

# **Camden Safeguarding Adults Partnership Board Safeguarding Adults Review Subgroup**

## **Terms of Reference**

### **1. Purpose of the sub-group**

1.1 To enable the Camden Safeguarding Adults Partnership Board (SAPB) to meet its statutory obligations around the commissioning and carrying out of safeguarding adult reviews (SARs).

1.2 To ensure that learning from each SAR is disseminated and embedded into practice.

1.3 To oversee see quality assurance and audit exercises as necessary.

1.4 To initiate, co-ordinate and oversee progress on joint enquiries that operate at the level below an independent SAR.

### **2. Objectives**

2.1 To develop a work plan to promote the development of best practice in response to SARs and other reviews, as well as audit and quality assurance exercises.

2.2 To review SAR referrals and recommend to the chair of the SAPB as to whether the proposed SAR meets the SAR criteria in line with section 44 of the Care Act 2014 or whether an alternative response such as a joint enquiry is required.

2.3 To review existing methodologies and develop an appropriate methodology for each SAR.

2.4 To advise the SAPB chair on the resources to be made available for each SAR.

2.5 To ensure value for money when commissioning an independent author of a SAR report. This should include a maximum number of iterations to the SAR report that will be paid for.

2.6 To ensure that there is a quality assurance process in place regarding SAR reports.

2.7 To ensure that appropriate links are established with any other statutory or non-statutory review being conducted in relation to any case that has come to the sub-group's attention.

2.8 To identify any immediate actions required following a SAR referral.

- 2.9 To monitor the progress of each SAR in accordance with the SAR protocol.
- 2.10 To ensure that the SAR process has been explained to the person (if applicable), their family and/or friends and that they are supported to contribute to the SAR if they wish to do so. The person (if applicable), any family and/or friends must be informed beforehand that the SAR report will be published.
- 2.11 To make recommendations to the SAPB as to how the findings of the review should be made to the person (if applicable), their family and friends and the public and comply with section 14.132 of the statutory guidance to the Care Act 2016.
- 2.12 To provide challenge to any agency which does not cooperate with a SAR and escalate this issue to the Independent Chair of the SAPB if not swiftly resolved.
- 2.13 To consider the findings of each SAR and make recommendations to the SAPB regarding any actions that should be taken as a result of the SAR.
- 2.14 To oversee and monitor progress on improvements and actions identified through SARs.
- 2.15 To support other sub-groups of the SAPB to implement their work plans with partner agencies in response to the recommendations of each SAR.
- 2.16 To share information with the SAPB, its sub-groups, and member agencies, concerning the outcomes and learning from SARs and other reviews, and the responses of member agencies.
- 2.17 To undertake any actions assigned to the sub-group by the SAR protocol.
- 2.18 To review the SAR protocol once a year and at any other time if necessary and make recommendations to the SAPB.
- 2.19 To keep a repository of potential SARs that are put forward for consideration.
- 2.19 To collate SAR themes and consider best use of resources when responding to a SAR which may be similar to previous SARs in Camden and externally.
- 2.20 To be a forum for the LeDeR steering group to report the learning from any learning disability mortality reviews.
- 2.21 To update the SAPB of national and regional developments in relation to SARs.
- 2.22 To initiate, co-ordinate and oversee progress on joint enquiries that operate at the level below an independent SAR.

### **Membership of the SAR sub-group**

Principal social worker

Designated nurse, safeguarding adults, Camden CCG

Head of CLDS/Head of Support and Safeguarding  
Strategic commissioner  
Camden and Islington NHS Foundation Trust  
Metropolitan Police  
Camden Carers Centre  
UCLH and/or RFH, Safeguarding leads  
LFB – if it is fire related  
Head of Support & Safeguarding, ASC  
Service development Manager – Housing  
Age UK Camden

Chair - to be co-chaired by representatives from ASC and Met Police

A quorum of the Chair plus four sub-group members is required for each meeting. The Chair may decide from time to time that particular sub-group members should attend particular meetings in order for the sub-group to be quorate.

At the first meeting of each year each member agency should inform the Chair of their named representative and named deputy. If the agency's named representative or deputy leaves the agency then replacement should be identified as soon as possible.

#### **4. Frequency of meetings**

The Sub-group will meet on a quarterly basis.

The Chair of the Sub-group has the authority to call an extraordinary meeting if there is pressing business that needs to be addressed before the next scheduled meeting particularly if a recommendation on a SAR referral is needed.

The Chair may also cancel a scheduled meeting if there is insufficient business.

#### **5. Meeting Arrangements**

Minutes will be circulated within 2 weeks of each meeting and before the SAPB meeting.

Request for agenda items will be sent out 6 weeks prior to the subgroup meeting.

Agenda and papers will be sent out two weeks prior to each sub group meeting.

#### **5. Accountability and reporting**

The sub-group will be accountable to the SAPB. The chair of the sub-group will also keep in regular contact with the chair of the SAPB and will be a member of the SAPB sub-group chairs group.

The sub-group will provide a report with relevant data to the SAPB on an annual basis.

