

SSAB Safeguarding Adults Review (SAR) Process

This outline process is intended as a guide only, and follows a ‘traditional’ review process. The appointed Chair of the SAR can agree with the SAB Chair to vary this format where necessary.

Stage 1	Initiating a SAR	<p>A SAR can be requested by any partner agency, the Coroner or the Secretary of State. All requests to be made in writing.</p> <p>Safeguarding Adults Review referral form completed and sent securely for the attention of the Independent Chair of the SSAB via ssab@somerset.gov.uk</p> <p>A threshold decision will be made within 1 month of receipt of the request by the SSAB Chair, with advice from the SAR Subgroup in assessing whether the criteria for a SAR have been met and the potential methodology to be utilised.</p>
Stage 2	Preparation for the SAR	<p>SSAB’s SAR Subgroup to appoint a panel Chairperson and agencies involved in case to identify panel representatives.</p> <p>Standard SAR letter to be sent to Chief Executive or other nominated senior manager in all agencies/organisations who are to be invited to participate in the review.</p> <p>When the case under consideration involves a death, Coroner to be notified of SAR request and asked to confirm whether there is to be an inquest into the death. Where an inquest is planned, Coroner’s advice to be sought re: appropriate timing of SAR.</p> <p>Agencies prepare an outline chronology of involvement (using Appendix 3 as a guide format for this process).</p>
Stage 3	1st Panel Meeting	<p>Primary purpose of first meeting is to establish in detail the Terms of Reference for the review, including key lines of enquiry for report writers.</p> <p>Agencies decide how to gather evidence.</p>
Stage 4	Preparation of agency reports (IMR)	<p>Report writers gather and evaluate evidence and prepare a report, using Appendix 4 as a guide format for this process.</p> <p>Panel representatives share reports with each other.</p>
Stage 5	2nd Panel Meeting	<p>Panel receives and discuss the report.</p>

		Key findings identified and start to formulate recommendations.
Stage 6	Preparing the Overview Report	Panel Chair drafts overview report and recommendations. Agencies start to identify possible action points.
Stage 7	3rd Panel Meeting	Preparation of the final action plan. Agreement of the overview report and an executive summary for publication.
Stage 8	SAB Meeting to receive and approve report and action plan	Chair of panel to formally present the work of the review and recommend its acceptance by the Board; Panel Chair to address any questions raised by SSAB members. SSAB to agree plan for publication and implementation, including plans for disseminating learning amongst their contacts as appropriate. SSAB members expected to have read and critically analysed the Overview Report and Action Plan.
Stage 9	Publication of the report and action plan	Published (in full or as an Executive Summary) on SCC / SSAB website with links on partner organisations websites. Copies sent by SSAB to Chief Executives of all agencies or organisations who participated in the review or are responsible for implementing parts of the action plan. Comms / Learning Lessons subgroups to produce SSAB Practice Briefing Note for all agencies to highlight key messages for use within team meetings/staff supervisions. Also to disseminate to training providers to ensure content informs safeguarding adults training.
Stage 10	Implementation of the SAR Action Plan	Once action plan accepted by the SSAB, responsibility for monitoring its implementation is handed to its Learning Lessons subgroup who will monitor agency progress reports at each subgroup meeting. Chair of the subgroup to alert SSAB Chair to any implementation delays or issues; SAB chair will decide how to address these. Learning Lessons subgroup to produce a summary of progress on the implementation of all SAR Action Plans to be included in the published annual report. <i>SSAB to include the findings of any SAR in its Annual Report and outline what actions it has taken/it intends to take, in relation to them.</i>