

# SAFEGUARDING ADULT REVIEW (SAR), SIGNIFICANT INCIDENT LEARNING PROCESS (SILP) AND GOOD PRACTICE SUB-GROUP – TERMS OF REFERENCE – 2020

## Purpose and Objectives

The purpose of the Safeguarding Adult Review (SAR), Significant Incident Learning Process (SILP) and Good Practice Sub Group is to ensure, on behalf of the Safeguarding Adults Board (SAB), that the responsibilities set out within the Care Act 2014, in particular Section 14 of the statutory guidance, is compliant and supports the SAB Vision and Priorities by:

- Setting and agreeing the annual programme and plan for the work of the group.
- Considering submissions for SARs/SILPs and recommending the appropriate course of action to the SAB.
- Ensuring that a SAR is arranged when appropriate and authorised by the SAB.
- Establishing and disseminating lessons learnt, promoting learning and improvement.
- Involving key partners and family members within SAR/SILP processes.
- Ensuring the SAB is sighted on all relevant cases that have been reviewed or referred to the SAR panel.
- Reporting quarterly to the SAB Executive Group and providing an annual composite report.

## Membership and Responsibilities

The SAR, SILP and Good Practice Sub-Group will comprise the identified strategic leads for safeguarding adults across partner organisations including representation from:

- Designated Professional, Safeguarding Adults, CCG
- **Focus**, Independent Adult Social Work (Head of Safeguarding Adults, Workforce Development Manager, Service or Team Manager)
- Humberside Police
- North East Lincolnshire Clinical Commissioning Group (NELCCG)
- Northern Lincolnshire and Goole NHS Foundation Trust (NLAG)
- Strategic Lead, Local Authority

NB: Safeguarding Adults Lead, NAViGO, Care Plus Group, Humberside Fire and Rescue Service, EMAS, Humberside Probation and CRC will be co-opted onto the group as and when required.

Sub-Group members will be responsible for:

- Attending at least three meetings per year and provide written reports or deputies if unable to attend.
- Commissioning and contributing to task and finish groups to undertake time limited pieces of work.
- Overseeing the development and delivery of the SAR, SILP and Good Practice Strategy and Plan.
- Commissioning learning and development activities jointly where this meets common needs.

- Promote interagency challenge and ensure changes to procedures are implemented at an operational level.

### **Chairing Arrangements**

The Chair will be appointed by the SAB and report on a quarterly basis to it. This report will inform the composite OLG report to the SAB but individual overview reports for SARs or SILPs will be reported to the SAB as and when required. Should the Chair be unable to Chair a meeting arrangements should be made with the deputy chair in their absence.

### **Accountability, Governance and Reporting**

The SAR, SILP and Good Practice Sub-Group is accountable to the SAB Executive Group and will have delegated responsibility for delivering the SAR, SILP and Good Practice Strategy and Action Plan.

The SAR, SILP and Good Practice Sub-Group will provide an annual report to the SAB.

Meeting quoracy will require at least two statutory SAB organisations and should include one member from *focus* (as designated by the local authority) adult social work practice, one health and/or a police representative.

### **Frequency of Meetings and Business Support**

The SAR, SILP and Good Practice Sub-Group will meet every six weeks, with dates for the year set in advance and will be supported by the SAB Business Support provision once approved by the Chair.

Business Support will aim to circulate the agenda and minutes to members within 20 working days of the meeting.

### **Review**

There will be on a bi-annual review of the terms of reference to be approved by the SAB. Membership of the Sub-Group will be reviewed at appropriate points dependent on progress and exceptions to the delivery of the Sub-Group's annual action plan.