

Safeguarding Adults Complex Cases Group (SACCG) Process and Terms of Reference

1. Introduction

The Barking and Dagenham Safeguarding Adults Complex Cases Group (SACCG) is sub-committee of the Safeguarding Adults Board (SAB). It is a meeting where information is shared on cases presenting with the highest risk and or complexity. The Group is made up of representatives of the Local Authority, the Police, mental health services, housing services, safeguarding officers, officers from the fire service, and other professionals as and when required.

The SACCG considers new cases to support the identification of high risks that is or needs to be shared across agencies, cases are also brought to monitor and review those risks. Every case represents a safeguarding concern for an adult that requires multi agency communication and approach to addressing risk/s adequately. The SACCG will consider cases in respect of adults aged 18 years and over, as well as transitional cases of people aged 17 years and over to ensure a well-managed, transitioning into adult services where care and support needs are likely under the Care Act 2014. This will be where existing mechanisms within agencies, for resolving or minimising risk, have not achieved this outcome.

2. Attendance

The following organisations are regularly represented at the SACCG as core members:

- London Borough of Barking and Dagenham: Adult Social Care
- North East London Foundation Trust (NELFT) for community services
- Community Feedback Leader (from a suitable Private and Voluntary Organisation) - tbc
- Safeguarding Adults Board Business Manager

By invite when relevant the following agencies also attend when the case necessitates attendance:

- Children's Services
- Housing Services
- Environmental Services
- London Fire Brigade
- London Ambulance Service
- Barking, Havering and Redbridge University Trust (BHRUT)
- Barking & Dagenham, Having and Redbridge Clinical Commissioning Groups (BHR CCGs)
- Barking and Dagenham Healthwatch
- Metropolitan Police

3. Meeting Schedule

The SACCG will meet on a monthly basis. The meeting will be chaired by the Principal Social Worker for Adult Services within the local authority. The meeting is supported by the Safeguarding Adults Board Manager who will take actions down and distribute them after each meeting, once signed off by the chair of the meeting.

4. How the SACCG Works

After sharing all relevant information about the adult at risk, the group members will discuss options and support to address the issues. The main focus of the SACCG is on addressing the risk to the adult, but in doing so will also consider other persons affected and managing the overall risk to the person and wider community and focus on effective safety planning strategies.

Information shared at the panel meeting is confidential and is only used for the purpose of reducing the risk of harm to those at risk. The SACCG is not an agency and does not have a case management function. Responsibility for the case does not transfer to the panel once it has been shared at a meeting. The responsibility to co-ordinate and take appropriate actions rests with the lead agency. The lead agency will be made clear in each SACCG.

5. The Aims and Purpose of the SACCG

The aims of the group are:

- To consider/share information to increase the safety, health and wellbeing of adults at risk in complex and risky cases, where existing mechanisms have failed to resolve or manage the risk to the individual.
- To maximise multi agency working and multi-agency effective communication.
- To encourage integrity, openness and honesty between agencies.
- To determine whether adults at risk pose a risk to an individual or the wider community.
- To identify, monitor and review a risk management plan that provides professional support to all those at risk and that reduces risk of harm.
- To improve agency accountability and improve support to staff involved in complex cases.
- To encourage creative and innovative ways of working.

6. Scope of Cases to be Discussed at the SACCG

- An adult in receipt of services or would meet the eligibility criteria.
- There is significant risk that cannot be resolved.
- Prior to the SACCG being considered a multi-disciplinary meeting must have been held to look at the risks and how these risks can be minimised.
- All other options to minimise risk have been considered and actioned.
- Legal advice should be sought where appropriate.

- Where the adult is in receipt of care and support services, there must be an up to date assessment, care and support plan in place and these need to identify the current situation and risks.
- The relevant team manager must agree and make the application to the SACCG.
- In relation to hoarding cases the clutter rating should be documented by the practitioner.
- The SACCG will also consider cases where the clutter rating is fairly low, if the adult is unable to evacuate the property due to poor mobility and where the risk of falls is high e.g. an older, frail person where the consequence of a fall could be severe or life threatening.

7. The Referral Process to the SACCG

When the above criteria are met, the following information should be provided to the SAB Manager who is the organiser of the SACCG and the PSW.

