



Safeguarding Adults Review (SAR) Strategic Sub-Group

**Pan-Lancashire
(Blackburn with Darwen, Blackpool & Lancashire)**

Terms of Reference

| | |
|--------------------|--------------|
| Date | 07.11.2023 |
| Review Date | October 2024 |
| Version | 1.0 (Final) |

| | |
|---|---|
| 1. Name of the Group: | <ul style="list-style-type: none"> Strategic Safeguarding Adult Review (SAR) sub group |
| 2. Connectivity: | <ul style="list-style-type: none"> Reports to Blackburn with Darwen, Blackpool and Lancashire, Safeguarding Adult Boards (SABs) |
| 3. Chair: | <ul style="list-style-type: none"> Margaret Williams Director of Safeguarding NHS Lancashire and South Cumbria Integrated Care Board. (Lead partner agency) |
| 4. Vice Chair: | <ul style="list-style-type: none"> Peter Chapman, Head of Safeguarding, Lancashire & South Cumbria Integrated Care Board |
| 5. Member | Agency |
| Placed Based ICB Designate Adult | NHS Lancashire and South Cumbria Integrated Care Board |
| Detective Superintendent, Lancashire Constabulary or Deputy | Lancashire Police (Lead partner agency) |
| Service Lead, Neighbourhood and Integration | Blackburn with Darwen Council |
| Head of Adults Social Care | Blackpool Council |
| Senior Manager, Safeguarding Adult Services | Lancashire County Council |
| Senior Manager, Safeguarding Partnerships | Lancashire County Council |
| Deputy Head of Probation Service | National Probation Service (NPS) |
| Named Nurse, Safeguarding Adults | Lancashire and South Cumbria NHS FT |
| Named Nurse, Safeguarding Adults | NHS Acute/Community Trusts, Lancashire and South Cumbria (To be confirmed) |
| Business unit | Business Unit |
| 6. Other members co-opted as necessary | |
| Named GP Safeguarding Lead | NHS Lancashire and South Cumbria ICB |
| Designate Doctor | NHS Lancashire and South Cumbria ICB |
| Housing | As required |
| Named Nurse for Safeguarding (NWS) | As required |
| Chairs of SAB Sub Groups | As required |
| Core Members | <ul style="list-style-type: none"> Will nominate a deputy of sufficient seniority and experience to fully act on behalf of the agency they represent if they are unable to attend any meeting. |

| | |
|-----------------------|--|
| Quorate | <ul style="list-style-type: none"> • Co-opted members can be agreed at the discretion of the Chair, dependent upon the issue under discussion. • Ad hoc representatives from the wider SAB may be invited to participate in extended SAR Sub-group meeting to discuss specific issues, where their input will improve the effectiveness of the Sub-group's actions. |
| Conflict of Interest: | <ul style="list-style-type: none"> • Chair or Vice Chair, at least 2 health representatives (1 provider/1 ICB) plus at least 2 partner agencies • All conflicts of interest should be declared at the start of any meetings; any member can be asked to stand down (at the discretion of the Chair) for any item under discussion if there is a conflict of interest. In such circumstances, an alternative member can be co-opted to bring complementary expertise. |

1. Purpose of SAR Strategic Sub-group

- To provide assurance that the Safeguarding Adult Review process is fit for purpose to support adults normally resident in Blackburn with Darwen, Blackpool, and Lancashire in line with the Care Act 2014.
- To endorse SAR Consideration recommendations of the SAR Consideration Chair to the related Independent Chair of Safeguarding Adult Boards, to support whether a referral meets the SAR criteria and appropriate methodology.
- Identify learning from SARs to improve services and multi-agency working for adults at risk and their families across Pan Lancashire. Work with Safeguarding Adult Boards, and sub groups to identify awareness, learning, training and guidance specific to their local populations.

