



*“To work in partnership, preventing abuse and ensuring excellent practice and timely responses to the safety and protection of individuals or groups within our communities”*

### Terms of Reference

Thurrock Safeguarding Adults Board Safeguarding Adult Review Group		
Frequency Of Meetings:	To be determined depending on SAR referrals, action plans and SAR publications	
Committee Chair:	Assistant Director Adults, Housing & Health or Head of Adult Social Care	
Membership:	Assistant Director Adults, Housing & Health	Thurrock Borough Council
	Director of Safeguarding	Mid and South Essex Integrated Care Board
	District Commander	Essex Police
	Principal Social Worker	Thurrock Borough Council
	Voluntary sector representative	Thurrock Lifestyle Solutions
	Legal advisor	Thurrock Borough Council
	Associate Director for Safeguarding	Essex Partnership Foundation Trust
Observers and Further Representation:	The Chair may invite others with specialist knowledge/expertise dependent upon the case. Membership will be finalised on an individual basis to ensure impartiality.	
Secretary:	TSAB Administrator and Manager	
Quorum:	When two Core Members and the SAR sub-group Chair are present.	

Approval:	TSAB
Date Approved:	May 2023

Version:	V3
Review Date:	Annually – May 2024

### **Purpose**

The Safeguarding Adult Review (SAR) sub-group will commission, oversee, and quality assure SARs and non-statutory reviews.

### **Objectives**

- To review SAR applications and decide whether it meets the criteria for a mandatory SAR or a discretionary review.
- The Chair of the SAR sub-group will be responsible for providing updates to the TSAB and ensuring that the report is delivered and published within agreed timescales.
- To agree the content of the report, summary and action plan.
- The make recommendations to the TSAB with regard to the publication of the SAR report, and ensure that it is appropriately anonymised.
- To ensure the mandatory SAR/discretionary review has appropriate resources.
- To create the SAR Terms of Reference.
- To recruit a lead reviewer or SAR Chair.
- To monitor the progress of the SAR.
- To ensure the Thurrock Safeguarding Adults Board is kept abreast of developments/risks.
- To monitor any actions arising out of a SAR.
- To liaise with the Chair(s) of other related reviews (such as DHR or SI/PSIRF).

### **Chair**

The Chair will be the Assistant Director of Adults, Housing & Health, Thurrock Borough Council unless it is felt that there is a conflict of interest due to the nature of the SAR. The deputy Chair will be the Director for Safeguarding, Mid and South Essex ICB.

### **Membership**

Members may nominate a deputy, providing they have sufficient seniority and subject knowledge to make decisions on behalf of their organisation.

### **Conflicts of Interest**

The TSAB rules on how potential conflicts of interest are managed are set out in the Constitution.

**Accountability**

- Meetings of this group will be recorded as minutes.
- This group will report into the TSAB.
- The Chair will provide a verbal update against its objectives at TSAB meetings.
- All information will be sent securely.