

## Case Review Group Terms of Reference

### Aims

To enable the LSAB to undertake reviews of cases that require lessons to be learned, including Safeguarding Adults Reviews (SAR's) as detailed in Care Act 2014 and to provide a mechanism for the LSAB to deliver reviews of cases that do not meet the threshold for a SAR. It also aims to ensure that lessons learned from SARs and other reviews are shared and acted upon as follow up to the work of SAR/SCR panels.

### Functions of the Group

1. Receive referrals of cases to be considered as Safeguarding Adults Reviews
2. Identify the scope of agencies involved in cases subject to review
3. Consider these cases against the statutory criteria for Safeguarding Adult Reviews as detailed in Care Act 2014. **The Chair of the Group will have the casting vote as to whether the case proceeds for recommendation to a Safeguarding Adult Review**
4. Refer cases that are deemed by the group to meet the definition of a SAR to the LSAB for the final decision
5. Lead the initiation and delivery of reviews of cases that do not meet the criteria for a SAR
6. Oversee and monitor actions coming from these (non SAR) reviews
7. Monitor and evaluate progress of actions to ensure lessons learned from SARs once the panel has completed its role and the number of actions is manageable by this means
8. Ensure proportionality of these reviews in the methodology that is adopted
9. Once actions are completed to pass information to the Monitoring & Evaluation group to monitor delivery and impact.
10. Link with the LSCB as necessary and Safe City Partnership, the Coroner and other groups as relevant
11. Work with other Southampton LSAB Sub Groups to ensure multiagency activity is co-ordinated and business plan activities are delivered. In particular this group will work closely with Learning & Development, and Monitoring and Evaluation groups.

### Membership

SCC Adult Social Care  
Southampton City Clinical Group would represent the health community (CCG representative will collate all Health information and scoping forms)  
Police  
National Probation Service  
Safeguarding Boards Manager and coordinator  
Other LSAB members may be invited to attend as necessary.

### **Chair**

Chair – Alison Elliott; Executive Director, People Directorate  
Vice-Chair – Carol Alstom; Associate Director of Quality, Southampton CCG

### **Reporting and Accountability**

The group will report to the LSAB on decisions made and on progress against delivery of reviews and business plan priorities. The group will raise issues that need resolution beyond the remit of its members to the Independent Chair of the LSAB if these cannot be resolved.

### **Frequency of Meetings**

The group will meet monthly

To be reviewed February 2016.

## Monitoring & Evaluation Group

### Terms of Reference

#### Aim

The Southampton Safeguarding Adults Board (LSAB) exists to ensure that all agencies work together to minimise the risk of abuse to vulnerable adults and to protect vulnerable adults effectively when abuse has occurred or may have occurred. The Board is committed to learning from experience and to a process of continuous improvement. The LSAB will closely follow government advice set out in 'No Secrets' DH 2000, the 'Safeguarding Adults' standards published by ADSS in October 2005 and any subsequent legislation and guidance deriving from the Care Act 2014 due to be implemented in April 2015.

#### Functions of the Group

1. To ensure consistent and robust outcomes for vulnerable adults.
2. The monitor performance against the LSAB work plan.
3. To ensure sharing of application of learning and experience from practice in Southampton and across the UK, including from serious case reviews.
4. Audit the effectiveness of safeguarding arrangements across local partner agencies.
5. The monitoring of consistency of threshold decisions.
6. The group will monitor performance of Safeguarding, and provide a quarterly report to the LSAB, and annual summary report as part of the LSAB annual report.

#### Membership

- Solent NHS Trust
- Local Safeguarding Board Team
- Safeguarding Board's Manager- SCC
- Information officer- SCC
- Southampton Clinical Commissioning Group
- SPA Manager - SCC
- Safeguarding Adult lead – University Hospital Southampton NHS Foundation Trust
- Quality and Safeguarding Lead -SCC
- Hampshire Fire & Rescue Service
- South Central Ambulance Service
- Voluntary Sector Representative from care group.

- Healthwatch
- Southern Health NHS Foundation Trust
- Independent Board Chair
- National Probation Service
- Care Quality Commission

### **Chair**

Chair – TBC

Vice-Chair – Joan Wilson (Quality Manager Southampton CCG)

### **Reporting & Accountability**

The group will report to the LSAB on progress against delivery of business plan priorities. The group will raise issues that need resolution beyond the remit of its members to the Independent Chair of the Board if these cannot be resolved.

### **Frequency of Meetings**

Every 8 Weeks

To be reviewed February 2016



## **Community Engagement & Awareness Group**

### **Terms of Reference**

#### **Aim**

The Community Engagement and Awareness (CEA) Group aims to deliver activities to ensure that the Local Safeguarding Children and Adult's Board engages with and seeks the views of children, young people and vulnerable adults and their families/carers and communities in the delivery of its functions and activities. It also aims to positively promote and raise awareness of activities, campaigns and local work to ensure children, young people and vulnerable adults are safe in Southampton.

#### **Functions of the Group**

1. To deliver activities to ensure the voices of children, young people, vulnerable adults and families/carers are heard within the work of the LSCB & LSAB and the wider partnership
2. Develop a local media and communication plan to raise awareness of safeguarding issues
3. Ensure that the work of the LSCB & LSAB is communicated through regular newsletter and website updates
4. Liaise with other groups working with children, young people and vulnerable adults such as charities, safety organisations, etc, so as to be aware of their communication strategies, to avoid duplication of efforts.
5. Deliver priorities and action as agreed in the LSCB & LSAB business plan and raise issues where progress is slow.

