



Staffordshire and Stoke-on-Trent
Adult Safeguarding Partnership Board

Abuse must stop

**Staffordshire and Stoke on Trent
Adult Safeguarding Partnership Board**

**Safeguarding Adult Reviews
(SAR)
Protocol**

Contents

- 1. Introduction**
- 2. Criteria**
- 3. Purpose of a Safeguarding Adult Review**
- 4. General Principles**
 - i. Adult Safeguarding Principles
 - ii. Partnership approach to SARs
- 5. Adult/Family Involvement and Independent Advocacy**
- 6. Making a referral**
- 7. SAR Decision making process (from point of accepting a referral)**
 - i. Notification to Board members and information request
 - ii. Submission to SAR Sub-Group
 - iii. Scoping Panel
 - iv. Evidence and information collection
 - v. Chronology requests
 - vi. Recommendation to SSASPB Independent Chair
- 8. Conducting a SAR**
 - i. Review options (scope and methodology)
 - ii. Chairing arrangements
 - iii. Tendering/Commissioning an independent reviewer
 - iv. SAR Review Panel
 - v. Implementation review recommendations
 - vi. Action Plan
- 9. Communication**
 - i. Media
 - ii. West Midlands Regional SAR Repository
 - iii. Escalation

List of SAR Documents

- SAR 1: SAR Threshold document
- SAR 2: SAR Referral Form
- SAR 3a: Notification of SAR Referral
- SAR 3b: SAR Information Request
- SAR 4a: Notification of Scoping Panel
- SAR 4b: SAR Chronology Guidance and template
- SAR 5a: SAR Criteria document
- SAR 5b: SAR Parallel Process guidance
- SAR 5c: SAR Review Scope guidance
- SAR 5d: SAR Review Methodology options
- SAR 6a: SAR Action Plan template
- SAR 6b: Learning Review Action Plan template
- SAR 7: SSASPB Leaflet explaining the purpose of a SAR

1. Introduction

Staffordshire and Stoke-on Trent Adult Safeguarding Partnership Board (SSASPB) acknowledges the value of the work of the Safeguarding Adult Review (SAR) Sub-Group as an essential element in supporting the Board in its key objective of preventing abuse and neglect of adults at risk. A Safeguarding Adult Review is a multi-agency process that considers whether or not serious harm experienced by an adult or group of adults at risk of abuse or neglect, could have been predicted or prevented and uses that consideration to develop learning that enables the partnership to improve services and prevent abuse and neglect in the future.

The SAR Sub-Group of the SSASPB is responsible for recommending the commissioning of Safeguarding Adult Reviews (SARs) in line with the Care Act 2014 Guidance (Chapter 14)ⁱ, managing the process and assuring the SSASPB those recommendations and actions have been addressed by the partnership and individual agencies. This document sets out the criteria for conducting a SAR and outlines options for the methodology used for these learning reviews. The guidance and templates highlight roles and responsibilities within the process and clarify governance arrangements.

For the purposes of this Protocol an “adult” refers to someone aged 18 years and over that:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect, and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

2. Criteria

In April 2015 the requirement to undertake SARs became statutory through the Care Act 2014, Section 44ii of which states:

- (1) A Safeguarding Adult Board (SAB) must arrange for there to be a review of a case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs) if—
 - (a) there is reasonable cause for concern about how the SAB, members of it or other persons with relevant functions worked together to safeguard the adult, and
 - (b) condition 1 or 2 is met.
- (2) Condition 1 is met if—
 - (a) the adult has died, and
 - (b) the SAB knows or suspects that the death resulted from abuse or neglect (whether or not it knew about or suspected the abuse or neglect before the adult died).
- (3) Condition 2 is met if—
 - (a) the adult is still alive, and
 - (b) the SAB knows or suspects that the adult has experienced serious abuse or neglect.
- (4) An SAB may arrange for there to be a review of any other case involving an adult in its area with needs for care and support (whether or not the local authority has been meeting any of those needs).
- (5) Each member of the SAB must co-operate in and contribute to the carrying out of a review under this section with a view to—
 - (a) identifying the lessons to be learnt from the adult's case, and
 - (b) applying those lessons to future cases.

