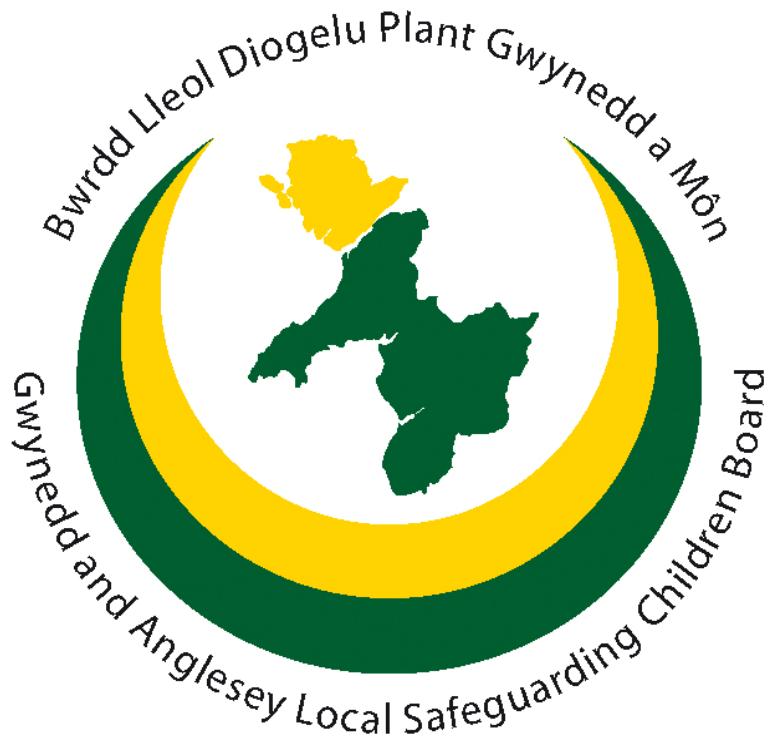


**Business Framework and Practice Guidance for
Gwynedd and Anglesey Safeguarding Children
Board Serious Case Review Panel.**



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www.gwynedd.gov.uk/safeguarding-children-board

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PART1. BUSINESS FRAMEWORK AND PRACTICE GUIDANCE

1. Introduction.

The purpose of this document is to confirm a Business Framework for the completion of Serious Case Reviews within the Gwynedd and Mon Local Safeguarding Children Board as from April 2009 and to provide Practice Guidance.

1.1 Whilst not intended to be over prescriptive Part 1 provides an overview of the Serious Case Review process .Part 2 breaks down the SCR process by role. The Appendix provides a list of relevant documents authorised for use by the LSCB.

1.2 This is the first document related to SCR process produced by the LSCB but obviously builds upon guidance contained within 'Safeguarding Children: Working Together Under the Children Act 2004 [Ch 10] .The document is also consistent with subsequent guidance issued by the All Wales Child Protection Procedures Review Group.

This document will be reviewed annually or after each SCR [whichever is the sooner].

1.3 Whilst this document inevitably concentrates upon process it is important to recognise that the final desired outcome is to act upon lessons learnt and continuously improve case focussed and multi agency practice in a way that safeguards and protects some of the most vulnerable children and young people within the Gwynedd and Mon area.

2. Background.

In Wales Local Safeguarding Children Boards succeeded the former Area Child Protection Committees in October 2006.Since that time both Gwynedd and Mon LSCB's managed their own SCR Panels.

2.1 The strategic decision was made to unify both Gwynedd and Mon LSCB's from April 2009.The strategic decision was also made to unify the SCR Panels from the same date. It is therefore the responsibility of the unified LSCB to undertake SCR's within the geographical area of Gwynedd and Mon.

2.2 At the time of writing LSCB's in Wales are not required to scrutinise and record all child deaths in Wales. In Wales this role is currently undertaken by the All Wales Child Death Reviews Panel .The LSCB will comply with reporting arrangements when the Child Death Review Panel is established. The position may need to be reviewed as/if new regulations and guidance emerge.

2.3 Under Section 32[2] of the Children Act 2004 a LSCB is required to undertake a SCR where abuse or neglect of a child is known or suspected and:

- a child dies; or
- a child sustains a potentially life threatening injury or serious and permanent impairment of health or development, this may include cases where a child has been subjected to particularly serious sexual abuse.

Additionally, LSCB's should always undertake a SCR where:

- a child has committed suicide; or
- the child has been killed by a parent with a mental illness.

A Board may also undertake a SCR where a child within its area suffers harm that does not meet the criteria set out above but where there may be concerns about, for example:

- inter agency working ; or
- local procedures or policies.

2.4 The purpose of SCR's carried out under this guidance is to identify steps that might be taken to prevent similar death or harm recurring and in so doing, to:

- establish whether there are **lessons to be learned** from the case about the way in which local professionals and agencies work together to safeguard children;
- identify clearly what those lessons are, how they will be acted upon, and **what is expected to change as a result**; and as a consequence;
- **improve inter agency working** and better **safeguard children**; and
- identify examples of good practice.

Serious Case Reviews are not enquiries into how a child died or who is culpable, that is a matter for Coroners and Criminal Courts respectively to determine, as appropriate.

2.5 It is not the intention of this document to repeat guidance already provided other than to re state key elements [see above].Those involved with the completion or management of SCR's should however be familiar with guidance included within 'Safeguarding Children : Working Together Under the Children Act 2004' Ch10, P 249—261.

Reference should be made in particular to:

'Does the case meet the criteria' [Para 10.12—10.13].
'Determining the scope of the review' [Para 10.14—10.15].
'Timing' [Para 10-16—10.18].
Single Agency Reviews [Para 10.24—10.29].
The LSCB Overview Report [Para10.30—10.31].
LSCB action on receiving reports [Para 10.32].
Reviewing institutional abuse [Para 10.33].
Accountability and Disclosure [Para 10.35--10.36].
Learning lessons locally [Para 10.37—10.39].
Learning lessons nationally [Para 10.40].

3. **Remit/Role of Serious Case Review Panel**

There will be a standing SCR Panel Chair appointed by the LSCB Chair. The SCR Panel Chair's role will encompass making recommendations upon strategic and developmental issues related to the SCR process and 'lessons learnt'.

In the majority of cases the SCR Panel Chair will also be responsible for co-ordination and management of each SCR .To ensure independence and objectivity, however, responsibility for co ordination and management of each SCR will be reviewed on a case by case basis. Final decision on the appointment of a Chair for each SCR will be made by the LSCB Chair.

3.1 The SCR Panel Chair should be in a position to be as objective as possible and be independent of direct involvement or responsibility for the case/SCR being considered. The SCR Panel Chair must not be the author of an individual agency report **or** have provided advice in relation to the specific case.

3.2 The SCR Panel's remit is:

- To make recommendations to the LSCB upon strategic and developmental issues related to the SCR process and 'lessons learnt'.
- To make a recommendation to the Chair of the LSCB that a SCR should be carried out based on the criteria identified in Working Together [see Sect 2.3 above]. To ensure WAG are informed accordingly.

- To confirm content of Standard Letter to parents/carers .Define nature of initial contact and involvement of family in SCR process.
- To confirm Terms of Reference.
- To identify which agencies are required to complete a Chronology, Single Agency Review.
- Confirm timeframe for completion of SCR.
- To make a recommendation to the Chair of the LSCB in relation to the appointment of an Independent Author.
- Define nature of contact/involvement of family in the SCR process. Feedback to family members of the child. Provision of Executive Summary copy.
- Co-ordinate development of an Action Plan which should be endorsed and adopted at a senior level by each of the agencies involved.
- To ensure that the Overview Report, Executive Summary and Action Plan are presented to the LSCB for consideration /endorsement .Overview Report and Executive Summary to be presented to the LSCB by the Independent Author.
- Ensure arrangements are in place to provide feedback and de –briefing to staff.
- To advise the LSCB Chair upon media management.
- Clarify and confirm how the Action Plan is to be monitored and reviewed.
- Disseminate key findings to interested parties.
- Ensure anonymised Executive Summary is entered on the LSCB web site.
- Respond to requests for information from the All Wales Child Death Review Panels this process develops.