- A completed SACCG Referral Form.
- Completed checklist (within the referral form).
- Copies of other relevant reports including minutes of multi-disciplinary meetings.
- Copies of risk plans/assessments.

The referral form and the checklist prompts practitioners to document and share relevant details such as whether a Safeguarding Adults Concern form has been completed regarding the circumstances of the adult. It also requests information about what desired outcomes the adult want in terms of Making Safeguarding Personal. Details are asked about whether a Mental Capacity Assessment was done to check whether the person has insight into their care, support or treatment needs. Individual organisations are reminded to quality assure the documents in accordance to their own practice standards prior to submission to the SACCG. Mental Capacity Assessments for example should include whether any executive functioning was checked against the person's belief of their abilities to manage their care, support or treatment needs and how this compare to the management of risk.

Referrals to the SACCG will be screened for appropriateness. A date and time will be allocated for cases to be heard and invites will be sent to relevant parties.

8. Expectations of Professionals

When professionals want to bring cases to discuss at the SACCG they need to complete the referral form and follow the instructions in the form. The case will then be scheduled in for discussions at the next available slot in the SACCG. Cases can be referred for: Risk Identification, Risk Monitoring and Risk Review. Please see the section 1, page 1 of the referral form.

For those who wish to attend the SACCG to have a complex safeguarding case represented it is expected that they will complete a referral form to this group. It is important to highlight if this is a case that is new, or you are bringing this for the purpose of monitoring or review. New cases will be scheduled at the beginning of the meeting and monitoring and review cases towards the end. Professionals will be given a timeslot to come and discuss their case.

Before scheduling the case at the SACCG a multi-agency meeting with the relevant parties on the case is recommended, if possible, to support risk management at a lower level and try to get risks mitigated or the safeguarding concern resolved amongst the agencies involved with the support of the adult. If a multi-agency meeting has not been scheduled or possible, these circumstances should be highlighted in the referral form.

Social worker or practitioner are advised to notify their team manager of the case before it is scheduled to be discussed at SACCG. The Team manager should support the frontline worker at the meeting and should also inform the respective Head of Service or the practitioner should discuss the situation with their senior manager within the respective organisation. The senior manager or HOS may then wish to attend if possible.

9. Identification, Monitoring and Review

Identification – this is new cases that have not previously been discussed at the SACCG.

Monitoring – there will be a requirement for the lead professional to bring the case back to the SACCG with an update on actions and any developments. If there are no changes or update the group should be informed.

Review – this is when the case has been brought for identification and monitoring previously. This is an opportunity for case to be brought for a final review of actions or further steps to be taken e.g. if the case is to be progressed to a legal or enforcement process.

10. Expectations of Professionals

Social Worker / Practitioner referring the case

The social worker or practitioner that refers their case in for the SACCG need to be willing to come and present their case and be ready to discuss the circumstances of the adult with the group. The practitioner should inform their team manager or middle manager and HOS or Senior Manager prior to making a referral to the Group. Before scheduling the case in it is important to engage other professionals that may support the adult and identify who else should be invited to the SACCG and the SAB Manager will then invite them.

An initial Safeguarding Adults Concern should have been raised about the adult who will have their circumstances discussed. Their views should be clear and how they are being supported, either by a family member or a Care Act Advocate or Independent Mental Capacity Advocate where appropriate. The practitioner should consider whether the adult has mental capacity and should have a view of their ability to make decisions about their care and support needs as well as any other relevant areas where high risks have been identified.

Middle Manager / Team Manager

A middle manager or team manager should, where possible, support the social worker or practitioner to present their case and be ready to support the practitioners to carry out the

actions outlined by the SACCG. Where recommendations are made by the SACCG these will not replace management oversight and responsibility.

Senior Manager or Head of Service

The social worker / practitioner that come to the meeting must be willing to take away relevant actions for their respective organisations in order to support the wellbeing of the adult discussed in the SACCG.

11. Feedback to the Safeguarding Adults Board

The Principal Social Worker for Adults (PSW) and the SAB Business Manager will prepare a report for the Safeguarding Adults Board every quarter. It will be presented by the PSW to highlight trends and developments of the group. The reports of the PSW and SAB Manager will also inform the annual report of the Barking and Dagenham SAB, including their strategic plan to support the outcomes and services for Barking and Dagenham residents that need support to keep safe.