3. Purpose of a Safeguarding Adult Review

The overriding purpose of a Safeguarding Adult review is to learn lessons and improve practice and inter-agency working.

The Care Act 2014 guidance outlines that SARs should seek to determine what the relevant agencies and individuals involved in the case might have done differently that could have prevented harm or death. This is so that lessons can be learned from the case and those lessons applied to future cases to prevent similar harm occurring again.

'Safeguarding Adults: Advice and Guidance to Directors of Adult Social Services' (March 2013) provides some clarity in relation to the purpose of the Safeguarding Adult review process:

*"The overriding reasons for holding a review must be to learn from past experience, improve future practice and multi-agency working. **It is not the role of Safeguarding Adult Reviews to apportion blame** - that is for the courts or other arenas. Boards should have a protocol for how and when to commission a Safeguarding Adult Review and, equally importantly, stating how they will implement and monitor the recommendations."*

The purpose of holding a Safeguarding Adult Review is to:

- establish the facts
- establish whether there are lessons to be learnt from the circumstances of the case about the way in which local professionals and agencies (or any other person involved in the care of the adult) work together to safeguard and promote the welfare of adults
- review the effectiveness of procedures (both multi-agency and those of individual organisations)
- inform and improve local inter-agency practice and commissioning arrangements
- improve practice by acting on learning and developing best practice
- highlight good practice identified in the course of the review
- provide an overview report which brings together and analyses the findings of the various reports from agencies in order to make recommendations for future action

It is not the function of a Safeguarding Adult Review to hold any individual or organisation to account – other processes exist for that including criminal proceedings, disciplinary procedures, employment law and systems of service and professional regulation, such as the Care Quality Commission (CQC), the Nursing and Midwifery Council (NMC), the Health and Care Professions Council (HCPC), the General Medical Council (GMC) and Coroner's Court.

A Safeguarding Adult Review is NOT:

- to re-investigate or apportion blame
- to address professional negligence. Should the review identify necessary disciplinary action this should be addressed through agencies' own disciplinary procedures and agency representatives therefore need to be cognisant of their organisation's disciplinary procedures
- an enquiry into how an adult at risk has died or who is culpable. These are matters for the Coroner's Court, Criminal Courts or employment procedures to determine as appropriate
- a Judicial Inquiry: there is no oral evidence or cross-examination of that evidence.

It is acknowledged that agencies will have their own internal/statutory review procedures to investigate serious incidents; e.g. an NHS Serious Incident (SI) investigation, and their own mechanisms for reflective practice and to raise standards. This protocol is not intended to duplicate or replace these. Where other procedures are ongoing the commencement of the Safeguarding Adult Review process will be considered on a case by case basis and will not necessarily be delayed until other procedures have been finalised; please refer to SAR 5b – Parallel Process guidance.

4. General Principles

i. Adult Safeguarding Principles

The Department of Health sets out the Government's statement of principlesⁱⁱⁱ for developing and assessing the effectiveness of their local adult safeguarding arrangements and in broad terms, the desired outcomes for adult safeguarding, for both individuals and agencies. These principles will be used by the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board and partner agencies with safeguarding responsibilities to benchmark their adult safeguarding arrangements:

Principle	Description	Outcome for Adult at Risk
Empowerment	Presumption of person led decisions and informed consent.	<i>"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."</i>
Prevention	It is better to take action before harm occurs.	<i>"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."</i>
Proportionality	Proportionate and least intrusive response appropriate to the risk presented.	<i>"I am sure that the professionals will work for my best interests, as I see them and will only get involved as much as needed." "I understand the role of everyone involved in my life."</i>
Protection	Support and representation for those in greatest need.	<i>"I get help and support to report abuse. I get help to take part in the safeguarding process to the extent to which I want and to which I am able"</i>
Partnership	Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.	<i>"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together to get the best result for me."</i>
Accountability	Accountability and transparency in delivering safeguarding.	<i>"I understand the role of everyone involved in my life."</i>

ii. Partnership approach to SARs

The Care Act Guidance 2014 outlines that it is vital, if individuals and organisations are able to learn lessons from the past, that SARs are trusted and safe experiences that encourage honesty, transparency and sharing of information to obtain maximum benefit from them. If individuals and their organisations are fearful of SARs their response will be defensive and their participation guarded and partial. The SAR Sub-Group have agreed the following principles as a guide when conducting SARs:

