

Serious Case Review Panel (SCRP)

1. Purpose

- 1.1** To sit as a panel, chaired by the SCB Chair or their nominated representative, to identify referred cases which meet the criteria for a serious case review and carry out a review which meets best practice guidelines.
- 1.2** To make recommendations to the SCB regarding alternative action where cases do not meet the criteria. This may include undertaking an inter-agency review.
- 1.3** To monitor the implementation of action plans which are developed following SCRs and ensure there is a strategic response to themes identified.
- 1.4** Monitor effectiveness of interventions identified through annual review.

Roles and Responsibilities of the Serious Case Review Panel

2 Serious Case Reviews (SCR)

- 2.1** To undertake the review of serious cases on behalf of the SCB in line with the Protecting Children Board SCR guidance including:
 - Setting the scope and terms of reference for each review undertaken;
 - Considering parallel processes to the review and how it should link to these;
 - Commissioning individual management reports from involved agencies and ensuring the production of reports in line with set time-scales;
 - Commissioning an overview report writer to work on behalf of the panel.
- 2.2** To ensure a briefing to report authors on the SCR process, details of the case and expectations of their role are undertaken. This should include advice re completion of the template and be very clear about time scales. Ensuring appropriate information is provided on the review to those who require it.
- 2.3** To receive presentations from agency management authors on their reports.
- 2.4** To ensure an overview report is produced.
- 2.5** To receive and agree the report of the overview report writer.
- 2.6** To ensure each agency receives feedback and staff involved are de-briefed.
- 2.7** To ensure the production of an anonymous Learning Summary.
- 2.8** To develop an action plan flowing from the recommendations from the overview report to include a process for monitoring progress against single agency and overview recommendations.

- 2.9 To present the completed review, recommendations and action plan to the SCB for consideration.
- 2.10 To ensure that after the review of the action plan is carried out by the SCRP for monitoring.

3 Accountability

3.1 The SCR Panel is directly accountable to the SCB.

3.2 The SCR Panel will meet as required to:

- consider referred cases
- progress reviews as necessary

4 Administration

4.1 The Chair has responsibility for providing administrative support to this group.

4.2 Copies of the Overview Report will be circulated with a confidential flag to all members of the SCR process.

4.3 Draft minutes of Group meetings will be produced by the Administrator within 7 working days and forwarded to the Chair for approval.

4.4 The Chair to respond within 5 working days with any amendments.

4.5 Minutes will be copied to all group members and the Chair of the SCB.

Date: