

## SSAB Case Review (CRG) Group Draft Terms of Reference



### Statutory Basis

Southampton Case review Group (CRG) is a subgroup of the Southampton Safeguarding Adult Board and the CRG has been set up to carry out the functions pursuant to Section 44 of the Care Act 2014. To ensure the statutory responsibilities are conducted in respect of Safeguarding Adult Reviews (SARs) - both discretionary and mandatory - and other forms of learning activities.

### Quoracy

A meeting of this group requires at least four members present for the full meeting, including the three statutory members (Adult Social Care, Police, ICB) and it is expected that they will:

- Attend a minimum of 75% of meetings a year. Attendance will be recorded and monitored annually by the Chair of the CRG Group.
- Inform the Chair of CRG and the SSAB Partnerships Team, in writing of a resignation; confirm their replacement and any interim cover arrangements necessary.
- Appoint an appropriate substitute of equivalent seniority, if unable to attend, only by agreement of the SAR Group Chair. No decisions to be made without the meeting being quorate.

### Remit

1. The CRG will receive SAR referrals, complete a triage process in line with the 4 LSAB scoping tool, to determine whether a referral should progress.
2. The CRG will meet on a monthly basis and will consider all new referrals, ongoing referrals and other learning activities.
3. The CRG will gather scoping information and carefully examine the facts of each referral to inform decision making about next steps. The CRG Group will make a final decision as to whether a Mandatory or Discretionary SAR or other learning approach is appropriate.
4. The CRG will send quarterly reports to the SSAB Executive Board (the Board) of all decisions it has made on each referral. The Board has the power to ask the CRG to review its decision in appropriate circumstances or it can replace the CRG decision on a case-by-case basis e.g. where new information has come to light since the original decision was made.
5. Aim to provide early recommendations for learning, so SSAB can expediently share this with the partnership.
6. Where the CRG decide that a statutory or discretionary SAR will be conducted it will appoint a report author or other body to conduct the review and the CRG will approve the terms of reference for the review.
7. Receive updates on SAR progress and consider the final SAR report and recommendations before submitting this for sign off to the SSAB Executive.

8. The CRG Group have the ability to recommend to the SSAB Exec that a SAR is postponed or cancelled. This would need to be ratified by the SSAB Executive.
9. The CRG Group will provide quality assurance for SARs prior to SARs being presented to SSAB members for sign off and publication agreement.
10. The CRG Group will consider key themes arising from learning and reviews, carried out in other local authority areas and will consider and disseminate key learning accordingly via the SSAB member, SSAB Website learning and other lines of communication as identified.
11. The CRG will receive assurance reports 6 months after the publication of each SAR in relation to progress made, and to identify any areas for improvement.

### **Reporting Arrangements**

The chair of the SAR group will update the SSAB Executive members at their quarterly meetings on the work and progress of the group including updates on any SAR review commissioned and any risks or issues in relation to meeting statutory responsibilities.

### **Frequency of Meetings**

To be held at least BI Monthly.

### **Proposed Membership**

Adult Social Care  
Health Providers  
IDVA  
Integrated Care Board  
Police  
Probation  
SCC Housing/Homelessness  
SVS

SCC Legal Services will provide a Legal adviser to attend meetings and provide legal advice where necessary. The legal adviser is not a decision maker.