The author creates a 7 minute briefing and executive summary.

Statutory partners, the Leader, Chief Executive and Independent Chair are sent the report with a 2 week timescale to return feedback or comments.

Minor Feedback: Accept and report to the SAR sub-group.

Significant Feedback: The assigned author reviews with a 1 week timescale.

The report is scheduled to be published with support from communication colleagues.

**12**

A multi-agency event is scheduled where the SAR sub-group agree smart actions to deliver the recommendations. Each lead will ensure timeliness and evidence for their accountable recommendations. The action plan should be deliverable within 6 months.

**11**

The report is sent via email to the Rotherham Safeguarding Executive to seek approval to proceed to discussion at the RSAB.

The author attends RSAB and presents the SAR report (with an option to circulate and sign off virtually to avoid delays).

**10**

**8**

**9**

**DISPUTE**

Organisations can check, challenge, and dispute the draft report.

Internal governance processes should be followed for such challenges.

The first draft of the SAR report is circulated to the SAR sub-group for feedback and comments.

Engagement begins with relevant senior leadership members.

Communication teams are engaged.

Timescale: 14 days

**7**

The author drafts the report as work commences. A learning and reflection event is scheduled with the author and partners.

There is a focus on ensuring the family is involved.

A report template is provided to the author.

Timescale: 3 months

**6**

Full internal management reviews (IMR) and / or a thematic learning event is scheduled for the request of information from partners.

Timescale: 14 days.

**5**

A timeline is agreed for completion of the SAR between the Safeguarding Board Manager and independent author.

Timescale: 5 Days

Indicative timescale for the independent review is 3 Months

**4**

The assigned author contacts relevant family for their involvement.

If there is no response from the family after the initial engagement, a follow up engagement will be scheduled for 6 weeks later.

Timescale: 14 days

**3**

The Terms of Reference are created and developed for the SAR.

Each SAR has a lead who will work with the Board Manager and author.

A maximum of 10 recommendations.

Timescale: 7 Days

**2**

**Safeguarding Adult Review Pathway**

Commission a Safeguarding Adult Review (SAR) author via the approved list.

Includes consideration of the top 3 SAR authors with a focus on quality and timeliness.

Timescale: 5 days

**1**