

# **Barking & Dagenham One Panel**

# **Terms of Reference (ToR) & Referral Form**

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## 1. Purpose of the One Panel

The One Panel is a multi-agency group which receives referrals on cases in Barking and Dagenham that may meet statutory review criteria, such as a Safeguarding Adults Review (SARs), Child Safeguarding Practice Reviews (CSPRs) or Domestic Homicide Reviews (DHRs). The focus of the panel is to identify opportunities for system-wide learning to improve practice. The One Panel will oversee the development of the initial action plan in response to the review recommendations.

The purpose of the One Panel is to make a recommendation to the relevant partnerships and boards about undertaking statutory reviews. The relevant partnerships and boards will ratify the decision regarding commissioning statutory and learning reviews.

The One Panel works within a 'Think Family' framework, so that when supporting any member of a family, the needs of the whole family are explored and considered, and all aspects of the safeguard system are addressed.

The One Panel will also consider reviews published by other areas and national reviews to identify implications of local learning. The panel may also review learning from other non-statutory reviews for example, learning from drug related deaths, LeDeR, Fire Death Reviews etc, where system learning has been identified. The Panel will also have oversight of any requests (through the activity tracker) for input or information for reviews led by other partnerships to ensure that learning is picked up and shared.

The Serious Incident Notification (SIN) notification and Rapid Review process for the Barking and Dagenham Safeguarding Childrens Partnership (BDSCP) will sit outside of the One Panel. The BDSCP will ensure that the relevant representatives for the BDSCP from the One Panel are invited to be part of the Rapid Review. The outcome of the Rapid Review will be reported on at the next One Panel meeting.

## 2. Chairing and Membership

Chairing is on a six month rotation which will be shared across all partner organisations represented at the One Panel. There will be a named vice chair who will become the next Chair at the next rotation which will add continuity to the chairing role. The Chair and Vice Chair should be from different organisations where possible.

As new chairs take over, the terms of reference and membership will be reviewed.

Membership will consist of roles from the following agencies:

Service/Organisation	Role	Delegated Rep
North East London Integrated Care Board (ICN)	Designated Professional Safeguarding Children	
	Designated Professional Safeguarding Adults	
Met Police East Area Borough Command Unit	Superintendent Public Protection	Superintendent Safer Neighbourhood Team (DR)
North East London Foundation Trust (NELFT)	Integrated Care Director	Assistant Directors, Adults & Children
	Named Professional Safeguarding Children	
	Named Professional Safeguarding Adults	
Barking Havering & Redbridge University Trust (BHRUT)	Named Professional Safeguarding Children	
	Named Professional Safeguarding Adults	
London Borough of Barking and Dagenham Adults Care and Support	Operational Director, Adults Care & Support	Head of Service, Adult Safeguarding Quality Assurance and Improvement
London Borough of Barking and Dagenham Children's Services	Operational Director, Children's Care & Support	Head of Specialist Intervention Service Or Head of Safeguarding and Quality Assurance Children's Services
	Head of Inclusion, Education	Prevent Officer, Education
London Borough of Barking and Dagenham Community Safety	Operational Director, Enforcement	Community Safety Partnership Manager
Support / Advisors	Joanne Kitching, Safeguarding Adults Board, LBBD	
	Yvonne Byrne, Safeguarding Children's Partnership, LBBD	
	Katie Jones, Community Safety Partnership Manager, LBBD	
Optional Attendees – to be invite when required	LBBD, Education Services National Probation Service The Fire Service Designated Doctor for Safeguarding Children Head of Service, Housing/Homelessness Lead Commissioner, Domestic Abuse London Ambulance Service Principal Social Worker, Children's Services Public Health Lead	

	Child Death Overview Panel (CDOP), ICB Service Manager, Domestic Abuse Refuge Any other professional involved in specific cases being discussed	
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### 3. Panel Meetings

The Panel will be scheduled to meet for 2hrs on the same day each month and these dates will be agreed with the Chair at the beginning of their term of chairing.

A Panel meeting can be cancelled by the Chair if there are no new referrals and no requirement for critical decisions or significant updates in relation to ongoing cases.

### 4. Quoracy

In order for a decision to be made about a Safeguarding Adult Review (SAR) there will need to be representatives from the statutory partners LBBB Adults Care and Support, the Met Police and the Integrated Care Board (ICB).

In order for a decision to be made about a Children's Safeguarding Partnership Review (CSPR) there will need to be representatives from the statutory partners LBBB Children's Services, the Met Police and the Integrated Care Board (ICB).

In order for a decision to be made about a Domestic Homicide Review (DHR) there will need to be representatives from the statutory partners LBBB Community Safety, the Met Police and the Integrated Care Board (ICB).

### 5. Governance

The responsibility for screening referrals/cases has been delegated to the Panel by the Barking and Dagenham Safeguarding Adults Board (BDSAB), the Barking and Dagenham Safeguarding Children Partnership (BDSCP) and the Barking and Dagenham Community Safety Partnership (BDCSP).

The Panel discusses the referrals and uses statutory criteria to make recommendations to the relevant board or partnership for ratification. The final decision is then made about what type of review will take place under each partnership's agreed ratification process.

Should any members of the One Panel strongly disagree with the recommendation of the One Panel, having discussed their concerns in the Panel meeting, the relevant partnership escalation process must be followed.

The ongoing management of any agreed reviews remains with the governance of the relevant board or partnership but an activity tracker will be shared with the named members of the group so the One Panel can assure itself of progress or be aware of any pertinent issues.

