

Dudley Safeguarding Adults Board

Terms of Reference for the Safeguarding Adults Review Sub-group

Purpose

To consider whether to hold a Safeguarding Adults Review (SAR) on the death of an adult where abuse or neglect are factors, or where there are serious concerns regarding inter-agency working where an adult suffers potentially life threatening concerns, serious impairment of health or development.

The main aims of the SAR sub group:

- To ensure cases where adults are involved in serious incidents are reviewed and any lessons learned are incorporated into safeguarding practice
- To undertake reviews of individual cases where the group feel there are valuable lessons for multi-agency safeguarding practice.
- To lead on any actions and/or learning arising from completed reviews; and to ensure any action plans are implemented and monitored effectively.
- To receive and review data and significant case information on allegations against staff and volunteers
- To recommend to the Dudley Safeguarding Adults Board (DSAB) any practice, policy or procedural changes.
- To convene a SAR panel following the decision to undertake a SAR
- To share lessons learned with the Training Sub Group and partners in order to disseminate and incorporate the learning into staff training.

Key Responsibilities

- To receive and consider referrals from all agencies.
- To review the referrals against the criteria for holding a SAR and make appropriate recommendations to the DSAB.
- If the chair of the DSAB confirms the decision to conduct a SAR, the sub group will commission a SAR panel to manage the process.
- To consider serious cases which do not meet the criteria for holding a SAR, but have a multi-agency element to determine if a local review is appropriate and would provide scope for learning around multi-agency practice and procedures.
- To monitor the SAR process and to oversee changes to this process.
- To monitor the quality of the way in which agencies implement this process and recommend actions as necessary.
- To oversee and audit DSAB and agency implementation of SAR action plans, ensuring that they are signed off in a timely manner and to negotiate corrective action where necessary and report to the DSAB Executive group.
- To develop and monitor a learning development matrix for all cases referred to the SAR sub group, whether they meet the criteria or not.
- To provide an annual report to the DSAB.

Reporting Arrangements

The Chair of the SAR sub group will take responsibility for reporting to the Safeguarding Adults Board Executive Group. The SAR sub group will receive commissions from the Dudley Safeguarding Adults Board and Dudley Safeguarding Adults Board – Executive Group.

Core Membership

Pam Smith, Deputy Chief Nurse The Dudley Group NHS Foundation Trust
Anne Harris, Head of Safeguarding Dudley MBC
Donna Patel, Head of Service Dudley MBC
Jane Atkinson, Designated Nurse for Safeguarding Vulnerable Adults
Dudley Clinical Commissioning Group
Jayne Emery, Dudley Healthwatch
Judith Page, Named Nurse for Safeguarding Adults The Dudley Group NHS Foundation Trust
Councillor Christine Perks Dudley MBC
Rebecca Fenton, Business Support Officer Adults Safeguarding (Minute Taker)

Extended Group Membership

Debbie Cooper, Dudley and Walsall Mental Health Trust
Mario Ermoyenous, Black Country Partnership NHS Foundation Trust
Joy Boyes – Public Health

Working Arrangements

The SAR sub group will work in accordance with the aims of the SAR sub group identified in the Purpose of the group and the Key Responsibilities.

Management of the Group

The SAR sub group is chaired by Pam Smith, Deputy Chief Nurse, The Dudley Group NHS Foundation Trust. The sub group will meet bi-monthly and is accountable to the Dudley Safeguarding Adults Board and the Dudley Safeguarding Adults Board Executive Group. The chair will report on the activity of the sub group.

Minutes Distribution

The minutes of each sub group will be forwarded to members prior to the next meeting. The terms of reference will be reviewed annually.