Positive reflection:	The intention of SARs is to learn and improve services, not to blame any individual or specific agency. There should be a culture of continuous learning and improvement across organisations that work together to safeguard and promote the wellbeing and empowerment of adults. Reviews will identify opportunities to draw on what works and highlight positive and innovative practice as well as that which could have been different.
Timeliness:	Agencies must respond to a decision to undertake a SAR with appropriate urgency. Priority must be given to ensuring that the timescales set down in these procedures are adhered to and reviews are undertaken in a timely manner
Impartiality:	The SSASPB is independent of any of its partner agencies. The review will be conducted fairly and impartially and led by individuals who are independent of the case and of the organisations whose actions are being reviewed. It is recommended that those who have

	had direct involvement with the adult should not therefore be responsible for drafting the reports.
Thoroughness:	The approach taken to reviews should be proportionate according to the scale and level of complexity of the issues being examined. It is essential that the review process is robust and committed to exploring each of the terms of reference in detail and those professionals who may have relevant information are invited to contribute their perspectives. In some cases it may be helpful to communicate with the person who caused the abuse or neglect.
Openness and accountability:	The individual (where able) and their families should be invited to contribute to reviews and there should be early discussions to agree how they will be involved and their expectations managed appropriately and sensitively. The adult or family must be informed of any decision not to have early engagement with them together with the reasons for the delay. Review outcomes will be shared appropriately with the family and others affected by the SAR. The process will be conducted in accordance with the SSASPB and member agencies' governance arrangements.
Confidentiality:	All information gathered throughout the process will be treated as confidential and will only be shared or disclosed in line with the relevant information sharing and legislative guidance.
Co-Operation	The SSASPB provides a framework to ensure close collaboration between all organisations and agencies involved in SARs.
Resolution:	At the conclusion of the SAR an Action Plan will be completed setting out actions that each individual agency must take to ensure that lessons are learnt and influence service delivery. Progress towards the action plans will be monitored and reported upon to the SSASPB through the SAR Sub-Group.

5. Adult/Family Involvement and Independent Advocacy

Care Act 2014 statutory guidance indicates that adults, their families and/or representatives should be invited and supported to contribute to SARs. This will enable an inclusive approach and ensure that their wishes, feelings and needs are fully considered. The SSASPB Manager will arrange for contact to be made with the adult, their family and/or representative to inform them that a SAR referral has been received and accepted for scope and to establish:

- (a) How they would like to be involved, e.g. telephone conversation, written communication, face to face conversation
- (b) Any support or adjustments they would need to facilitate their involvement
- (c) Their initial views, wishes, concerns and any answers/outcomes they would like to achieve from the SAR

The SSASPB has developed a leaflet that supports members of the public to understand the purpose of a SAR process which may be shared with family members and friends – see SAR 7.

Local Authorities must arrange an independent advocate for adults who are subject to a SAR if the following two conditions are met:

- that if an independent advocate were not provided the person would have substantial difficulty in being fully involved in the process

and

- there is no appropriate individual available to support and represent the person's wishes who is not paid or professionally engaged in providing care or treatment to the person or their carer

It is for the local authority to form a judgement on a case by case basis about whether the adult has 'substantial difficulty' in being involved in the SAR process.

The role of the independent advocate is to support and represent the person and to facilitate their involvement in the key processes and interactions with the local authority and other organisations as required for the SAR, to help them to understand and take part in the review and to express their views wishes or feelings.

