

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

1. Introduction

The Barking and Dagenham Safeguarding Adults Complex Cases Group (SACCG) is a 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 that has not been able to be resolved through usual multi agency processes. The group is made up of representatives of the Local Authority, the Police, 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 need 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 risks adequately. The SACCG will consider individuals 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. The SACCG will discuss individuals 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:

- LBBB Adult Social Care
- Safeguarding Adults Board Business Manager
- North East London Foundation Trust (NELFT) for Community Services
- London Borough of Barking and Dagenham Housing Services
- Metropolitan Police Services
- London Fire Brigade
- Public Health

By invite when relevant to the case/individual being discussed, the following agencies will also attend:

- LBBB Children's Services
- London Fire Brigade
- Barking, Havering and Redbridge University Trust (BHRUT)
- North East London NHS Integrated Care Board (ICB)
- London Ambulance Service
- Change Grow Live (CGL)
- Refuge Domestic Abuse Services
- Cranstoun Perpetrator Services

- Probation Services
- Department of Works and Pensions (DWP)
- The Youth Offending Service

3. Meeting Schedule

The SACCG will meet on a monthly basis. The meeting will be chaired by the Head of Safeguarding, Quality Assurance and Performance within LBBD, Adult Social Care. The meeting is supported by the Safeguarding Adults Board Business Manager who will take notes and actions which will be signed off by the chair and circulated within two weeks of the meeting.

The agenda and papers will be circulated one week before the date of the meeting. If there are no items for discussion the meeting will be cancelled.

4. Identification, Monitoring and Review

Identification – this is for 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 updates the group should be informed.

Review – when the case has been brought for identification and monitoring previously there will be an opportunity for it 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 legal services or the enforcement process. A review will take place at 6 and 12 months to measure safeguarding impact at a strategic level.

5. How the SACCG Works

There must be a lead worker for every individual that is discussed at the meeting. The lead worker is responsible for providing a list of all professionals and agencies previously and currently involved with the individual. The lead worker will also be expected to attend every meeting where the individual is discussed. After sharing all relevant information about the individual, professionals will discuss options and support to address the person and the risks. The main focus of the SACCG is to address the risk to the individual and in doing so will also consider other people affected, the wider community and focus on effective safety planning strategies.

Information shared at the meeting is confidential and will only be used for the purpose of reducing the risks. The SACCG is not an agency and does not have a case management function. Responsibility for the case does not transfer to the group once it has been shared at a meeting. The responsibility to co-ordinate and take appropriate actions rests with the lead worker or agency.

6. The Aims and Purpose of the SACCG

The aims of the group are:

- To consider and share information to increase the safety and health and wellbeing of individuals, where existing mechanisms have failed to manage the risk.
- To maximise multi agency working and effective communication.
- To encourage integrity, openness and honesty between agencies.
- To determine whether individuals pose a risk to others, themselves 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.

7. Scope of Cases to be Discussed at the SACCG

- An individual in receipt of services who meets the criteria for adults care and support.
- An adult who is experiencing complex safeguarding risks where other formal interventions and support pathways have not been successful.
- There is significant risk that cannot be resolved at operational level.
- Prior to the SACCG being considered, a multi-disciplinary meeting must have been held to look at the risks and how these can be minimised.
- All other options to minimise the risks have been considered and actioned.
- 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 issues, risks and mitigations in place.
- The relevant team manager must agree and make the referral to the SACCG.
- Legal advice should be sought where appropriate.
- In relation to hoarding cases the clutter rating should be documented by the practitioner and a self neglect assessment considered.
- 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. The Fire Services will be involved in all such cases.

8. The Referral Process to the SACCG

When the above criteria are met, a referral should be sent to bdsab@lbbd.gov.uk. This should include:

- A fully completed SACCG referral form to include sign off by the line manager to be received by the last Friday of the month.
- Copies of other relevant reports including minutes of multi-disciplinary meetings.
- Copies of risk plans, assessments, mental capacity assessments.

The referral form and the checklist prompts practitioners to document and share relevant details regarding the circumstances of the adult. It also requests information about the desired outcomes that the adult wants in terms of Making Safeguarding Personal. There is also a question about whether a Mental Capacity Assessment has been undertaken to check whether the person has insight into their care, support or treatment needs. Mental Capacity Assessments should include whether any executive functioning was checked against the person's understanding of their abilities to manage their care, support or treatment needs and how this compares to the management of risk. Individual organisations are reminded to quality assure the documents in accordance with their own practice standards, prior to submission to the SACCG.

Referrals to the SACCG will be screened for appropriateness. A date and time will be allocated for cases to be discussed, and meeting invites will be sent to all relevant professionals.

9. Expectations of Professionals

Professionals will need to fully complete the referral form. The case will then be scheduled for a discussion at a SACCG meeting. Cases can be referred for risk identification, risk monitoring or risk review (see referral form). It is important to highlight if this is a new case or if it is being brought back for the purpose of monitoring or review. Professionals will be given a timeslot to come and discuss their case.

Before referring a case to the SACCG, a multi-agency meeting with all relevant professional involved, will be required. This is to support risk management at a lower level and address issues jointly with the individual adult. If a multi-agency meeting has not taken place, reasons should be included on the referral form.

The referral form must be signed off by a line manager and the line manager should be in attendance at the meeting with the lead presenting practitioner.

10. Expectations of Professionals

Practitioner Referring the Case

The practitioner that refers their case to the SACCG will need to attend the meeting to present the case. The practitioner should inform their team manager, service manager and head of service prior to making a referral. Before making a referral the referrer should engage with other professionals that support the adult and identify who else should be invited to the SACCG.

A Safeguarding Adults Concern should have been raised about the individual prior to the referral to SACCG being made. If this process has not been undertaken the practitioner would be expected to explain why in the referral form. The service user's views should be clearly documented and should include how they are being supported, either by a family member, 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.

The Practitioner's Manager

The practitioner's manager should support the practitioner to present their case and the actions outlined by the SACCG.

11. Feedback to the Safeguarding Adults Board

The Head of Safeguarding, Quality Assurance and Performance and the SAB Business Manager will prepare a report for the Safeguarding Adults Board every quarter to highlight themes and developments to the group. The reports will also inform the SAB Annual Report, and the SAB Strategic Plan to support the outcomes and services for Barking and Dagenham residents.