

**BOURNEMOUTH & POOLE SAFEGUARDING ADULTS BOARD (BPSAB)
AND DORSET SAFEGUARDING ADULTS BOARD**

SERIOUS CASE REVIEW AND DOMESTIC HOMICIDE REVIEW PANEL

**TERMS OF REFERENCE
(May 2014)**

Overall Purpose

To oversee Serious Case Review and Domestic Homicide Review functions on behalf of BPSAB, DSAB and CSPs consistent with the Dorset, Bournemouth & Poole Serious Case Review and Domestic Homicide Review Protocol.

Objectives

1. To establish whether there are lessons to be learned from cases under review, about the way in which local professions and agencies work together to safeguard adults in vulnerable situations.
2. To establish what those lessons are, how they will be acted upon and what is expected to change as a result.
3. To improve inter-agency working and better safeguarding of adults in vulnerable situations.
4. To enable effective communication with all stakeholders to ensure the learning is widely disseminated and family members are informed and involved in the way they wish to be.

Specific Remit

1. Secure compliance with the Dorset, Bournemouth & Poole SCR/DHR Protocol 2013.
2. Keep the SCR/DHR Protocol under review, advise on its effectiveness and best practice in the conduct of serious case reviews.
3. Screen and consider review requests against agreed criteria and make decisions on the need for a serious case review/Domestic Homicide Review.
4. Create a pool of independent associates to undertake overview reports.
5. Receive and consider Internal Management Reports (IMR) and Overview Reports (OR) on serious case reviews/Domestic Homicide Reviews. Ensure that the standards expected by Care Quality Commission (CQC), Home Office and identified best practice, are met in the production of IMRs and ORs.

- Ensure an independent view is maintained and be prepared to challenge agencies on the quality of their IMRs.
6. Identify learning points from serious case reviews/domestic homicide reviews.
 7. Ensure reporting of review outcomes and recommendations to BPSAB, DSAB and CSPs.
 8. Oversee action in response to review reports and report to the BPSAB, DSAB and CSPs on recommended action plans.
 9. Ensure confidentiality is maintained in relation to information for serious case reviews.
 10. Ensure communication and briefing to staff, family members and media as appropriate.
 11. Promote transparency and objectivity and ensure declarations of interest and any conflicts of interest are identified at all meetings and during reviews.
 12. Provide a quarterly position statement report to BPSAB, DSAB and CSPs plus an annual review of all serious case reviews and domestic homicide reviews undertaken with learning points, trends and good practice identified. Each quarterly report will contain a summary of current cases and progress made on the reviews.
 13. Clarify, advise and make decisions on the sharing or dissemination of reports (in whole or in part).
 14. Notify CQC of SCRs, and Home Office of DHRs, keep them updated and provide a copy of the overview report, action plan and IMR reports to them. Inform other relevant professional, government and inspection bodies as required by each agency.
 15. Maintain a forward plan of work and set time aside each year to:-
 - review achievements and improvements.
 - assess effectiveness.
 - consider future requirements.

Membership

Chair - Jane Ashman, Chair of BPSAB

Named Senior Managers as follows:-

Andy Sharp, Director of Community Services - Bournemouth Borough Council
David Vitty, Head of Adult Social Services - Borough of Poole
Sally Shead, Deputy Director of Quality & Safeguarding lead – Dorset CCG
Andrew Clowser, Detective Superintendent - Dorset Police

Glen Gocoul, Head of Specialist Adult Services - Dorset County Council
Sarah Thompson, Safeguarding Manager - South Western Ambulance Service
Michelle Hopkins DHCUFT
With attendance and support from Business Manager B&PSAB and Partnership
Officer DSAB