6. Making a referral

Any agency, professional or other individual may refer a case believed to conform to the Safeguarding Adult Review criteria set out above and in the Safeguarding Adult Review Threshold Document (SAR 1). A referral must be made using the Safeguarding Adult Review Referral Form (SAR 2). This must include a synopsis of the case that will be shared with Board members and senior manager authorisation and will be submitted to the SSASPB Manager. Where the referral does not include sufficient information to inform decision making this will be returned to the referrer and approving manager with a request for further information before any further action is taken by the Board.

Upon receipt of a referral, the Board Manager will (a) acknowledge receipt of the notification, (b) advise the independent SSASPB Chair of the referral and (c) contact the relevant Coroners office to advise that the SSASPB will be considering whether the referral meets the threshold for a Safeguarding Adult Review.

7. SAR Decision making process (from point of accepting a referral)

i. Notification to Board members and information request

Board members will be notified (SAR 3a) of the referral and provided with a synopsis of the case (as provided in the referral document) to support the accompanying information request form (SAR 3b). The notification will include a request for any information held to be secured in order to ensure the integrity of that information if subject to future scrutiny.

All Board members are required to complete and return the information request within 2 weeks, providing any known details about the adult, household members and any other significant people. Please note that a chronology is not required at this point however Board members should indicate the period and nature of their contact with the adult and/or other significant people, highlighting any known safeguarding concerns or relevant incidents.

Where known, the wishes and views of the adult and/or family members should be noted. Members are asked to inform the Board of any other agencies with known involvement and where possible provide dates, professionals' details and the nature of contact. This is necessary to identify those agencies that hold relevant information who may not sit on the Board but could contribute and learn lessons from any potential review process. The SSASPB Manager or SAR Chair may notify other non-partner agencies of the referral if

they are likely to hold relevant information that may significantly impact or inform threshold decision making.

ii. Submission to SAR Sub-Group

The SSASPB Administrator will collate these responses which will be submitted, along with the original referral to SAR Sub-Group for initial consideration at the next Sub-Group meeting. Initial scrutiny at SAR meetings guards against placing unnecessary demands on partners in acknowledgement of the expected commitment and significant resource from partners where thresholds are met or significant learning is identified in filtering processes. The SAR Sub-Group should consider any referral in the first instance to filter inappropriate cases or seek additional information where required to inform decision making. Where a decision cannot be reached due to limited information this should be fed back to the referrer and further information provided and any resubmission ratified by a manager.

Where members agree that a referral is inappropriate this will be recorded along with the rationale within the SAR Sub-Group minutes and the Board Manager will notify the referrer of this decision

Where members agree that the information included in the referral and initial information requests warrant further investigation, or where there is any uncertainty amongst SAR members a case would then be progressed to a Scoping Panel. The SSASPB Manager will arrange for family members to be contacted at the point where a Scoping Panel is agreed – see section 5 of this Protocol.

iii. Scoping Panel

A Scoping Panel Meeting will be convened and will be chaired by the SAR Sub-Group Chair or Deputy. Where appropriate, members of the SAR Sub-Group will be core members of the Scoping Panel Meeting and additional members may be co-opted by the Chair for their skills and experience relating to the individual case. Attendance will be required from each agency holding information, usually a manager who has no direct involvement with the case in question.

The role of the Scoping Panel Meeting is to:

- a. review the information known to relevant agencies
- b. determine whether or not the criteria for a SAR has been met
- c. make recommendations to the Independent SSASPB Chair for final decision

iv. Evidence and Information Collection:

The presentation of evidence and information collected will be dependent on the methodology used. However, as a minimum standard each agency involved will be expected to complete a detailed chronology of events to include comments on the quality and appropriateness of interventions, highlighting any discrepancies and providing recommendations for action.

Once it is known that a case is to be considered at a Scoping Panel each agency should secure its records relating to the case to guard against loss or interference. It is each individual agency's responsibility to ensure there are internal processes in place that enable paper and electronic files to be secured whilst still enabling professionals to carry out their duties.