3.3 Constitutionally the SCR Panel makes recommendations to the Chair of the LSCB in all matters relating to SCR.

4. Membership

Membership of the SCR Panel should as a minimum include designated managers [see Section 14 below] from social services, health, education and the police [please see Appendix 1].

Other members may be co opted [e.g. CAMHS, SMAT, YOT, National Probation Service, Vol Org]] because of either their expertise and/or involvement in a particular case.

4.1 It is important to recognise that with membership of the SCR Panel comes responsibility for input and involvement even when the subject child did not normally reside in that member's area of geographical responsibility. This is particularly relevant to Local Authority members of the SCR Panel.

4.2 The LSCB Business Manager and Legal Advisor are not members of the SCR Panel but attend to support SCR activity as 'Executive Officers'.

5. Frequency of SCR Panel Meetings and Administration

The SCR Panel will meet as often as deemed necessary based on the number of SCR's being undertaken and the strategic and developmental agenda.

Based on recent trends, however, SCR Panel meetings will be scheduled to take place every 8 weeks.

More often if required. Less often if the need does not arise.

5.1 With the support of the Business Manager the Board Administrator will be responsible for the schedule of SCR Panel meetings [i.e. date/time, venue etc], prepare agenda / provide relevant documentation, and take minutes of the meeting. The Board Administrator will be the central point of communication for all matters in relation to the business activity of the SCR Panel.

6. Quoracy

At least three separate agencies [who are designated members of the SCR Panel] must be present for an SCR Panel to be quorate. Where the SCR Panel is not quorate the meeting should be re- scheduled .Exceptionally the SCR Panel Chair can use discretion to proceed but only when the position is deemed to be urgent.

7. Decision to refer to Serious Case Review Panel.

Any agency can refer a case to the LSCB Chair requesting that consideration be given to holding a Serious Case Review. Such a referral should be made in writing to the LSCB Chair with a copy to the Business Manager.

7.1 The referral should include relevant background information and initial evidence that the case may meet criteria for a SCR as outlined above [Section 2].

A representative of the agency making the referral [if not already a member of the SCR Panel] will be asked to attend and present referral information.

7.2 The Chair of the LSCB will refer the case to the SCR Panel for consideration .At that point a letter to all relevant agencies will also be sent by the Business Manager to Designated Senior Managers confirming that a SCR is being considered, requesting that initial checks are made and that all relevant agency records should be secured [Appendix 2].

7.3 To ensure informed decision making all agencies contacted will be asked to present initial information relevant to the case [if any] to the next available SCR Panel meeting. Sent in advance to the Board Administrator.

7.4 It is a legal requirement upon the Coroner to send notification of all child deaths to the Chair of the LSCB. **At this stage information provided is extremely limited.** Notification of child death should not of course be seen automatically as a SCR referral. Nevertheless, **a request to complete an initial ‘enquiry’ [as opposed to a ‘referral’] will be made to Children and Family Services [Senior Manager] by the Business Manager on behalf of the LSCB Chair to ascertain whether there are any past or current concerns that need consideration by the SCR Panel [i.e. criteria may be met] .** If the Senior Manager considers [having undertaken electronic scan of records/RAISE] that criteria may be met referral should be made to the LSCB Chair in the usual way.

8.SUDI Protocol

If at the conclusion of a SUDI meeting in line with the Sudden Unexpected and Unexplained Deaths in Infancy Protocol , a decision is made to refer the case to the SCR Panel, then the Chair of the SUDI meeting should contact the Chair of the LSCB for the case be considered by the SCR Panel.

9.Initiating the Review

The SCR Panel will consider referral information provided and recommend [or not] to the LSCB Chair that a SCR is required.

9.1 **The LSCB Chair will confirm decision [or not] that a SCR is required.** In so doing the LSCB Chair will consult with the relevant Statutory Director for Social Services [i.e. the Statutory Director of Social Services for the area in which the child resides].

