

HALTON SAFEGUARDING ADULTS BOARD

SAFEGUARDING ADULTS REVIEW SUB-GROUP (Health, Police and Social Care)

TERMS OF REFERENCE

AIMS AND OBJECTIVES

- To review the multi-agency Safeguarding Adults Review (SAR) Protocol and ensure it is implemented across all organisations
- To report on the progress of any cases considered and SAR's undertaken to meetings of Halton Safeguarding Adults Board as a standing agenda item
- To receive, oversee and monitor action plans from agencies to implement recommendations from safeguarding adults or critical incident reviews
- To lead on development of resources following reviews and dissemination of learning across the partnership
- To explore examples of good practice where this is likely to identify lessons that can be applied to future cases
- To examine national SAR Reports in order to inform and improve local practice and ensure the effective dissemination of appropriate learning
- To take an approach which is rooted in organisational learning and does not seek to apportion blame
- Where appropriate the SAR Group will work in collaboration with the Safeguarding Children's Boards to ensure that learning from serious cases and reviews are shared

FUNCTIONS

- The Safeguarding Adults Review Group will have a central role in developing and implementing the Halton Multi-agency Safeguarding Adults Review (SAR) Protocol and in promoting a culture of continuous learning and improvement across the partnership.
- The SAR Group will consider relevant local and national information regarding serious cases and 'near misses' in order to inform and improve local practice by ensuring that learning is incorporated into local policies and procedures. The

Group will also have an overview of good practice examples to ensure that good practice is disseminated.

- In order to learn lessons from incidents it is important that agencies share relevant information with the Safeguarding Adults Review Group. The Group is appointed by, and acts on behalf of, the Safeguarding Adults Board (SAB) which has a statutory duty to arrange Safeguarding Adults Reviews in the circumstances described:

The Care Act 2014 s.45 places a *duty* on others to provide information to the SAB to enable it to carry out its functions. The Act is clear that if a SAB requests information from an organisation or individual which is relevant to its functions, then they must share it with the SAB. This is so any problems can be tackled quickly, and lessons can be learnt to prevent them happening again.

- Members and attendees of the Safeguarding Adults Review Sub Group must adhere to the expectations of the group in relation to confidentiality as follows:

Information discussed by the agency representatives within this meeting is strictly confidential and must not be disclosed to third parties without the agreement of the SAR members.

All agencies should ensure that all minutes and related documentation are retained in a confidential and appropriately restricted manner. These minutes will aim to reflect that all providers and, where relevant, individuals who are discussed at these meetings should be treated fairly with respect and without improper discrimination.

GOVERNANCE AND ACCOUNTABILITY

The Safeguarding Adults Review Sub-Group will report progress of its work plan to the HSAB Executive Group and the main HSAB meeting. The Chairperson of the Sub-Group will submit reports and attend those meetings to provide an update from the group to the Executive Group and the main HSAB meeting.

The SAR Sub-Group will be chaired by a member of the Board who holds a suitably senior position within that agency. A Deputy Chair will be nominated by Chair from the current membership of this meeting when required. The chair will also act as a member of the Executive Sub-Group, reporting and escalating concerns on behalf of the SAR membership.

Attendees must have the appropriate authority to make decisions on behalf of their respective organisations. Agencies which are unable to attend must ensure minutes and actions are taken forward within their organisations.

FREQUENCY

The Safeguarding Adults Review Sub-Group will meet as a minimum on a quarterly basis and may convene extraordinary meetings in response to increased demand in terms of SAR activity.

The Safeguarding Adults Review Sub-Group will hold learning events as agreed by the SAR Group and HSAB to share learning from Reviews.

MEMBERSHIP

The Membership of the Safeguarding Adults Review Sub-Group will be as follows:

Organisation	Role
Halton Borough Council	Chair – Head of Independent Living
Bridgewater Community Healthcare NHS Foundation Trust	Vice Chair – Head of Adult Safeguarding
Cheshire Police	DC, Cheshire Constabulary
NHS Cheshire and Merseyside ICB: Halton Place	Designated Nurse Safeguarding Adults
Halton Borough Council	Principal Manager, Complex Care Runcorn
Halton Borough Council	Interim Principal Manager, Integrated Adults Safeguarding Unit
Halton Borough Council	Team Manager, Domestic Abuse Team
Age UK	Chief Executive Officer
Mersey Care NHS Foundation Trust	Named Professional Safeguarding Adults

Additional representatives to attend include:

Senior officer from organisations identified within a SAR referral (as agreed by SAR Group core members). Review authors (as agreed by SAR Group core members)

- **Representatives of the sub-group are required to attend the meetings, or send an appropriate deputy from their organisation. Where this is not possible, apologies must be given in advance.**

QUORUM

In order for a meeting to be quorate, there must be representation from a minimum of three agencies (this can include the Chair), of which at least one of which must be a

representative of either HSAB or a statutory partner.

ADMINISTRATION

The administration of this sub-group will be the responsibility of the HSAB Support Officer.

A copy of the minutes will be sent to each sub-group member and other people by agreement of the Chairperson. The accuracy of minutes will be checked at the subsequent meeting.

OPERATING PRINCIPLES

1. Empowerment

People being supported and encouraged to make their own decisions and informed consent

2. Prevention

It is better to take action before harm occurs.

3. Proportionality

The least intrusive response appropriate to the risk presented.

4. Protection

Support and representation for those in greatest need.

5. Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

6. Accountability

Accountability and transparency in safeguarding practice.

DATE TERMS OF REFERENCE AGREED: September 2024

REVIEW DATE: September 2026