

TERMS OF REFERENCE

1. Constitution

The Leicester City Adults SCR Sub-Group is a committee of the Leicester City Safeguarding Adults Board (LSAB). It has delegated authority of that Board to discharge its duties as outlined in its responsibilities.

2. Purpose

To develop and advise LSAB on processes, procedures and outcomes in relation to conducting Serious Case Reviews, Serious Incident Learning Processes and Domestic Homicide Reviews and to develop and submit for approval to the LSAB guidance for conducting these reviews.

3. Responsibilities

- a) Develop and submit for approval to the LSAB local procedures in respect of SCR, SILP and DHR that comply with any national guidance and to produce new guidelines and documents as required.
- b) To receive and consider referrals of new cases against the criteria for holding a case review and make recommendations to the Chair of LSAB.
- c) For each agreed review, to determine the constitution of panels, to agree their terms of reference and to monitor progress of the reviews, especially with regard to timescales.
- d) To receive the draft overview reports and discuss with panel chairs any suggested amendments. To present a briefing report to LSAB, together with a recommendation on action planning, including publicity and distribution of reports.
- e) To monitor completion of actions for a period of 12 months after publication of the overview report.
- f) To pass completed action plans to the LSAB Safeguarding Effectiveness Group to allow auditing of how embedded these actions are and the effectiveness of them.
- g) To keep up to date with reports of reviews published nationally and make recommendations on lessons arising from these.
- h) To disseminate information and practice issues arising from Serious Case Reviews to agencies and the Professional Practice Lead of training needs.
- i) To provide a report on activity and outcomes to each meeting of the LSAB Executive Group.
- j) To contribute to the LSAB annual report on the number and type of SCRs carried out, with analysis of lessons learned and action taken.

4. Membership

Representatives with a training / staff development brief (or able to influence the brief in their agencies) from the key organisations on LSAB:

Director of Adult Social Care and Safeguarding, LCC (<i>CHAIR</i>)	Head of Safeguarding Adults, LCC (<i>DEPUTY CHAIR</i>)
Safeguarding Lead for Community Nursing, LPT	Legal Advisor, LCC
Head of Safeguarding, UHL	Head of Safeguarding, Leicester City PCT
LSCB Manager	LSAB Manager
Safeguarding Lead (Leicester City), Leicestershire Constabulary	LSAB Administrator (<i>MINUTE TAKER</i>)
Please note floating members as follows	
<ul style="list-style-type: none">• Safeguarding Lead, EMAS• DAAT Manager, LCC	<ul style="list-style-type: none">• Director of City LDU, representing Probation and MAPPA

5. Quorum

A minimum of three members from three agencies will constitute a quorum, with the Chair or deputy chair being present.

Should a member not be able to attend, nominated deputies may take their place.

6. Operation & Administration

Chaired by the Director of Adult Social Care and Safeguarding, Leicester City Council Administration for the group is the responsibility of the LSAB office.

7. Frequency of Meetings

This group will meet on a monthly basis for 2 hours.

8. Reporting Arrangements

The group will report to the LSAB Executive Group and shall provide minutes and / or relevant reports to the LSAB meetings.

9. Review

These Terms of Reference will be reviewed annually by the Group.

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