**JOINT REVIEW GROUP**

**TERMS OF REFERENCE**

1. **INTRODUCTION**

The Joint Review Group is a Sub Group of the Cwm Taf Morgannwg Safeguarding Board.

This Terms of Reference has been developed in line with the Social Services and Well-being (Wales) Act 2014 and Working Together to Safeguard People, Volumes 2 and 3 – Adult and Child Practice Reviews.

# AIM OF THE REVIEW GROUP

The Joint Review Group for the Cwm Taf Morgannwg Safeguarding Board (CTMSB) will ensure that the CTMSB discharges its functions in relation to Adult and Child Practice Reviews as set out in the statutory guidance:

**Achieving improvement in safeguarding policy, systems and practice is a core function of a Safeguarding Board. A Board therefore needs to be focused on learning from the experience of its professionals across the agencies. A Board must establish child and adult practice reviews where they meet the criteria in regulations, as well as audits, case reviews, thematic reviews and investigations, and ensure that they are effectively managed, supported and resourced. The Board is also required to monitor the extent to which any recommendations made by such reviews, audits and investigations are being met and what has changed as a result.**

# OBJECTIVES

The objectives of the Joint Review Group are;

* To receive and scrutinise referrals, submitted using the Board’s Individual Case Referral Form, in cases where a child or an adult at risk has died, completed suicide or has been subject to potentially life threatening injuries and/or permanent impairment of health or development.
* To receive and scrutinise case referrals, via the Board’s Individual Case Referral Form where an adult at risk or a child

* To determine whether a review has been or is likely to be commissioned under other review criteria such as;
  + Child/Adult Practice Review
  + Confidential Review into a Drug Related Deaths
  + Multi-Agency Public Protection Arrangement (MAPPA)
  + Mental Health Homicide Investigation
  + Domestic Homicide Review
  + Serious Incident Review by the Local Health Board
* To consider other on-going processes which need to be noted such as;
* Coroner’s Office activity
* Police investigations or judicial proceedings
* Disciplinary actions
* Complaints investigations
* Adult/Child Protection investigations
* Escalating Concerns activity
* CIW Serious Concern process or prosecution
* Healthcare Inspectorate Wales investigations
* Immediate Response Group
* To liaise with any parallel review panels, where the criteria for two or more types of review have been met, to avoid duplication and agree the type of review which should proceed and the lead responsibility for conducting the review
  + *Where there is the possibility of a joint review, additional questions may be added to the terms of reference or the panel membership may be adjusted to reflect the joint approach for the Adult/Child Practice Review*
* To make a formal recommendation to the Co-Chairs of the CTMSB prior to undertaking an Adult/Child Practice Review
* In cases where the CPR/APR criteria is not met, to make recommendations for the Adult/Child Quality Assurance Sub Groups to undertake a Multi-Agency Case Audit or make recommendations for the Safeguarding Board to set up a Multi-Agency Professional Forum to generate the learning from the case
* To establish individual agency Panel representatives to undertake Child/Adult Practice Reviews (CPR/APR).
* Reviews should identify lessons learned and actions that can be undertaken whilst any criminal proceedings are underway
* To consider relevant practice review reports undertaken by other areas
* Recommendations for actions and anonymised learning points relevant to the services should be shared with the appropriate groups of the Safeguarding Boards and communicated to the relevant members of staff
* To monitor the action plans approved by the Board following the publication of a Child/Adult Practice Review or another relevant review e.g. MAPF
* To oversee and monitor the PRUDIC process on behalf of the CTMSB

# GOVERNANCE AND ACCOUNTABLITY

Members of the Joint Review Group will be ultimately accountable to the CTMSB as well as their own agencies for the work produced.

The Review Group will aim to achieve consensus in the recommendations made to the CTMSB Chair(s) on the need to conduct an Adult/Child Practice Review. In the event of any disagreement each agency’s view will be recorded and the CTMSB Chair(s) will make the final decision.

Chairing Arrangements

The CTMSB will appoint the Chair and Vice Chair of the Review Group who will be Joint Operational Committee members. Chairing arrangements will be reviewed every two years.

Agendas and Reporting

The Review Group will meet a minimum of 4 times a year and the agenda for each meeting will be agreed by the Chair.

The Review Group will work to these agreed Terms of Reference with explicit lines of reporting, communication and accountability to the Board and will report to the Joint Operational Committee on a quarterly basis.

# MEMBERSHIP

Membership of the Review Group will include representatives who have sufficient decision making authority within their agency.

The membership will consist of a nomination from all statutory partners of the CTMSB. Additional persons will be invited as required.

Responsibility of Review Group Members

Each agency has a responsibility to promote the effective functioning of the Board. Each agency, therefore, is required to make a formal commitment to the work of the review group in order for the priorities of the Board to be achieved.

Members are required to:

* Prioritise attendance at the meetings and only in exceptional circumstances should a deputy attend; this deputy must also be in a position to make decision on behalf of their organisation.
* Be fully prepared for each meeting to ensure that they can actively contribute to discussions and provide robust challenge where appropriate.
* Be able to influence decision making in relation to safeguarding adults at risk within their own organisation
* Provide feedback to their agency on the work of the group and be held to account for the dissemination of information arising from the meeting
* Participate, or identify an individual from their own agency to participate, in Review Panels and Task Groups
* Ensure the implementation of their own agency’s action plans in relation to Adult/Child Practice Reviews.
* Bring to the attention of the Chair any conflict of interest between their role on the group and their own individual organisational responsibilities.

Record of Membership

The Review Group will ensure that a list is maintained of those persons who are represented on the Group. Attendance will be monitored. Members will be expected to participate in at least 75% of meetings. Fully briefed deputies will be substituted where they meet membership requirements.

# REVIEW

These terms of reference will be reviewed every 2 years.