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Glamorgan
Regional
Partnership

Western Bay Safeguarding Adults Board

Terms of reference for Concise Adult Practice Review

WBA N1 2015

Scope of Review: 29th October 14 – 19th January 15

Chair of Panel – Terri Warrilow – Bridgend County Borough Council

Reviewer of Panel – Wendy Sunderland – Evans – ABMU HB

Panel Members:

Vicky Warner / Wendy James	-	ABMU HB
Rhiannon Thomas	-	WAST
Adam Greenow	-	NPT Social Services
Clive Bevan / Beth Aynsley	-	South Wales Police

Core tasks

- Determine whether decisions and actions in the case comply with the policy and procedures of named services and WBSAB.
- Examine inter-agency working and service provision for the adults.
- Determine the extent to which decisions and actions were person centred.
- Seek contributions to the review from appropriate family members and / or advocate and keep them informed of key aspects of progress. Take account of any parallel investigations or proceedings related to the case.
- Hold a learning event for practitioners and identify required resources.

In addition to the review process, to have particular regard to the following:

- Was previous relevant information or history about the adults and/or family members known and taken into account in professionals' assessments, planning and decision-making in respect of the adults the family and their circumstances? How did that knowledge contribute to the outcome for the adult?
- Should there have been a protection plan that was robust and appropriate for involved adults and the circumstances?
- Were there obstacles or difficulties in this case that prevented agencies from fulfilling their duties? This should include consideration of both organisational issues and other contextual issues?
- Were the statutory duties of all agencies fulfilled?

Specific tasks of the Review Panel

- Identify and commission a reviewer/s to work with the review panel in accordance with guidance for concise Adult Practice Reviews.
- Agree the time frame.
- Identify agencies, relevant services and professionals to contribute to the review, produce a timeline and an initial case summary and identify any immediate action already taken.
- Produce a merged timeline, initial analysis and hypotheses.

- Plan with the reviewer/s a learning event for practitioners, to include identifying attendees and arrangements for preparing and supporting them pre and post event, and arrangements for feedback.
- Plan with the reviewer/s contact arrangements with the adult and family members prior to the event.
- Receive and consider the draft adult practice review report to ensure that the terms of reference have been met, the initial hypotheses addressed and any additional learning is identified and included in the final report.
- Agree conclusions from the review and an outline action plan, and make arrangements for presentation to the WBSAB for consideration and agreement.
- Plan arrangements to give feedback and share the contents of the report following the conclusion of the review and before publication as appropriate to do so.

Tasks of the Western Bay Safeguarding Adults Board

- Consider and agree any Board learning points to be incorporated into the final report or the action plan.
- Review Panel complete the report and action plan.
- WBSAB send to relevant agencies for final comment before sign-off and submission to Welsh Government.
- Confirm arrangements for the management of the multi-agency action plan by the Review Sub-Group, including how anticipated service improvements will be identified, monitored and reviewed.
- Plan publication on WBSAB website.
- Agree dissemination to agencies, relevant services and professionals.
- The Chair of the WBSAB will be responsible for making all public comment and responses to media interest concerning the review until the process is completed.