9.2 If the decision of the Chair is to initiate a SCR a letter will be sent by the Business Manager to Designated Senior Managers confirming that a SCR is required, the need to continue to secure records, and of the need to provide a Chronology and Single Agency Review [Appendix 3] .

The letter should also contain Terms of Reference, formats [i.e. templates] for the completion of Chronology and Single Agency Review and timescales for completion.

9.3 The Business Manager will inform WAG that the LSCB is undertaking a SCR.

9.4 In some cases the Panel and or Chair may consider it valuable to recommend that agencies conduct their own individual agency review, or smaller- scale audits of individual cases which give rise to concern but which do not meet the criteria for a full SCR. In such cases agencies will make their own arrangements to undertake their own internal review and simply share relevant findings with the SCR Panel.

9.5 It should be recognised that it is not the purpose of internal agency reviews or audits to revisit whether a SCR was required or not but simply to discover whether there are any agency lessons that can be learnt and need to be shared on a multi agency basis through the SCR Panel.

10. Informing the family/Initial Contact/Involvement of family in SCR process

A Standard Letter [Appendix 5] to parents / carers [those with parental responsibility for the child] signed by LSCB Chair will be sent by the Business Manager [recorded delivery] or hand delivered by a person known to the family confirming that a decision has been made to undertake a Serious Case Review. A standard 'Information Leaflet for Families' should also be included / attached.

10.1 Initial contact with the family should, however, be considered with considerable care and sensitivity. Much will depend on the overall circumstances and nature of the case.

There is a great deal of difference between initiating a SCR when a family have lost a child through suicide and a SCR initiated because abuse is suspected.

There may be ongoing involvement by agencies, a parent may be subject to criminal proceedings, parents may be separated/in conflict, have a history of mental health problems/substance misuse/domestic violence/learning difficulties/history of lack of engagement with agencies etc.

Essentially planning for initial contact and ongoing involvement of the family in completing a SCR is a matter for professional judgement. **Care should be taken, however, not to lose focus from the overall purpose of the SCR.**

10.2 Initial contact with the main carer/parent should be made by the Independent Author accompanied by an identified agency member of staff/manager that know the family best through a joint home visit. Where the parents/family are not known to any agency the Independent Author may be accompanied by a nominated SCR Panel member.

The Independent Author may visit alone but only when evidence available from initial checks indicate that this would not place him/her at risk

The responsibility to confirm changes to the content of the Standard Letter, nature of

initial contact and ongoing involvement of the family in the SCR process lies with the SCR Panel [see Section 3.2 above].

11. SCR Terms of Reference

The scope of the SCR with a clear Terms of Reference will be determined by the SCR Panel.

Whilst a standard Terms of Reference for SCR is available [Appendix 4] it seems likely that additions/amendments will be required to ensure clarity around scope and remit.

In particular the Terms of Reference should specify the exact period to be reviewed in so far as the subject child, siblings, parents, and family members are concerned, and which organisations are asked to complete Chronologies and Single Agency Reports.

11.1 A degree of objectivity and independence is required to finalise the exact Terms of Reference and to ensure that emphasis is placed upon the most important issues to be addressed in trying to learn lessons from the case.

Consequently the Terms of Reference will be drafted and confirmed by the SCR Panel Chair with advice from Panel Members, Legal Advisor and Business Manager.

12. Chronologies

Since all agency chronologies will need to be merged into one Integrated Chronology **the same Chronology Template [Appendix 6] will need to be used by all agencies.**

12.1 The Chronology Template is designed to ensure the provision of a comprehensive chronology that outlines the agency and/or professional[s] contact with the child and family over the period of time set out in the review's Terms of Reference. The Chronology should briefly summarise decisions reached, the services offered and/or provided to the child[ren] and family, and other action taken with particular emphasis on significant events.

12.2 All Agency Chronologies should be sent to the Business Manager/Board Administrator upon final completion.

12.3 All Agency Chronologies will be sent to the Independent Author by the Business Manager .The Independent Author will merge all Agency Chronologies into one Integrated Chronology.