All agencies also have a responsibility for promoting confidentiality and sensitivity in the co-ordination and overall management of the review process. All reports must indicate their confidential nature and be password protected in accordance with each agency's information governance procedures.

v. Chronology request

The SSASPB Manager will notify the Board where a Scoping Panel will be convened (SAR 4a) and forward the Chronology Guidance and Template (SAR 4b) to all relevant Board members, SAR Sub-Group members and other relevant agencies as identified by the SAR Sub-Group review of the information request returns. The request will include a date for return and where possible the proposed Scoping Panel date. Members should identify who will represent each agency at Scoping and this representative should hold the proposed date which will be confirmed by calendar invite.

All agencies that hold information relevant to the Scoping Panel Meeting will need to prepare a chronology and/or brief report on their agency's activity with them and bring this to the Scoping Panel Meeting. Any chronology or contributory report should capture significant events and representatives should be prepared to critique and comment on their own agencies practice. All documents submitted for consideration at the Scoping Panel should be approved and signed off by an appropriate line manager. Board member prior to submission to ssaspb.admin@staffordshire.gov.uk

There must be sufficient detail for the members of the Scoping Panel Meeting to make a recommendation as to whether or not there should be a SAR and if so the terms of reference and time parameters. Further guidance on completing a chronology can be found in SAR 4b).

A copy of this chronology and/or brief report must be sent to ssaspb.admin@staffordshire.gov.uk by the advised date in order to provide other Panel members with a clear account of the agency information being shared at the Scoping Panel Meeting. Please use a secure e-mail or password protect this document and mark any correspondence as confidential.

vi. Recommendation to SSASPB Independent Chair

The Scoping Panel meeting should, wherever possible, aim for a unanimous recommendation to be made to the SSASPB Independent Chair; the multi-agency nature of a Safeguarding Adult Review is such that it is important that the way forward is agreed as a partnership.

Should the decision not be unanimous then the number of voters saying that the SAR threshold is met and the number who didn't think so will be included in the recommendation to the Independent Chair. The Independent Chair will then consider the comprehensive minutes from the scoping panel and make their decision. The Independent Chair may or may not agree with the recommendation.

Where the Independent Chair disagrees with the recommendation then the reasons will be sent in writing to the scoping panel members, the referrer and SAR sub-group.

A Safeguarding Adult Review Criteria Document (SAR 5a) is available to assist Scoping Panel members in their considerations.

If the finding of the Scoping Panel Meeting is that the criteria for a SAR is **not** met **and** the Independent SSASPB Chair agrees the SSASPB Manager will write to the referrer informing them of this decision and rationale.

If the findings of the Scoping Panel Meeting are that the criteria is met and there **should** be a SAR, or the criteria is not met but a learning review process is recommended, the Scoping Panel will consider and recommend:

- a) terms of reference and scope of the review
- b) the proposed methodology

8. Conducting a Safeguarding Adult Review

i. Review options

Scope

The Scoping Panel Meeting will propose the terms of reference and scope of the review. These are outlined in SAR 5c and will be considered by the Independent SSASPB Chair who may amend them prior to approval. The SSASPB Manager will forward the recommendations of the Scoping Panel Meeting in writing to the Independent SSASPB Chair for final decision about how to progress the matter. This decision will be confirmed in writing to the SSASPB SAR Sub-Group and the SSASPB will be updated. The SSASPB Manager will be responsible for informing the referrer and the agencies/individuals involved.

