**Rotherham Safeguarding Adult Review (SAR) Sub-Group**

**1. Purpose**

The purpose of the Safeguarding Adults Review (SAR) sub-group is to assure the Rotherham Safeguarding Adult Board (RSAB), the RSAB independent chair and partner organisations of when the criteria for conducting a SAR has been met.

The sub-group oversee, and quality assure the quality of the SAR and ensure that all learning, recommendations, outcomes and actions effectively influence practice.

The sub-group further inform and shape practice through learning from SAR events across local, regional and national levels.

The sub-group scope extends to include serious incidents, learning events and pre-SAR methodologies which enable more proactive and preventative evolution of practice.

**2. Specific Responsibilities**

Section 44 of the Care Act 2014 requires local Safeguarding Adult Boards (SABs) to arrange a SAR when an adult in its area dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked more effectively to where an adult has died or been seriously injured, and abuse or neglect has been suspected.

The Act enables the SAB’s flexibility to choose a proportionate methodology to carry out reviews in other cases where it feels this would be appropriate in order to promote effective learning and improvement to prevent future deaths or serious harm occurring again. This may be where a case can provide useful insights into the way organisations are working together to prevent and reduce abuse and neglect of adults. SAR’s may also be used to explore examples of good practice and lessons learnt that may be applied to future cases.

The SAR sub-group enables the RSAB to ensure robust, transparent, and consistent practice in relation to thematic learning from SARs.

Key responsibilities include to:

* Receive all requests for SARs on behalf of the independent chair of the RSAB.
* Make recommendations to the RSAB independent chair in respect of whether a review should be commissioned by reference to the statutory criteria set out.
* Make recommendations which include the type, governance, and methodology of the review.
* Ensure that decisions regarding SAR referrals are made within 8 weeks of the referral being received. Exceptions may apply when parallel processes are being undertaken.
* Commission and oversee SAR’s and any other reviews agreed by the sub-group.
* Ensure that reviews are completed within 8 weeks of the sub-groups decision. If this is not possible due to the complexity, the sub-group is to ensure this is reported to the RSAB with a new timescale set.
* Quality assure SAR reports before presenting to the independent chair and members of the RSAB
* Ensure recommendations from each SAR are communicated to all partner agencies and are subject to review of implementation.
* Ensure that all recommendations, actions, and learning effectively and positively influence practice and partnership working to safeguard vulnerable adults.
* Inform the group when partner agencies have conducted a lessons learnt or service improvement as a result of a safeguarding concern including recommended learning.

**Statutory Criteria for Conducting a Safeguarding Adult Review**

A Safeguarding Adult Board (SAB) must arrange for there to be a review of a case involving an adult its area with needs for care and support (whether or not the local authority was meeting those needs) if:

a) There is reasonable cause for concern about how the SAB, it’s members, or organisations worked together to safeguard the adult;

b) Condition 1 or 2 is met

**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 or suspected the abuse or neglect before the adult died).

**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.

A 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).

Each member of the SAB must cooperate in and contribute to the carrying out of a review under Section 44 of the Care Act 2014 with a view to:

a. Identify the lessons to be learnt from the adults case, and;

b. Apply those lessons to future cases.

Where the sub-group decides that a SAR should be undertaken, the sub-group will:

* Determine who should be involved in the SAR
* Commission a lead reviewer(s) who is independent of the case and of the organisations whose actions are under review. The sub-group will be presented with details of available SAR authors and will decide collectively who to commission.
* Consider with the independent author the involvement of the adult, family, or advocate.
* Ensure the voice of the person is clearly considered within the SAR, including via their family or other reoresentatives
* Ensure those actions for which the RSAB has lead responsibility are implemented.
* Work in partnership to agree on any necessary actions from recommendations made.
* Oversee the completion of action plans.
* Monitor the timely implementation of the SAR action plans.