13 Single Agency Reviews

Since all Single Agency Reports will need to be considered in the completion of an Overview Report **all agencies will need to use the same Single Agency Review template [see Appendix 7].**

13.1 **Once it is known that a case is being considered for review each agency should secure records relating to the case to guard against loss or interference.**

13.2 **The aim in completing a single agency review is to look openly and critically at individual and organisational practice** to see whether the case indicates that changes could and should be made, and if so, to identify how those changes will be brought about. Consequently great care should be taken in deciding who is best placed to complete the Single Agency Review on behalf of the agency.

13.3 Upon completion of the single agency review agencies are reminded of the **need to instigate a process of feedback and de brief to staff involved.** Where there are concurrent legal/criminal proceedings and /or evidence of likely press interest feedback to staff needs to be agreed through the SCR Panel.

13.4 All Single Agency Reviews/Reports should be sent to the Business Manager/Board Administrator upon final completion.

13.5 All Single Agency Reviews/Reports will be sent to the Independent Author by the Business Manager.

14. **Designated Senior Managers and Reviewing Managers**

A Designated Senior Manager should be identified within each organisation to ensure that Chronologies, Single Agency Reviews and Action Plans are completed .

14.1 The Designated Senior Manager will be responsible for the overall management of the SCR process within their organisation, ensure that sufficient resources are released to complete the work and that staff are supported in undertaking the tasks involved.

14.2 The Designated Senior Manager will also be responsible for feedback and de brief to staff upon SCR recommendations and conclusions, and that **action is taken to implement and monitor the Action Plan within their organisation.**

14.3 Who actually undertakes the task of completing the Chronology, Single Agency Review and Action Plan is a matter for that agency [some agencies will need to refer to related guidance i.e. Health see paragraph 2.102 working Together]. In some agencies and dependent on the circumstances of the case the Designated Senior Manager will undertake the task in others the role will be delegated to a Reviewing Manager.

Clearly in allocating tasks agencies will need to be mindful not to appoint a Reviewing Manager who may have been too closely involved in the previous/current management of the case.

15. Overview Report

The Overview Report will be completed by the Independent Author using the Overview Report template [see Appendix 8].

15.1 The Overview Report will include an Introduction [summary of circumstances of case, terms of reference], The Facts [genogram, integrated chronology, summary of relevant information], Analysis [how and why events occurred, whether different decisions or actions may have led to an alternative course of events] and Conclusions and Recommendations [lessons to be learnt, recommendations for action, identify steps to reduce risks].

15.2 All contributing agencies will be provided with a copy of the Overview Report by the Business Manager and have an opportunity to ensure that their information is fully, accurately and fairly represented in the Overview Report.

15.3 Any comments made or amendments requested should be sent to the Business Manager [within the timescale prescribed] which will be forwarded to the Independent Author for consideration before submission of his/her final Overview Report .

16 Executive Summary

The Executive Summary will be completed by the Independent Author.

16.1 All contributing agencies will be provided with a copy of the Executive Summary by the Business Manager and have an opportunity to ensure that information is fully, accurately and fairly represented.

16.2 Any comments made or amendments requested should be sent to the Business Manager [within the timescale prescribed] which will be forwarded to the Independent Author for consideration before submission of his/her final Executive Summary.

16.3 It is important to recognise that the Executive Summary will be a public document and entered on to the LSCB website. The Executive Summary will be anonymised. Extensive detail is not required. The Executive Summary should focus on brief circumstances of the case and main conclusions and recommendations.

16.4 Within close knit rural communities particular care should be taken not to include information that would identify the child by 'default'. Consequently date of birth of the subject child will not be included [age only at time of death].

Under normal circumstances the main conclusions and recommendations of the Executive Summary will be shared in person with the parents/family by the Independent Author before entry on to web site.

16.5 The Independent Author should ensure that the parents/family are aware that the Executive Summary is a public document and will be entered on the LSCB website. A hard copy of the Executive Summary will be sent to the parents /family by the Business Manager.