There will be a need to consider the budgetary requirements for undertaking a SAR or other review process and this will be the responsibility of the SSASPB. It is important that the intensive resources required for an effective SAR are only used to ensure the greatest learning and multi-agency practice development for the partnership. 'Safeguarding Adults: Advice and Guidance to Directors of Adult Social Services' (March 2013)^{iv} provides some clarity in relation to this issue:

*"Cost effectiveness is an issue for Safeguarding Adults Boards as an independent commission can prove expensive and in some areas there is an all-or-nothing approach to commissioning reviews. Some Boards, and very recently all the London authorities, have developed a **proportionate approach** which offers Boards a range of options to match against the seriousness and circumstances of the case, allowing a faster and more cost effective response while maximising the Board's learning."*

Methodology

Methodology is not prescribed in the Care Act 2014 and this enables flexibility to consider a range of options some of which are highlighted below and summarised in SAR 5d:

This is not an exhaustive list

- a) Traditional Review by Individual Management Report (IMR)

- b) Action learning process
- c) Peer review process
- d) Significant event analysis
- e) Multi-agency combined chronology/learning review
- f) Single agency review process
- g) Case file audit
- h) No further action

The SSASPB SAR Sub-Group will be responsible for arranging a Review Panel and appointing a Chair.

ii. Chairing arrangements

The Chair of the SSASPB SAR Sub-Group will, in conjunction with the SSASPB Manager, be responsible for ensuring administrative arrangements are completed and the review process is conducted according to the stages described below.

- Evidence and information collection
- Receipt of evidence (Review Panel)
- Report to Board with review recommendations
- Development and monitoring of action plans

iii. Tendering/Commissioning an Independent Reviewer

When commissioning an independent reviewer to undertake a SAR, consideration should be given to an individual's experience and expertise in this area, which may include seeking testimonials from previous commissioners/Boards. Flexibility to select an independent reviewer without the necessity of a lengthy selection process should be the norm. However, where the case to be reviewed is believed to be complex consideration should be given to forwarding a brief synopsis of the case to three independent authors seeking methodology and costs for comparison. The SAR Sub-Group will make a recommendation to the Executive Sub-Group for approval which may be done electronically to prevent delay.

iv. SAR Review Panel

A Review Panel will be convened and will usually be chaired by an independent reviewer if appointed, the SAR Sub-Group Chair or other member, or someone else not connected to the SSASPB but with experience in conducting SARs or Serious Case Reviews (where complete independence is desired). The Chair will be responsible for ensuring that all agencies are properly represented at the Review Panel and that they contribute to the process, completing any tasks in the timescales agreed, and reporting any lack of engagement or other blockages to progress to the SSASPB.

As an agreed principle, core membership of Scoping and Review Panels is drawn from members of the SAR Sub-Group to enhance their experience. Non-contributing agency SAR Sub-Group members are invited to act

as Critical Friends, enhancing their experience and ensuring the integrity of the process and its adherence to the SAR Protocol. The Review Panel will be made up of representatives from the agencies to whom the adult was known but who have not had any direct management or involvement in the case. Additional members may be co-opted by the Chair, e.g. Board members not involved in the case for their independent scrutiny and challenge or individuals for their skills and experience relating to the specific case. The relevant Local Authority may be asked to consider inviting a representative from their legal team to attend meetings and advise the Review Panel on legal aspects of the case.

The Review Panel will confirm the terms of reference of the case, propose timescales for completion and consider how the adult, their family and/or representative will be engaged and any likely media interest.

Agencies will share their chronologies and all other relevant information and agency representatives may be invited to clarify and raise queries from their reports. Each agency involved will be asked to:

- Present their chronology and any other reports and relevant information
- Participate in the cross-referencing of all agency information and any additional reports commissioned from any other source
- Form a view on practice and procedural issues
- Agree the key points to be included in the final proposals for action

The Review Panel will meet as required to review progress and at significant points in the process. They will note any areas of learning and acknowledge any examples of good practice identified through the review. The SAR Sub-Group Chair will provide progress updates to the SSASPB.

The Review Panel will consider whether there are links to other constituted Boards, e.g. Local Safeguarding Children Boards (LSCBs), Responsible Authorities Group (RAG) etc. or cross-boundary issues and whether an appropriate representative should be invited to the group. Should information regarding significant individual and/or organisational omission be received that requires notification to a statutory body, the relevant agency will ensure this is completed without delay.

v. Implementing Review Recommendations

The final report and recommendations will be presented to Board members. An extra-ordinary Board will be arranged where there is a significant period until the next scheduled meeting or the agenda does not allow sufficient time to receive the report.

