*paragraph 14.170, Care Act 2014*), and in Suffolk, the authority resides with the Independent Chair of the Suffolk Safeguarding Adults Board, after seeking advice from the Safeguarding Adults Review Panel (SARP).

The SARP consists of statutory partners along with non-statutory partners which are represented as partners within the Safeguarding Adults Board and whose expertise is considered a valuable contribution to the role and function of the SARP.

2. Criteria for a Safeguarding Adults Review

The Suffolk Safeguarding Adults Board (SAB) has the lead responsibility for conducting a SAR and the criteria below has been agreed by the SAB's Safeguarding Adults Review Panel (SARP) and is reflective of paragraphs 14.162 to 14.173 of the Care Act Guidance:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

2.1 A SAR should be considered when:

- An adult at risk dies (including death by suicide) and neglect and/or abuse is known, or abuse is suspected.

Or/And

- An adult at risk has sustained a potentially life-threatening injury through abuse and/or neglect, serious sexual abuse, or sustained serious and permanent impairment of health or development through abuse and/or neglect, and the case gives rise to concerns about the way in which local agencies work together.

Or/And

- Serious abuse takes place in an institution or when multiple abusers are involved. Such reviews are likely to be more complex, on a larger scale, and may require an extension of timescales. Terms of reference will need to be composed to explore the issues relevant to each specific case in which local professionals and services work together to safeguard adults at risk.

In addition:

- The SAB has discretion to undertake a SAR in other situations where it believes that there will be value in doing so. This may be where a case can provide useful insights into the way organisations are working together to prevent and reduce abuse and neglect of adults and can include exploring examples of good practice.
- The SAB can also consider a SAR into any incident(s) or case(s) involving adults at risk where it is believed to be in the public interest to conduct such a review.
- The Secretary of State also has authority under the Local Authority Social Services Act 1970 to cause an enquiry to be held where he/she considers it advisable.
- The adult who is the subject of the SAR need not have been in receipt of care and support services for the SAB to agree to a review in relation to them.

3. Role and Purpose of the Safeguarding Adults Review Panel (SARP)

The role of the SARP is to act as a subgroup of Suffolk Safeguarding Adults Board to ensure the responsibilities of the Board are carried out in respect of Safeguarding Adults Reviews and other forms of learning reviews activities.

Objectives

To ensure that the requirement to have a Safeguarding Adults Review (as set out in the Care Act 2014) is met.

To ensure there is a clear process for commissioning and carrying out of Safeguarding Adults Reviews and other forms of learning review activities within Suffolk.

To ensure that there is fair consideration given to any cases referred for a Safeguarding Adults Review or other forms of learning review activities against criteria set and to ensure that the appropriate level/type of review is carried out i.e. standard safeguarding adult review approach, systems learning methodology or smaller scale partnership review (for cases where safeguarding adult review criteria may not be met but lessons can be learned).

To establish and oversee a process for confirming that lessons are learned and that any recommendations about the way in which local agencies have worked together to safeguard adults at risk are implemented.

To establish and maintain a Social Care Institute of Excellence (SCIE) repository in which learning from safeguarding adult reviews and other forms of learning reviews carried out locally and nationally are logged and learning shared with practitioners to inform local practice.

The SARP will meet monthly or as deemed necessary and/or proportionate by the SARP Chair and its members.

SARP Process

Safeguarding Adult Reviews will be undertaken in accordance with the agreed Suffolk Safeguarding Adults policies and practice guidance.

To inform the decision-making process, the Chair of the SARP will initiate a scoping exercise by requesting a timeline chronology from each of the agencies known to have had involvement with the adult at risk at the time of the incident.

The SARP will review the chronologies to establish whether or not criteria for carrying out a safeguarding adult review are met. If criteria for a Safeguarding Adults Review are not met, the SARP will consider if another form of review should be undertaken e.g. multi agency signs of safety partnership review, reflective workshop, multi-agency themed audit, etc. Decision-making will be based on the presenting circumstances of the case and whether there is potential for multi-agency learning to improve the safeguarding system and practice locally.

The SARP will provide the SAB with a report outlining the rationale for the decision taken. This approach will ensure ownership of decision making and will improve governance and accountability regarding referrals.

If the SAB requests that a safeguarding adult review (or other type of learning review) is undertaken, the SARP will be responsible for initiating the drawing up clear terms of reference and for establishing a review panel to oversee the process. As a minimum, the review panel will include representation from the core members of SAB e.g. Adult Social Care, Police and CCG.

If a case also gives rise to concerns about how agencies have worked together to protect children, a referral to the LSCB Case Review Panel will be made. The SARP will also consider if any other statutory review criteria may apply in the case in question (such as a Domestic Homicide Review, or MAPPA Case Review) and will make a referral as appropriate.

Where other statutory review processes and/or coroner proceedings run in parallel with the safeguarding adult review, the SARP will be responsible for ensuring the interfaces between respective processes are managed appropriately and effectively.

SAB members will be responsible for sharing the safeguarding adult review report within their own agencies. They will also be responsible for ensuring that appropriate activities to share and facilitate learning have been put in place within their organisation.

The Chair of the SARP will update SAB on the progress of the Safeguarding Adults Review.

The SAB will ultimately be responsible for signing off a Safeguarding Adults Review process.

4. Decision Making and Dispute Resolution

The SARP must be represented by the three key statutory partners Suffolk County Council, Suffolk Police and the relevant Clinical Commissioning Groups in order for a democratic representation of views to be considered quorate. Should the SARP fail to reach a consensus the Chair of the SARP will present the issues under dispute to the Independent Chair of the SAB for final decision making.

5. Membership of the Safeguarding Adults Review Advisory Panel

- Head of Adult Safeguarding- Suffolk County Council – (Chair)
- DCI Crime, Safeguarding and Incident Management, Suffolk Police
- Adult Safeguarding Lead, 4 x Norfolk and Waveney CCGs
- Business Manager of SAB/ LSCB, Safeguarding Adult Board
- Professional Advisor SAB
- Clinical Governance Manager, Public Health
- Area Director (North), Adult and Community Services
- Safeguarding Adults Lead, NSFT
- Designated Safeguarding Adults Lead, Ipswich and East and West Suffolk CCGs
- Local Authority Solicitor – Suffolk Legal
- SAB Administrator
- Safeguarding Operational Manager, Adult Protection Teams, Suffolk County Council

6. SARP Governance

The core membership of the SARP will meet monthly to consider cases likely to result in a SAR, or where there are issues raised in SARs undertaken by other SABs nationally that are of importance to Suffolk or the learning of the Board as a whole.

Where there is unlikely to be any benefit in the operation of the SARP, the Chair reserves the right to cancel the meeting. If additional meetings are required, these may be convened at the Chair's discretion.

Minutes and decisions made by the SARP, alongside recommendations to undertake a SAR, or not, will be recorded by the Board's Administrator and marked 'Official Sensitive' for information security purposes. All names and person identifiable information will be anonymised.