2. Functions of SAR Strategic Sub-group

- To agree a robust process in consultation with Safeguarding Adult Board partners for; SAR Referrals; Consideration meetings, Commissioning Independent Reviewers; appropriate methodologies for completing SARs commissioned on behalf of Safeguarding Adult Boards across Pan Lancashire.
- The role of the Business unit is to set up Consideration meetings and respond to referrals submitted by agencies against statutory criteria set out in the Care Act 2014, working with the SAR Consideration Chair to assess if SAR referrals meet thresholds or not, and update referrer
- Where a SAR is recommended, identify key issues for consideration, actions from previous SARs which are in line with Terms of Reference where relevant themes have occurred.
- Endorse Terms of Reference of SAR Panel, draft recommendations and draft SAR reports

- Monitor the delivery of SARs in line with statutory timescales; escalate to Safeguarding Adult Board Chairs as appropriate.
 - Monitor and hold Safeguarding Adult Board sub group responsible for SAR activity to account. E.g., in relation to multi-agency action plans developed as a result of recommendations made in SAR
 - Regular assurance to be gained from Safeguarding Adult Board sub group/SAR action planning groups, who have responsibility to lead on recommendations, to report progress into Safeguarding Adult Boards
 - Advise Safeguarding Adult Boards and sub-groups of emerging themes from SARs and referrals.
 - Utilise links with other Adult Boards and sub groups to evidence and share learning
 - Contribute to Adult Board annual report detailing lessons learned and achievements for the reporting year
 - Report on progress/risks via Safeguarding Adult Boards on a quarterly basis
3. Accountability of the 3 Safeguarding Adult Boards at local authority level include the following functions:
- Receive outcomes from SAR case consideration meetings, endorsed via the SAR strategic group
 - Agree the commission of a SAR review, identify stakeholders/ partners to be involved in the SAR, agree the terms of reference and costs associated with each SAR.
 - Receive updates on SAR progress and consider the findings from draft and final SAR report and recommendations for sign off.
 - Ensure that the SAR is completed in a reasonable timeframe as directed by Section 14 of the Care Act
 - Co-ordinate and update actions taken in relation to SAR learnings from all partners.
 - Gain assurance of implementation and learning embedded from actions taken via local sub groups/action planning groups and partner agencies.
 - Safeguarding Adult Boards to provide leadership and support activity directed to ensure the implementation of local learning.

8. Meeting frequency and form

The Sub-group will meet monthly, and through interim meetings (If required) to consider new referrals within 1 month of receipt as per process.

For the group to be quorate the chair and or vice chair, at least 2 health representatives (1 Provider/1 ICB) plus at least 2 partner agencies

Business Unit will send out meeting invitations and agendas at least 5 days before each meeting.

Minutes will be kept of all meetings and circulated to the members after the meeting.

The SAB will determine which Business Unit Coordinator/ Manager and allocated business support will administer the Sub-group.

The Sub-group may establish task and finish group with co-opted members from partner organisations to undertake specific activities as required.

10. Governance

The SAR Sub-group is accountable to all three Safeguarding Adult Boards in localities covering Blackburn with Darwen; Blackpool and Lancashire.

The chair of the Sub-group is responsible for preparing a report for each SAB meeting to provide updates on the group's activities.

11. Decisions and escalation

Wherever possible to Sub-group will make decisions and recommendations based on consensus between members. Where there is not consensus decisions will be made based on a simple majority of the members and the chair will hold a casting vote.

Where decisions are required urgently, they can be made by email.

In exceptional circumstances, where consensus cannot be reached, issues can be escalated to the SAB Independent Chairs to provide direction.

12. Communication, Data Protection and Confidentiality

The Sub-group will communicate with members electronically in accordance with the Data Protection Act 2018 and the GDPR regulations.

All matters discussed at the Sub-group will be confidential and unless agreed, should not be divulged to other parties. All agenda reports, and other documents and all proceedings of the Sub-group shall be treated as confidential unless and until they become public in the ordinary course of the Board's business. However, if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately.

SAR referrals will be considered with all information un-anonymised. Papers and un-anonymised information will be shared with SAR sub group members, it is then the responsibility of the member to ensure confidentiality is maintained

13. Review

The Terms of Reference will be reviewed yearly.

Safeguarding Adult Review (SAR) Reporting and Review

