



West Glamorgan Safeguarding Adults Board

Terms of reference for a Concise Adult Practice Review

WGA S14 2019

Scope of Review: 18th June 2018 – 18th June 2019

Chair of Panel – Nicola Edwards – Swansea Bay University Health Board

Reviewer – Beth Aynsley – South Wales Police

Reviewer – Paul Cotgias – Neath Port Talbot Council

Panel Members:

- Ffion Larsen - Swansea Council, Social Services
- Donna Newell - Swansea Bay University Health Board
- Tricia Thomas - Swansea Bay University Health Board (Shadowing)

Core tasks of the Review

The core tasks are as follows:

- to ensure current policy, procedures and practice of the named services and the Board have been informed by the issues and learning arising from the case, by examining:
 - decision making across agencies and through the whole authority as related to this case.
 - the extent to which decisions and actions were individual-focused.
 - inter-agency working and service provision for the individual's concerned and their families.
- to seek contributions to the review as appropriate or available from individuals and family members, and to provide them with feedback.
- to take account of the learning from parallel investigations or proceedings related to the case at the time of the incidents and subsequently.
- to hold a multi-agency learning event to identify where practice has already changed or should be different in future; and
- to prepare a report of the review using the recommended template in the guidance.

Specific tasks

The review should be managed by a multi-agency *Review Panel* set up by the *Review Sub Group* of the Board. The agencies represented on the *Review Panel* may be drawn from Education, Police, Health, Social Services, Probation together with the Board Co-ordinator. Experienced staff external to the agency may be included to provide additional expertise and challenge. The *Review Panel* members should have working knowledge of the services but not have had direct involvement in the case.

The responsibilities of the *Review Panel* members during the review should be to:

- act as a link to their respective agencies to facilitate the work of the reviewers and keep their agencies informed of issues arising from the review in line with its organisational reporting arrangements.
- confirm or amend the terms of reference as required including time period to be reviewed.
- commission agency timelines and analyses of involvement.
- present their agency timeline and initial analysis to the *Review Panel*.
- offer professional expertise and challenge to the practice identified in the merged timeline and agency analyses.
- identify issues to be explored in a learning event.

- following the learning event, the *Review Panel* should consider the learning issues identified when the report has been drafted by the reviewers; and
- contribute to developing a report and action plan as required.

A timeline should be agreed by the *Review Panel* for the examination of records and other material. The *Review Panel* should commission agencies to provide timelines of their involvement in the case and a succinct analysis of actions and practice from their agencies' perspective.

The *Review Panel* should appoint a reviewer (or reviewers), who is independent of the Board, in accordance with guidance for concise and extended adult practice reviews. He/she will be expected to work closely with the *Review Panel* and be offered practical support by the Board Co-ordinator or a nominated *Review Panel* member.

The reviewer/s should examine the individual agency timelines and analyses, and have access to relevant documentary evidence identified from the agencies involved, particularly any multi-agency documents. As needed, he/she should interview the agency representative who prepared the timeline to clarify information as well as draw on available guidance and reports.

When this has been completed, the reviewer/s, with the *Review Panel*, should formulate ideas and hypotheses, to be tested in a learning event, based on the key issues that have emerged through analysis of the merged timeline and summary reports.

A learning event should then be planned by the reviewer/s with the *Review Panel* bringing together key relevant staff from different agencies who would be currently involved in the handling and management of the multi-agency response to such concerns and in subsequent decisions and action that would have to be taken.

Participants in the learning event should be identified and prepared. Particular care in planning the event is likely to be needed when it involves staff who may have been in post at the time of the matters under review, as well as staff newly appointed since then. The focus of the event should be on learning and not blame for what has happened in the past, and should be about identifying where practice has already changed or should be different in future. Although the review is likely to be about the processes to be followed, the reviewer/s need to ensure there is an individual-focus throughout.

The reviewer/s with the *Review Panel* should consider and manage how any individuals' or family members' perspectives may be included and contribute to the learning event

The learning issues and conclusions from the event should inform discussion with the *Review Panel* and a draft report should be prepared by the reviewer/s for consideration and discussion with the *Review Panel*. The report together with an outline action plan should be presented to the Board.

Board tasks

A draft report should be presented by the Chair of the *Review Panel* and the reviewer/s to the Board for members to consider and approve the report. The role of the Board is to provide professional challenge and to consider the strategic implications of the findings and future action for the Board and its constituent member agencies.

On approval of the final report by the Board, it should be sent to the agencies involved for sign off. The report will then be sent by the Chair of the Board to the Safeguarding Team of the Welsh Government for information. The learning outcomes should be published on the Board website.

The Board should consider the outline action plan prepared by the *Review Panel* and the reviewer/s. The action plan should identify the difference any action is intended to make to practice and how the Board will audit this in the future. The final action plan should be signed off by the Board within four weeks of the report and sent to the Welsh Government.