



Serious Incident Review Group Terms of Reference

1. Purpose

- 1.1 Ensure that statutory functions from Working Together (2015) are carried out effectively and contribute to learning and development of improvement. LSCBs should, while they continue to operate, continue to refer to Working Together 2015: chapter 3; chapter 4 (disregarding redundant references to notifiable incidents and the former national panel of independent experts on SCRs); and chapter 5.
- 1.2 Ensure the work of the group contributes to achieving the strategic priorities of the Leicester City Safeguarding Board Business Plan.

2. Responsibilities and remit of group

- 2.1 Identify and consider referrals and notifications for those cases which might meet the criteria for a Serious Case Review (SCR) as per criteria within Working Together 2015, and provide a transparent trail of decision making and rational behind the decision.
- 2.2 To receive serious incident notifications from health services and the Youth Offending Service.
- 2.3 Make recommendations to the independent LSCB chair as to whether a serious incident meets criteria for a SCR.
- 2.4 Where the criteria is not met for a SCR, but an alternative review might be required, then to recommend to the Chair of the LSCB the commissioning of other forms review where learning would be beneficial to improving practice.
- 2.5 To ensure that relevant Regulatory bodies are informed of the circumstances giving rise to any SCR or alternative review taking place where appropriate.
- 2.6 To identify Terms of Reference, scope and timescales for the review and provide these to the Independent Chair of the LSCB for agreement.
- 2.7 To identify agencies who may have been involved in the case and inform LSCB members and, where relevant, Chief Executive Officers of those agencies, to request a nomination for Case Panel Member and a report writer to contribute to the process.

- 2.8 To Commission the review following the decision of the LSCB Independent Chair.
- 2.9 To ensure the appointment of a 'Case Specific' Panel Chair and an Independent Report Author or Lead Reviewer(via the LSCB office), both of whom will be part of the case specific SCR panel or alternative review process as relevant.
- 2.10 To consider the interface between the SCR process and other review processes, including complaints about service or decisions made, Coroner's inquiries and criminal investigations or proceedings, LADO process and CDOP.
- 2.11 To ensure the case review and alternative review Panels receive adequate support from the LSCB Office.
- 2.12 To receive updates, at each SIR group meeting, the progress of the reviews from the Chairs.
- 2.13 To quality assure on behalf of the LSCB the review process, including the IMR reports, the overview report, the action plan and the Executive Summary.
- 2.14 To receive and consider findings from the reviews and to consider and agree recommendations from the overview report, to agree the reporting mechanisms to ensure that all recommendations are completed and signed off. This will include appropriate challenge and scrutiny of evidence to confirm the completion of required actions.
- 2.15 To ensure family members and carers are informed about the nature and the scope of the review process in line with duty and ensure appropriate support is in place.
- 2.16 To ensure involved professionals are informed about the nature and the scope of the review process in line with duty and ensure appropriate support is in place.
- 2.17 To consider when the publication strategy needs to be applied and agree that strategy and communication plan.
- 2.18 To agree the methods to be used to ensure that lessons learnt from any reviews will be disseminated to partner agencies.

3. General

- 3.1 In the event of the referral for an SIR not meeting the criteria, this will be recorded and the Chair of the SIR subgroup will share the decision with the referrer.

- 3.2 The Chair of the SIR subgroup to provide updates to Board and contribute to the annual reports of the LSCB.

4. Post Review

- 4.1 To scrutinise the overarching review action plans and request updates and evidence that individual agencies at both a strategic and operational level have implemented the review recommendations and actions plans, monitored progress and can evidence impact including assurance the voice of the child is reflected in the analysis where appropriate.

5. Membership

- 5.1 Membership of the SIR subgroup will include representatives from:

CCG Hosted Safeguarding Team
Leicestershire Partnership Trust
CAFCASS
UHL
Legal Services, LCC
Leicestershire Police
Children's Social Care & Early Help, LCC
Youth Offending Service, LCC
LSCB Chair
LSCB Office

Co-opted member: CDOP manager

- 5.2 The Chair of the Subgroup is the Consultant/Designated Nurse Safeguarding Children and Adults. In the absence of the Chair, the sub group will nominate a chair for the meeting.
- 5.3 Representatives from the other partner agencies may join the group as required on a case by case basis.
- 5.4 The Subgroup will have access to legal advice, as required.

6. Quorum

- 6.1 The Subgroup will be quorate with representatives from at least three organisations in attendance at a meeting. This will include at least one local authority and two partner agencies. Attendance will be monitored. If the meeting is inquorate then any urgent business may be conducted by the Chair of the group in consultation with the Independent Chair of the LSCB.

7. Administration

- 7.1 Administration and taking minutes for the group is the responsibility of the LSCB Business Office.

8. Frequency of meetings

- 8.1 The group will meet monthly with the option of extraordinary meetings if required as called by the Chair of his or her own volition or at the request of any member of the group.

9. Reporting arrangements

- 9.1 The group will report to the Executive group and Board of LSCB shall provide relevant reports.

10. Variation

- 10.1 The Terms of Reference for the Serious Incident Review Subgroup may be amended by the Group and be subject to approval of the Safeguarding Children Boards.
- 10.2 The Terms of Reference are to be reviewed annually every August