Where the sub-group considers that the criteria for a SAR have not been met, it will:

* Inform recommendations to the RSAB independent chair on the alternatives to a SAR. For example, where they are concerns regarding the role of a single agency, that agency may be requested to produce a single agency review. Where there are lessons to be learnt across multiple agencies a recommendation may for a systematic incident review. Where an authenticity review is viable and any other processes whereby, they are referred such as Domestic Homicide Reviews (DHR).
* Follow the dispute process and check and challenge where appropriate.
* The final decision of whether the criteria has been met and whether a SAR will be held will be made by the RSAB independent chair in collaboration with the SAR sub-group joint chair.

**3. Accountability**

The Assistant Director of Adult Care and Integration and Head of Safeguarding at the Rotherham NHS Foundation Trust are the joint chairs of the sub-group.

The SAR sub-group will be calendared monthly to consider new SAR submissions and track completion of actions from previous SAR’s.

Each statutory partner organisation must nominate a lead officer and deputy with sufficient authority to speak on behalf of their organisation, feedback and effect the necessary change on issues brought to or arising from the sub-group. There is an expectation from members for high challenging feedback.

Meetings will take place monthly for 1.5 hours and meet face to face every quarter. There must be attendance from three of the partnership members. There is an expectation that members will attend all meetings throughout the year or send an appropriate deputy.

The Terms of Reference are reviewed annually.

**4. Roles and Responsibilities**

The SAR sub-group will be prepared to:

* Be the designated contact for their organisation
* Ensure that all requests for information/chronologies are responded to in a timely manner.
* Ensure that the agreed format for submitting information/chronologies are adhered to.
* Retain responsibility for the information flow between the sub-group, RSAB and their organisation.
* Provide assurance to RSAB that information regarding the SAR is fed back into their designated organisation and that all learning, and improvements are embedded in practice.
* Provide evidence of lessons learnt and improved practice within their organisation.
* Have responsibility to update Strategic Senior Leadership Teams of SAR progress, final review, recommendations made and publication date.
* Hold commissioning responsibilities for the independent sector and voluntary sector service provider agencies, act as the lead partner and designated contact in respect of the above.
* Read all meeting documents in advance of the sub-group meeting.
* Positively advocate for the rights of the person the SAR relates to and ensure effective learning insights inform future practice.

**4. Safeguarding Adults Review Sub-group Membership**

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| **Organisation** | **Job Title** |
| Rotherham Metropolitan Borough Council | Assistant Director, Adult Care and Integration (Joint Chair) |
| The Rotherham NHS Foundation Trust | Head of Safeguarding (Joint Chair) |
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| Rotherham Metropolitan Borough Council | Safeguarding Board Manager |
| Rotherham Metropolitan Borough Council | Adult Safeguarding Coordinator |
| Rotherham Metropolitan Borough Council | Head of Service: Safeguarding |
| Rotherham Metropolitan Borough Council | Head of Service: Localities |
| Rotherham Metropolitan Borough Council | Principal Social Worker |
| Rotherham Metropolitan Borough Council | MCA/DoL and Safeguarding Strategic Lead |
| Rotherham Metropolitan Borough Council | Head of Prevention and Early Prevention |
| Rotherham Metropolitan Borough Council | Head of Housing Operational Services |
| South Yorkshire Police | Detective Sergeant – PVP Performance and Governance |
| The Rotherham NHS Foundation Trust | MCA Lead, Named Nurse for Adult Safeguarding |
| South Yorkshire Integrated Care Board | Deputy Designated Professional - Safeguarding Adults and Lead for Mental Capacity Act, DoLS and Court of Protection |
| South Yorkshire Integrated Care Board | Safeguarding Adults and Quality Lead |
| South Yorkshire Integrated Care Board | Named GP Safeguarding Vulnerable Clients (Rotherham) & Named GP Safeguarding Vulnerable People (Barnsley) |
| Rotherham Doncaster and South Humber NHS Trust | Named Professional for Safeguarding |

* Other partner agencies and leads will be co-opted to the sub-group as required.