

Project Brief

AN ANALYSIS OF SAFEGUARDING ADULT REVIEWS [SARS] SINCE THE CARE ACT 2014

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Project Brief

1. Purpose

To provide a firm foundation for the initiation of the project. It is the basis of the Project Initiation Document, which gives the direction and scope of the project and forms the 'contract' between the project team and corporate or programme management. Any significant change to the material contained in the Project Brief will thus need to be referred to corporate or programme management.

2. Background

At the launch of the London Multi Agency Safeguarding Adults Policy and Procedures in February 2016 a workshop was held to discuss the challenges, learning and experience to date regarding Safeguarding Adults Reviews, especially with the introduction of statutory guidance in April 2015. It was an opportunity to share experiences of putting the statutory guidance into practice and it aimed to:

- Outline / signpost the “must dos” from the Care Act Guidance and London multi-agency adult safeguarding policy and procedures regarding Safeguarding Adults Reviews (SARs)
- Share experience on what works, the challenges and the learning
- Share ideas on models and methodologies for undertaking SARs
- Share ideas about the ingredients for reviewing that are based on practical considerations and are: sensible; realistic; affordable.

Feedback from the attendees at the workshop covered included the following areas for any proposed work going forward:

- Provision of a SAR repository (for London)
- SAR methodologies
- Repository for potential SAR reviewers
- Criteria and guidance regarding decisions as to when to undertake a SAR and what type of SAR

A Task & Finish group, with attendees from the launch workshops, took this feedback forward at a meeting in June. The purpose of the meeting was to identify priorities for further development regarding undertaking SARs in London and to develop a proposal for the first meeting of the London Safeguarding Adult Board on the 5 July 2016.

3. Project Definition

3.1 Objectives

The overall objective of this project is:

To commission an analysis of London Safeguarding Adult Reviews (SARs) undertaken since the Care Act and to identify common themes and lessons that have implications beyond the local system.

3.2 Scope

The following should be included within the scope:

- To review SARs undertaken in London over a period of two years since the Care Act (2015/2016 and 2016/2017).
- To include both completed SARs and those not yet published.
- To include looking at reviews where a SAR didn't take place.
- To utilise data from HSCIC and NHS Digital on the number of SARs undertaken in London.
- To build on previous work undertaken by NHSE 'Adults at Risk in London – A Stocktake' which included SARs and other reviews undertaken in London during 2014/15.
- To link with the work NHSE are undertaking on LD Mortality Reviews in order to avoid duplication of processes.
- To liaise with the project currently commissioned by the London Safeguarding Children's Board with regards to Safeguarding Children Reviews.
- To take into account the findings of the Wood Report considering the findings in relation to SARs and bearing in mind their different nature and legal framework to SCRs.
- To build on work currently undertaken around key areas and categorisation of SARs in order to avoid duplication and collect information already captured.
- To identify common and frequent themes in London SARs.
- To identify issues specific to London.

3.3 Outline Deliverables/Desired Outcomes

The key deliverables will be:

- Undertake and complete an analysis of SARs during the agreed time period.
- To develop and establish a repository of SAR methodologies that will be hosted by LondonADASS.
- To agree methodology for searching repository to ensure searches can be undertaken for SAR methodology, themes and recommendations
- To provide interim and final reports to the London SAB on themes and issues arising from the analysis. The report will include issues specific to London and make clear recommendations on undertaking SARs.
- Support the achievement of a consistent approach across London on how the statutory criteria for SARs are applied and to understand how decisions regarding what becomes a SAR are made.
- To make recommendations to the London SAB on future areas of work relating to SARs

3.4 Change Management Considerations

Description of how the project will involve, affect and prepare people.

- Summarise the changes to be achieved (WHAT)
 - This work will assist London Safeguarding Adult Board Chairs in the implementation of the Care Act 2014 and statutory guidance in April 2015 where there is a need to arrange a SAR.
 - The analysis will provide learning from the themes of the SARs undertaken.
 - Provide models and methodologies for undertaking SARs based on practical considerations that are sensible, realistic, affordable – proportionate review appropriate to the problem which is needed to be addressed.
 - To provide a set of criteria and guidance regarding decisions as to when to undertake a SAR and what type of SAR.

- Briefly describe WHO (teams, areas etc.) the project will affect and in what way
 - This project will be supported by LondonADASS .
 - External consultancy resource to be secured to deliver the project.
 - A Steering Group will be formed to oversee the work and chaired by a member of the London Safeguarding Adult Board.
 - The Steering Group will feedback to the London Safeguarding Adults Board and London Safeguarding Adult Board Chairs Network.

3.5 Constraints

The following is the main constraint that will impact the project:

- For the deliverables of this project to be useful to London SAB Boards it needs to be completed in a relatively short time scale i.e. first Interim Report by end of December 2016; second final report by the end of May 2017.
- The tendering process will start in October 2016 with the view of commencing the work in December 2016.

3.6 Dependencies

This project is not dependent on the delivery of any other project, and other projects are not dependent on the successful delivery of this project. Other deliverables for the work will include:

- To establish a web based repository of SAR Reviewers.
- To develop a set of Adult Quality Markers.
- To establish a web based repository of methodologies.

3.7 Interfaces

This commission will be informed by statutory guidance, the practice guidance and Making Safeguarding Personal.

3.8 Key Stakeholders

Directors of Adult Social Services, Safeguarding Adult Board Chairs, Safeguarding Leads, Metropolitan Police Service, Clinical Commissioning Groups, NHS England, Advocacy organisations , Housing, Social Care and Health Providers.

4. Project Approach

4.1 Delivery mechanism

The following details how the project will be delivered:

- It is proposed that an external consultancy resource is secured to deliver the project.
- The delivery of the project will involve input from London SAB Chairs, the Steering Group and SARs Task & Finish Group.

Key Tasks and proposed timescales:

Task	Timescale
Develop data analysis approach	December 2016
Initial Data collection	December 2016/January 2017
Data analysis	January 2017
Progress Report to LSAB	18 January 2017
Draft Initial Report	February 2017
2 nd round of data collection	March 2017
Progress report to SAB Chairs	March 2017
Further data analysis	April 2017
Final Report	May 2017

4.2 Cost

Total number of days: please confirm with submission

Daily rate: please confirm within submission

5. Acceptance Criteria

The Acceptance Criteria is based on the successful delivery of the tasks and key deliverables outlined above.

6. Risks

Any risks which are identified during the lifetime of the project will be transferred to the risk register within the project workbook when it is generated.

Person Specification

1. Knowledge and experience

- Experience, expertise and understanding of adult safeguarding and undertaking SARs.
- Proven experience of analysis of complex data and writing accessible reports for publication
- Knowledge and understanding of relevant legislation, Safeguarding Adults Boards and partners' roles, organisational structures and relationships
- Experience of working at a senior level with different agencies and stakeholders

2. Skills & Abilities

- Integrity and credibility with senior managers, key stakeholders and staff
- High level of analytical skills.
- Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way
- Creative thinker with high intellectual capacity
- High level of political awareness and sensitivity and able to influence a wide range of stakeholders.
- Able to deliver under pressure, prioritise work against competing demands to meet deadlines

If interested please send the following to denise.snow@londonadass.org.uk by CoP 7 November 2016.

- Expression of interest (2 sides of A4 max)
- CV

Interviews will be held at 59½ Southwark Street, SE1 0AL during the afternoon of the **21 November 2016**:

- Interviewees will be asked to share a proposed work plan.
- References will be requested.
- Examples of your work will be requested