



## **SAFEGUARDING ADULT REVIEW (SAR) SUB-GROUP**

### **TERMS OF REFERENCE**

#### **PURPOSE**

To ensure that the Board undertakes Safeguarding Adult Reviews (SARs) when appropriate, that agreed processes are followed and that lessons are learned.

#### **REMIT**

The Safeguarding Adults Review Sub-Group is a formally constituted arm of the SSASPB. It fulfils the following responsibilities and will:

- Implement the agreed SAR protocol for conducting reviews.
- Consider cases that do not meet the criteria for a formal review but from which lessons can be learned and recommend how this might be achieved.
- Agree with the Chair and Board Manager the author of the report and the type of review process to be followed. e.g SCIE Systematic Review process.
- Establish the lessons learned from the review and submit a draft action plan to the Board via the Executive and monitor its implementation.
- Be responsible for the dissemination of lessons learnt across the partnership and ensuring that action plans are implemented.
- Quality assure the final report before submitting to the Board for approval.
- Liaise with the other Sub-Groups via the Executive to progress agreed delegated actions.
- Consider published national SARs and ensure learning is promoted among local front line practitioners.
- Contribute to the National SAR Library using the prescribed quality markers.
- Review procedures against national policy changes and amend if necessary.



- Provide an update on current progress against workstreams to the Executive sub-group meetings which occur prior to Board meetings.
- Contribute to the Annual Report by producing an overview of what has been achieved during the reporting period.

### **MEMBERSHIP AND ACCOUNTABILITY**

The Sub-Group will;

- Be comprised of named representatives of key partner agencies of the Board who have the skills and knowledge of conducting case reviews.
- Be extended to include other organisations by agreement of the Board.
- Be chaired by a member or officer of the Board and the Sub-Group will elect a Vice Chair. The chair will be a member of the executive group and will attend Executive meetings.
- Meet a minimum of six times a year.
- Be accountable to the Executive via the Chair and Vice Chair.
- Be attended by the Board Manager and the Administrator to the Board

### **PRINCIPLES**

The Sub-Group will;

- Recognise that SARs are not inquiries into how an incident happened or who is culpable. This is a matter for Coroners and criminal courts respectively to determine.
- Act in a manner that promotes the confidentiality of all of those involved in the process and which recognises the sensitivity of the information being shared.
- The sub-group will retain an adult at risk (as defined by the Care Act 2014) focus to its work and have a regard for racial diversity, language, culture, sexual identity, age and gender in its approach to all its activities.