



Case Review Subgroup Terms of Reference

Introduction

The Bracknell Forest Case Review Subgroup is a formal subgroup of the Bracknell Forest Safeguarding Board (SB).

Purpose: The primary function of the subgroup is to arrange Safeguarding Adults Reviews (SARs) and Local Child Safeguarding Practice Reviews (LCSPRs) following the relevant statutory guidance. In addition the SB may identify the need to undertake reviews that do not meet the criteria for such statutory reviews, but that may ensure improvements in local systems and / or practice.

Function:

- To respond to the SB's requests for reviews to be undertaken
- To monitor progress of reviews
- To provide evidence of actions taken and their impact on practice
- To ensure learning is disseminated widely (in conjunction with the E. Berks Learning and Development subgroup)

Under the Care Act 2014 and in accordance with section 16 C (1) of the Children Act 2004 (as amended by the Children and Social Work Act 2017) the SB has a statutory responsibility to arrange Safeguarding Reviews.

The criteria for instigating a SAR is set out as being necessary when,

“an adult in its area dies as a result of abuse or neglect, whether known or suspected, and there is concern that partner agencies could have worked together more effectively to protect the adult. SABs must also arrange a SAR if an adult in its area has not died, but the SAB knows or suspects that the adult has experienced serious abuse or neglect”¹.

Local authorities have a separate duty in respect of children and that requires that they:

- *Notify the National Child Safeguarding Practice Review Panel if a child dies or is seriously harmed in their area (or outside of England while they are normally resident in the local authority area).*
- *Notify the Secretary of State and Ofsted where a looked after child has died, whether abuse or neglect is known or suspected.*

However, any agency can inform the SB of a serious incident they think should be considered for review including cases that do not meet these criteria but appear to offer an opportunity for learning in respect of multi-agency working that could be identified through an alternative review process and supports the Board's commitment to encouraging a learning culture to improve safeguarding

¹Department of Health, “Care and Support Statutory Guidance” Issued under the Care Act 2014, Paragraphs 14.162 – 14.163 <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

practice. This includes promoting awareness amongst the broader community, ensuring that professionals are appropriately trained, facilitating and monitoring actions identified to ensure necessary improvements are sustained.

The subgroup works to the following principles established within statutory guidance:

Empowerment	Adult reviews are used to increase understanding and not to apportion blame onto individuals or agencies.
Prevention	Learning is used to minimise risk of abuse and neglect occurring.
Protection	Learning is used to improve how the Safeguarding Board responds to abuse and neglect.
Proportionality	The learning process will be proportionate to the seriousness of the incident, the benefit of the learning and the most effective and efficient use of resources.
Partnership	Board partners will work in a constructive and collaborative way to maximise learning and improvement to safeguarding practice.
Accountability	Board partners will engage with all reviews in an open and transparent way and recognise their accountability to the local population.

The BFSB [Guidance for Rapid Reviews](#), (including a [flow chart](#)), [the Safeguarding Adults Review Framework](#) and the [Safeguarding Children Procedures](#) set out the processes to be followed and is subject to regular review by members of the sub group.

The E. Berks Learning and Development subgroup supports the implementation of the learning established by local Safeguarding Reviews and that established by reviews undertaken across the UK.

Objectives

The objectives of the subgroup are:

1. To receive information on specific cases following decisions by the SB and oversee Safeguarding Adult Reviews/Local Child Safeguarding Practice Reviews and partnership reviews, and to update the SB on progress
2. To oversee the delivery of reviews, ensuring they are completed within an agreed time period.
3. To ensure learning from reviews, undertaken either locally or nationally, is achieved through the multi agency safeguarding arrangements and publication of reports as appropriate.
4. To monitor the progress of implementation of action plans arising from reviews; it is expected that all agencies take responsibility for completing their action plans. To maintain a record of all action plans and evidence submitted as a result.
5. To receive reports from agencies on emerging safeguarding risks or concerns to individual people, establishments or communities.
6. To receive regular updates from the Learning Disability Mortality Reviews (LeDeR) programme, Child Death Overview Panel (CDOP) and relevant learning from Domestic Homicide Reviews (DHR) and to consider whether safeguarding issues arise from any local cases reviewed.
7. To have an overview of safeguarding developments both locally and nationally.
8. To ensure Review Frameworks are relevant and up to date.
9. To ensure the SB is kept up to date on learning from case reviews to enable improvements to be made to safeguarding practice.

10. Establish links with the Independent Chair and Scrutineer (ICS) to enable independent and timely scrutiny
11. To maintain strong links with government departments, regulatory bodies and the Coroner as appropriate

Membership

Clinical Commissioning Group / Named GP
Thames Valley Police
Bracknell Forest Council Social Care (Adults)
Bracknell Forest Council Social Care (Children)
Berkshire Healthcare Foundation Trust
Frimley Health Foundation Trust
SAB Business Manager(s)

The composition of Panels appointed to undertake individual SARs/LCSPRs will be drawn from the broader membership of the Safeguarding Partnership.

Members of the subgroup are expected to be senior representatives of their organisation who are able to speak on behalf of their organisation with authority, allocate appropriate resources and hold their organisation to account. Members of the subgroup are expected to feedback and implement actions within their own organisation and the organisations within their lines of communication. If a member is unable to attend a meeting, it is their responsibility to find a suitable substitute and brief them accordingly so that their organisation is able to contribute to the meeting.

The core membership is based on those who have a strategic role and are able to facilitate the work of the group within their own agency. Others will be invited to attend the meeting for specific areas of work as and when required. Not all will necessarily be required at all of the meetings and identifying this depends on forward planning.

Decision making powers

Should there be wider strategic or resource decisions that need to be made this will come back to the Board for discussion and decision.

Quoracy

A minimum of three subgroup members plus Chair is required for a meeting to be quorate. There must be representation from a minimum of three different organisations.

Frequency of Meetings

The subgroup will meet quarterly but this will be kept under review. Extra meetings may be held at any time in response to the potential need for a SAR or LSCPR.

Review of Terms of Reference

These Terms of Reference will be reviewed after the first year, and then every 2 years following that. The next review will be due in September 2024. However, this will be subject to any significant changes in legislation or policy.