17. Action Plan and Review

SCR's are of little value unless lessons are learned from them.

At least as much effort should be spent on acting upon recommendations as on conducting the review.

17.1 **Each agency is required to complete an Action Plan using Action Plan template** [see Appendix 9] based on recommendations within the Overview Report that are relevant to that organisation for submission to the SCR Panel.

17.2 The Action Plan of each agency will need to be scrutinised by the SCR Panel Chair/Panel and merged into one Integrated Action Plan.. The merging of the Action Plans is essentially an administrative task and will be completed by the Board Administrator/Business Manager.

17.3 The Action Plan should be endorsed and adopted at a senior level by each of the agencies involved. The Action Plan should set out who will do what, by when, and with what intended outcome and set out by what means improvements in practice systems will be monitored and reviewed.

17.4 **The primary responsibility for ensuring that relevant elements of the Action Plan is carried out and monitored lies with that agencies representative on the LSCB.**

Progress upon relevant elements of the Action Plan should be monitored through the agencies own internal Performance Management/Quality Assurance Framework.

17.5 **The Designated Senior Manager for each relevant agency will be required to produce an Action Plan Progress Report on each SCR to the LSCB within 6 months of the date the Action Plan was ' signed off' by the LSCB.**

17.6 **As a support to the review and monitoring process a copy of the Executive Summary and Action Plan will be provided to the Chairs of LSCB Sub Groups. Mindful of their Terms of Reference each Sub Group will need to consider which elements of the Action Plan require audit or development on a multi agency basis. These elements should be included within their annual Work Programme.**

17.7 **Any difficulties experienced by agencies internally or by Sub Groups in achieving progress against the Action Plan should be reported in writing to the LSCB Chair.**

18. Communication, Confidentiality and Password Protection

The Overview Report, Executive Summary and Action Plan must be presented to, endorsed, and 'signed off' at a full LSCB meeting.

This means that each agency represented on the LSCB will receive a copy of the above documents unless the LSCB Chair considers it inappropriate. **The Chair of the LSCB is the final decision maker in terms of distribution of all SCR related documents.**

18.1 If necessary a special/additional meeting of the LSCB will be convened to consider the material provided.

18.2 The Overview Report and Executive Summary will be presented to the LSCB by the Independent Author to ensure independence and objectivity in the presentation of main conclusions and recommendations.

18.3 Given the personal and sensitive nature of information exchanged the highest standards of professional confidentiality are expected.

18.4. The central point of communication for all matters in relation to the SCR process on behalf of the LSCB and SCR Panel will be the Business Manager and Board Administrator. This includes provision of information to the Independent Author [i.e. Terms of Reference, Chronology, and Single Agency Reviews].

18.5 A copy of the Overview Report [including Integrated Chronology], Individual Agency Reviews, Executive Summary, and Action Plan will be provided to the WAG upon completion [and following 'sign off' by the LSCB] by the Business Manager.

18.6 Where it is not possible to complete the SCR process within the 6 months required Business Manager will inform the WAG.

18.7 All personal and sensitive information [i.e. Terms of Reference, Chronology, Single Agency Reviews, Overview Report, Executive Summary, Action Plan] will be password protected.

The password will be designated by the Business Manager and changed every six months. One password for all SCR should be sufficient unless notified otherwise by the Business Manager. To avoid confusion neither the Independent Author or agencies should nominate/designate their own password.

To identify the password recipients of password protected information will initially need to contact the Business Manager or Board Administrator. A call back system will be operated to ensure the recipient is verified by the Business Manager/Board Administrator.

18.8 It is accepted that upon receipt of password protected information agencies will need to forward information within their own organisation. In so doing that agency will be responsible for ensuring that the same levels of security and confidentiality are maintained.

19. **LSCB SCR Register.**

The LSCB will operate a SCR Register.

Essentially the SCR Register is a simple list of all SCR and Internal Management Reviews currently undertaken. Its purpose is to provide a simple reference point illustrating current progress in completing SCR's

19.1 The Register will be anonymised and include source of referral, child's date of birth, date of death [if appropriate], nature of case [suicide, parents with mental health problems, suspected/subjected to abuse], Independent Author appointed, and current progress with key action points [Appendix 11].