## 6. Confidentiality

The contents of this meeting are strictly confidential. The confidentiality statement will be included on all agendas and agreed at the start of each meeting. Participants will need to ensure the proper control and storage of information relating to this meeting by agreeing to the confidentiality statement at the start of the meeting. Where meetings are to be recorded this will be agreed at the start of each meeting.

## 7. Roles and Responsibilities

### **The One Panel Chair will:**

- Be one of the statutory safeguarding partners of the SAB, SCP or CSP.
- Rotate on a six monthly basis
- Be shared across statutory partner organisations namely the Local Authority, Met Police and Integrated Care Board.
- Report to the BDSCP, BDSAB and BDCSP annually.
- Provide updates on individual case reviews as appropriate.
- Be supported by the BDSCP, BDSAB and BDCSP Business Managers.
- Undertake a rolling review of all cases referred to the panel. This will allow identification of any unconscious biases or themes in referrals that do not progress to reviews and identification of repetitive themes, for presentation at the boards and partnerships.
- Ensure business continuity of the process in unforeseen circumstances.

### **The One Panel Members will:**

- Ensure they attend every panel meeting or provide appropriate delegation.
- Where delegating responsibility the One Panel member must ensure the delegated representative is fully briefed and has the authority to make decisions on behalf of their organisation.
- Provide the panel with chronology of involvement by the agency for every case or indicate if not known to the service.
- Provide analysis of their service involvement understanding not only what happened but why.
- Be knowledgeable about potential indicators of abuse, neglect and domestic abuse.
- Actively contribute to discussions and decision making.
- Quality assure any referrals made by their agency.
- Gather further information if required on cases being discussed.
- Support the Chair in development of the agendas and circulation of papers.
- Log all referrals including those that do not meet statutory thresholds and or do not progress to a review of any kind.
- Monitor the progress and status of any reviews.

**The Panel administration will:**

- Receive all referrals.
- Gather further information if required on the case.
- Support the Chair in development of the agendas and circulation of papers.
- Take the minutes of the meeting.
- Log all referrals including those that do not meet statutory thresholds and or do not progress to a review.
- Monitor the progress and status of any reviews.
- Log the actions and key decisions from meetings.

## Barking and Dagenham 'One Panel'

### Referral Form

This referral form is to be used when referring a case for consideration by the Barking and Dagenham 'One Panel' for either a statutory review, i.e., a Safeguarding Adult Review (SAR), Domestic Homicide Review (DHR) or Child Safeguarding Practice Review (CSPR) or when a case may not meet the criteria for a statutory review but there is the opportunity to learn lessons.

Please complete the form below and send to:

[bdonepanel@lbbd.gov.uk](mailto:bdonepanel@lbbd.gov.uk)

Click on the below for the full definition of each:

- [Child Safeguarding Practice Review](#)  
Chapter 5, Working Together 2023
- **Safeguarding Adults Review**  
The Care Act 2014
- **Domestic Homicide Review**

In brief, a statutory SAR or CSPR is when (1) an adult or child has died or been seriously injured and serious abuse or neglect is suspected **and** (2) there is concern about how agencies have worked together to safeguard the child or adult.

A DHR is when the death of a person over the age of 16 years appears to be the result of violence, abuse, or neglect by a (a) a person whom they were related or had an intimate relationship with or  
(b) a member of the same household.



1. Context for referral to One Panel	
Date of this One Panel referral	/ /
What review process do you feel this meets (SAR, CSPR or DHR)	
Summary of reason for referral	
Date of incident/death	/ /

2. Subject details					
First name		Last name		Other names used	
Date of birth		Age		Gender	
Ethnicity		Disability		NHS number	
First Language					

GP		Postmortem result (if applicable)		
Home address		Housing tenure		School / college
3. Other relevant person(s) details				
a. Next of kin / nearest relative / nearest relevant person				
Name		DOB		
Relationship to subject		Address		
Any other information that is relevant to the discussion				
b. Other relevant person / family member / friend				
Name		DOB		
Relationship to subject		Address		
Any other information that is relevant to the discussion				

<b>c. Other relevant person / family member / friend</b>			
<b>Name</b>		<b>DOB</b>	
<b>Relationship to subject</b>		<b>Address</b>	
<b>Any other information that is relevant to the discussion</b>			
<i>Please add others as required</i>			

**4. Agency involvement with the subject and relevant others** Brief summary of work/intervention undertaken. Please include the key points, an analysis that summarises and gives the case outline. Do not include a full chronology at this stage.

<p><b>Details of Original Referrer/Referral</b></p>	
<p><b>Summary of case/circumstances</b></p>	
<p><b>Agencies involved with the Service User</b></p>	
<p><b>Summary of agency involvement, intervention, care and service provision including any safeguarding concerns raised, Section 42s, DoLs, Child Protection Plan, looked after child etc.</b></p>	
<p><b>Summary of potential themes/challenges/learning identified that support the referral.</b></p>	
<p><b>How well, in your opinion, has the multi-agency partnership worked together?</b></p>	

5. Referrer details			
<b>Name</b>		<b>Agency</b>	
<b>Role</b>		<b>Contact</b>	
<b>Manager Name responsible for quality assuring the referral</b>			
<b>Is this referral subject to an internal/single agency review?</b>			
<b>Lessons learnt:</b> <i>If appropriate please describe the lessons that have been learnt by your agency and any changes made as a result.</i>			
<b>Considerations:</b> <i>For example, is there media interest? Are there criminal proceedings? Is the case linked to a complex abuse case?</i>			

6. Summary/minutes of One Panel Discussions and Decision

7. One Panel Decision <i>(to be completed by One Panel Secretariat following meeting)</i>			
<b>Meeting Date</b>	/ /	<b>OP recommendation</b>	
<b>Follow up action</b>			