The final report and recommendations will be presented to the SSASPB, which will:

- Ensure contributing agencies are satisfied that their information is fully and fairly represented
- Consider the completion of an (anonymised) Executive Summary that includes key learning points for agencies and would be suitable for publication
- Consider how the full report/Executive Summary will be published and notified to interested parties and the media

- Agree mechanisms for dissemination of the full report/Executive Summary to the adult, their family and/or representative, professionals or any other interested party.

The SSASPB Manager will:

- Disseminate the full report (if agreed)/Executive Summary and key findings to relevant interested parties
- Seek assurance that agencies provide feedback to staff as appropriate
- Make arrangements for the publication of the full report/Executive Summary as agreed by the SSASPB ensuring that lessons learnt are published on the SSASPB website
- Formally conclude the review process when the recommendations have been accepted, Action Plans submitted to the SAR Sub-Group and actions signed off as complete.
- Notify any formal body and the West Midlands Regional SAR Repository as appropriate
- Ensure that any SAR undertaken is referenced in the SSASPB Annual Report (in the year that the SAR is concluded) including what action has been taken, or is intended to be taken. Where the SSASPB decides not to implement an action from the findings of a SAR it must state the reason for that decision in the Annual Report.

vi. Action Plan

Following the acceptance of a final report and recommendations, the SAR Sub-Group will agree an Action Plan using SAR 6a – which will outline:

- Who will be responsible for various actions
- The timescales for completion of agreed actions
- The intended outcome and purpose of recommended actions

Progress against actions will be reported to and monitored by the SAR Sub-Group who will in turn escalate by exception to the Executive Sub-Group.

9. Communication

i. Media

It is critical that there is a cohesive approach and response to media enquiries resulting from a Safeguarding Adult Review and that the SSASPB and individual agency leads act in consultation.

It will generally be the case that where there is an ongoing criminal investigation the police will be the lead agency and otherwise it will be the most appropriate agreed agency, usually the Local Authority.

Any publication arrangements and media strategy will be agreed by the SSASPB Review Panel (if relevant), the SSASPB Independent Chair and the relevant Local Authority Lead member. If required, the Independent Chair together with the lead member will normally act as the spokesperson on behalf of the SSASPB.

ii. West Midlands Regional SAR Repository

The SSASPB have agreed to contribute to the West Midlands Regional SAR Repository. This has been developed in order to enable the West Midlands region to secure learning from each other's SARs and to identify patterns and trends to inform regional policy, procedures and practice.

The SSASPB Manager will update the West Midlands Regional SAR Repository using the agreed template at the following key points:

- a) Upon receipt of a SAR referral
- b) Upon the Independent Chair's decision in relation to the recommendation of the Scoping Panel
- c) Upon completion of a SAR

Where the Board have agreed to publish the full report, a copy of this will be shared with the SAR Repository.

iii. Escalation

Where there is challenge to matters relating to the SAR Protocol or process, concerns should be communicated to the SSASPB Manager who will raise these for discussion within the most appropriate forum e.g. Review Panel, SAR Sub-Group, Executive Sub-Group etc.

The SSASPB Independent Chair will have the final judgement where there are concerns or challenge in relation to a recommendation from the Scoping Panel.

Where the threshold is met but there is challenge to the proposed course of action e.g. methodology of a SAR, this will be escalated to both the Independent Chair and SAR Chair, or to Executive Sub-Group members as appropriate.

ⁱ <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

ⁱⁱ <http://www.legislation.gov.uk/ukpga/2014/23/section/44/enacted>

ⁱⁱⁱ <https://www.gov.uk/government/publications/adult-safeguarding-statement-of-government-policy>

^{iv} https://www.adass.org.uk/AdassMedia/stories/Policy%20Networks/Safeguarding_Adults/Key_Documents/LGA%20ADASS_SafeguardingAdviceAndGuidanceToDASS_Mar13.pdf