The Register is not a public document and will not be exchanged electronically.

It essentially forms the SCR Panel agenda.

The SCR Register will be provided in hard copy to each SCR Panel and should be returned at the end of the meeting.

19.2 The 'custodian' of the SCR Register [responsible for update] will be the Business Manager. The SCR 'administrator' will be the Board Administrator.

PART 2. ACTIONS BY ROLE.

As indicated in the Introduction this section breaks down the SCR process by role. Inevitably there will be repetition. The purpose, however, is to assist staff and managers to be clear in relation to ‘ who does what’ and where responsibility lies for certain tasks as follows:

2.1 LSCB Chair

- Refers the ‘referral’ to the SCR Panel Chair with copy to Business Manager.
- Decides whether SCR is required based on SCR Panel recommendation. In so doing to consult with relevant Statutory Director of Social Services.
- Confirms appropriate chairing arrangements are in place for each SCR on a case by case basis.
- Ensures that letters to Designated Senior Managers are sent out and informing them of the need to secure records, complete Chronologies and Single Agency Reviews.
- Ensures WAG are informed through the Business Manager.
- With the SCR Panel Chair ensure that the family is informed that a SCR is taking place and informed of findings of the review.
- Confirm appointment of Independent Author.
- Ensure Overview Report, Executive Summary and Action Plan are distributed [unless considered inappropriate] and presented to LSCB for ‘sign off’.
- Ensures WAG receives completed Overview Report, Executive Summary, and Action Plan.
- With the LSCB monitor progress against the Action Plan.
- Take a key role in any press conferences or other media activity arising from the Serious Case Review following consultation with LSCB member agencies and communication departments/sections.
- Deal with any complaint or representation made by either members of the public, parents / family, or professionals in relation to the conduct of the SCR process.
- To be the final decision maker on all matters in relation to the conduct of SCR.

2.2 SCR Panel Chair

- To make a recommendation to the Chair of the LSCB that a SCR should be carried out based on the criteria identified in Working Together [see above Sect 2]. To ensure WAG are informed accordingly.
- To confirm content of Standard Letter to parents/carers .Define nature of initial contact and involvement of family in SCR process.
- To prepare and confirm Terms of Reference in consultation with Panel members.
- To identify which agencies are required to complete a Chronology, Single Agency Review.
- Confirm timeframe for completion of SCR.

- To make a recommendation to the Chair of the LSCB in relation to the appointment of an Independent Author.
- To report to the LSCB Chair and Business Manager any issues related to the performance of the Independent Author.
- Define nature of contact/involvement of family in the SCR process. Feedback to relevant family members. Provision of Executive Summary copy.
- To ensure agencies complete Action Plan. With Business Manager/Board Administrator merge Action Plans into one document.
- Clarify and confirm how the Action Plan is to be monitored and reviewed.
- Disseminate key findings to interested parties.
- To scrutinise and ensure anonymised Executive Summary is entered on the LSCB web site.
- To monitor requests for information from the All Wales Child Death Reviews Panel.
- To consider recommendations to the Chair and LSCB upon strategic or developmental issues related to SCR's.

2.3 Role of Designated Senior Managers in each agency

- To ensure that any case which meets the criteria for a SCR within their organisation is referred to LSCB Chair in writing with copy to Business Manager.
- To initiate 'enquiry' upon receipt of 'notification of death' from Coroner [**Child and Family Services/SSD only**].
- To complete initial checks upon confirmation that SCR referral has been received, secure records, and report to SCR Panel.
- Overall responsibility for the management and completion of Chronologies, Single Agency Review and Action Plan within their organisation..
- To ensure sufficient capacity/resources are released to complete the tasks allocated in a timely fashion.
- To ensure support, feedback and de brief to all relevant staff.
- To ensure main conclusions and recommendations of SCR are endorsed by that organisation.
- To complete SCR Progress Report summarising progress against Action Plan to the LSCB within 6 months of LSCB 'sign off'.

