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CONFIDENTIAL – PLEASE FILE SECURELY

Date:

Dear All,

SAR 3a: Notification of the convening of a Scoping Panel – Action required

Name of adult:

DOB:

Last known address:

I am writing to inform you that, following initial discussion at the SSASPB Sub-Group meeting, a Scoping Panel is to be convened in relation to the above named adult. The aim of this meeting is to collectively share information and decide whether the threshold for a Safeguarding Adult Review is met and the best process to be undertaken to ensure that lessons are learnt from this adult’s experiences.

Summary of the Safeguarding Adults Review referral:

Details of the Scoping Panel Meeting are as follows:

Date:

Time:

Venue:

The agencies required to attend, as identified by the referral and initial enquiries, are noted below. If you are aware of any additional agencies that are likely to hold information that will inform decision making in terms of safeguarding activity and SAR thresholds, please inform us by emailing ssaspb.admin@staffordshire.gov.uk immediately to support the Board in identifying all relevant agencies.

List of Agencies

Each agency listed above is now asked to complete the following actions:

1. The agency representative identified to attend the Scoping Panel meeting (in the information request return) **should hold this date and confirm attendance with the SSASPB administrator by accepting the meeting invitation**. The Scoping Panel membership will make a recommendation as to whether or not this case meets the criteria for a Safeguarding Adult Review.
2. **If you have not already secured your agency records, please do so immediately, as this will guard against loss or interference.**
3. **Prepare a chronology using the attached guidance and template on your agency's activity with the adult**. Please ensure that the representative identified is familiar with and brings a copy of this document to the Scoping Panel Meeting. The chronology 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 prior to submission. This will help with the information sharing and decision making process on the day of the meeting. The template and further guidance on completing a chronology (SAR 3b) can be found [here](#).
4. **A copy of this chronology must be forwarded to the Board no later than DATE in a secure manner to ssaspb.admin@staffordshire.gov.uk** in order to provide 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.

Further information and guidance is available in the SSASPB Safeguarding Adults Review Protocol which can be found [here](#).

If I can be of any further assistance, please do not hesitate to contact me at ssaspb.admin@staffordshire.gov.uk

Kind regards,

Helen Jones

Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board Manager