#### **Membership**

LSCB Lay member/s  
Safeguarding Boards Team representative  
Hampshire Constabulary  
Southampton City Council Education / Schools representative  
Southampton City Council Communications Team  
Public Health  
Hampshire and Isle of Wight Community Rehabilitation Company

Voluntary Sector Representative  
Solent NHS Trust  
Southern Health NHS Foundation Trust  
Southampton City Clinical Commissioning Group, Head of Stakeholder Engagement  
NSPCC  
Southampton City Council Safeguarding Children Services  
Southampton City Council Early Years  
Southampton City Council Adult Services  
Southampton City Council Regulatory Services  
Other services as and when required

### **Chair**

Chair – TBC  
Vice-Chair – Sue Sevier (LADO)

### **Reporting and Accountability**

The group will report to the LSAB and to the LSCB Executive on progress against delivery of business plan priorities. The group will raise issues that need resolution beyond the remit of its members to the respective Chairs of the LSCB and LSAB if they cannot be resolved.

### **Frequency of Meetings**

The group will meet quarterly

To be reviewed February 2016



## Learning and Development Sub-Group Terms of Reference

### Aim

The core function of the Learning and Development Sub-group is to develop a framework which will enable LSCB and LSAB to carry out its responsibilities to ensure that safeguarding learning and development activity equips the organisation, its staff and partners to meet the standards outlined in the pan Hampshire safeguarding policy and procedures.

- To ensure the workforce of Southampton is effective in safeguarding children, young people and adults at risk of or experiencing abuse and neglect
- Ensuring provision of high quality multiagency safeguarding learning and development
- Enable and promote Safeguarding learning & development across partners and providers
- Ensuring staff are competent to respond to safeguarding concerns (at a level consistent with their role) via the provision of high quality cross sector training
- Review the implementation of the Safeguarding children, young people and adults at risk of or experiencing abuse or neglect Multi-Agency Training Strategy to ensure it is fit for purpose in light of current need

### Functions of the Group

1. The Learning and Development Sub-group will operate as a sub group of the LSCB and LSAB. The Group will be chaired by a Member of either the LSCB or LSAB. In terms of decision making, the group will develop proposals and make recommendations but these will need to be endorsed by LSAB and LSCB prior to implementation.
2. To lead on the development of a range of children, young people and adults at risk focused, multi-agency safeguarding learning and development opportunities for the workforce.
3. To develop and implement mandatory safeguarding training requirements for Southampton's children, young people and adults at risk workforce
4. To quality assure provision of single and multi-agency safeguarding learning and development opportunities - to ensure they are high quality and effective
5. To ensure provision is responsive to local and national developments including messages from serious case reviews, safeguarding adult's reviews and research feeding

- into the serious case reviews, safeguarding adults reviews respectively, identifying traditional learning or a systems learning approach
6. To work with other Southampton LSCB and LSAB Sub Groups and Board Members workforce development units to ensure activity is co-ordinated
  7. To jointly develop and lead implementation of the LSCB and LSAB learning and improvement framework
  8. To work collaboratively with the 4LSCB and 4LSAB partners in Hampshire, Portsmouth and Isle of Wight to ensure consistency and value for money.
  9. To work collaboratively ensuring a climate that supports cultural change, supports supervision, clinical supervision and Root Cause analysis
  10. The group will provide regular progress reports to LSCB and LSAB via the LSAB and LSCB managers/representatives who will also be responsible for reporting exceptions to LSCB and LSAB chairs and for escalating any unresolved issues which have the potential to delay or undermine the achievement of stated objectives.

### **Membership**

The group includes the safeguarding workforce development representatives from respective agencies as well as the safeguarding leads from LSAB and LSCB from Southampton to ensure that a joint and consistent approach is applied. The work of the group will initially be focussed on the development of a Safeguarding Adults Workforce Development Framework that will inform future safeguarding learning and development activity.

### **The group will include;**

Southampton City Council Children's Social Care  
Southampton City Council Adults Services  
Southampton City Council Education Services  
Voluntary Sector representative  
Hampshire Constabulary  
University Hospital Southampton NHS Foundation Trust  
Solent NHS Trust  
Southern Health NHS Foundation Trust  
Southampton City Clinical Commissioning Group (including link to named GP)  
Domestic Violence Services Representative  
Current Safeguarding Children Training Providers  
Hampshire Probation Service  
Housing  
Southampton Integrated & Commissioning Unit Quality & Safeguarding  
Southampton City Council Learning & Development from Health and Adult Social Care and Learning & Development Consultant/Trainer for Provider Services (Adults)

### **Chair**

Chair – Lindsay Voss  
Vice Chair – Katherine Elsmore



### **Reporting and Accountability**

The group will report to the LSAB and LSCB Executive on progress against delivery of business plan priorities. The group will raise issues that need resolution beyond the remit of its members to the respective Chairs of the LSCB and LSAB if they cannot be resolved.

### **Frequency of Meetings**

The group will meet every 2 months

To be reviewed February 2016