2.4 Role of Reviewing Manager

- To complete Chronology, Single Agency Review and Action Plan using templates provided.
- To report any difficulties in completing the above within the agency to the Designated Senior Manager for resolution.

2.5 Role of Legal Advisor

- To attend all SCR Panel meetings.
- To provide legal advice to the SCR Panel on any matter relating to SCR's.
- To provide legal advice to the Panel Chair.

- Separate legal advice will be made available to the LSCB Chair, Business Manager and Independent Author.
- To legally scrutinise Overview Report and Executive Summary upon receipt before sending to WAG, and before entry of Executive Summary on to website.
- To be the main point of contact and communication with the Coroners Court. To ensure that relevant information from Inquest is reported to the SCR Panel.
- To update Coroner on progress in the completion of SCR's.
- To ensure all relevant proceedings concurrent with SCR process – criminal, public/private law [if any] are reported to SCR Panel.

2.6 Role of Business Manager

- The primary role of the Business Manager is to support the LSCB Chair and SCR Panel Chair in the execution of the LSCB's statutory responsibilities in so far as they relate to SCR's.
- To support and line manage Board Administrator in his/her completion of administrative tasks.
- Upon receipt from LSCB Chair to forward Coroners 'notification of child death' to Senior Manager [Child and Family Services/SSD] to complete 'enquiry'.
- To issue standard letter to agencies upon receipt of referral [Appendix 2].
- To issue standard letter to agencies informing of decision to undertake SCR [Appendix 3] upon receipt from LSCB Chair .To include copy of this document
- To circulate Terms of Reference and Timescales for completion of SCR to agencies upon receipt from SCR Panel Chair.
- To inform WAG of decision to undertake SCR.
- To ensure appropriate arrangements are in place to issue standard letter to parents/family in consultation with SCR Panel Chair [Appendix 5]. To include/attach 'Information for Families' leaflet. [Appendix 12].
- To manage tendering process. To negotiate/secure contract with Independent Author upon appointment by LSCB Chair [Appendix10].
- To receive all Chronologies, Single Agency Reviews from agencies for submission to SCR Panel
- To ensure Independent Author receives all relevant documents i.e. Terms of Reference, Chronologies & Single Agency Reviews upon receipt.
- To receive Integrated Chronology, Overview Report and Executive Summary from Independent Author for submission to SCR Panel.
- To process Independent Author invoice for payment.
- To receive agency Action Plans for submission to SCR Panel [Appendix 7].
- To make arrangements for the presentation of Overview Report, Executive Summary and Action Plan to LSCB ['sign off'].
- To notify WAG of progress/completion of SCR with copies of the Overview Report [including Single Agency Reviews], Executive Summary and Action Plan.
- Enter anonymised Executive Summary on to LSCB website.
- Issue anonymised copy of Executive Summary to parents/family by recorded delivery unless considered inappropriate by LSCB Chair.

- To request Progress Report against Action Plan from Designated Senior Managers 6 months from date of ‘sign off’ by LSCB.
- To update LSCB SCR Register for submission to SCR Panel.

2.7 Role of Board Administrator

- To act as the central point of communication for all administrative matters related to the SCR Process.
- To arrange schedule of SCR Panel meetings.
- To complete minutes of SCR Panel meetings.
- To ensure e mail groupings are accurate and up to date.
- To ensure effective security, use of password protection and call back system in relation to personal and sensitive information.
- To merge agency Action Plans on behalf of SCR Panel.
- To update LSCB SCR Register with Business Manager [Appendix11].

2.8 Role of Independent Author

- To comply with terms of contract [Appendix 10].
- To complete Integrated Chronology, Overview Report and Executive Summary.
- To present Overview Report and Executive Summary to LSCB in person.
- To ensure parents/family are aware of purpose of SCR and main conclusions and recommendations of Executive Summary unless otherwise considered inappropriate by the SCR Panel.
- To report any difficulties in completing contract to Business Manager for submission to SCR Panel.

EWJ/V3/JIon/Jan09.