

Appendix 9 – Commissioning Letter

Salford
Safeguarding
Adults Board

XXXXXXX

Sent via e-mail

Dear XXXXXX,

Our Ref: XXXXXXXXX

Following our discussions {state date}, I would like to formally commission your services on behalf of the Salford Safeguarding Adult's Board (SSAB) as Independent Chair and Report Writer in respect of the Safeguarding Adult Review XXXXX.

The commissioning arrangements are as follows:

The SSAB will provide business support which includes dealing with all enquiries, arranging for partner agencies to complete relevant documentation, compiling agendas, taking minutes and arranging meetings as required.

Your named SSAB contacts will be:

Generic SSAB email address – SSAB@salford.gov.uk

- Business Manager – jane.bowmer@salford.gov.uk
- Training and Development Officer – michelle.hulme@salford.gov.uk
- Senior administrator – a.heitman@salford.gov.uk

Telephone number for the SSAB business support team – 0161 212 6176

Your SSAB contacts for this review can advise on presentation and composition of the Overview Report if required and in consultations with members of the review panel and also in accordance with the agreed SSAB guidance for the review process.

For a copy of the SSAB SAR Policy please refer to the link below:

<https://safeguardingadults.salford.gov.uk/safeguarding-adult-board/safeguarding-adults-reviews-sars/>

- **As Independent Reviewer you will be expected to:**
- Attend all Case Review Panel Meetings and prepare in advance. Contribute and agree the Terms of Reference specific to the particular case in consultation with the Review Panel. Work with and report to the Review Panel for the case.
- Where appropriate, liaise and consult with the family of the adult, chairs of parallel reviews, Senior Investigating Officers and others who may have significant information to share.

- Work with the Review Panel to appropriately challenge and scrutinise individual agency practice, identify lessons to be learned and put forward recommendations for the SSAB.
- Work with the Review Panel to ensure that any issues of information sharing and confidentiality are discussed and agreed prior to any disclosures being made.
- Facilitate and lead a Practitioner Learning Event. (The business support of the SSAB will arrange the event whether this is virtual or face to face.)
- Write an overview report, identifying specific, measurable, achievable realistic recommendations and time bound outcomes.
- Work with the Review Panel to ensure that the report accurately and comprehensively reflects the issues and themes pertinent to the particular case
- Present the completed report, as agreed, to the SSAB.
- Liaise with agencies involved in parallel process as appropriate e.g. Independent Police Complaints Commission, Domestic Homicide Reviews, Child Safeguarding Practice Reviews, Coroner's Inquests etc

As report author you will be expected to:

- Liaise with the Independent Chair of the SSAB (if required) or SAR Sub-Group Chair as appropriate
- Prepare draft and final report
- Make any amendments as identified by the review panel to said reports following quality assurance process.
- Adhere to the agreed timeframe for the review expects completion by **XXXXX**; should the review be subject to delays, you must inform the Safeguarding Board Manager that the review timescales may not be met at the earliest opportunity and agree a new completion date.
- Should there be a disagreement about the quality and content of the work, a meeting will be convened to discuss a plan for resolving the issue. The Independent Chair of the SSAB and SSAB members retain the right to accept or reject the final report.
- Information associated with this Safeguarding Adult Review will remain the property of SSAB Fee's:
- The agreed fee will be **£XXX** per day, which includes travel within the commissioner's area and in normal working hours. Please itemise your hours when you submit your invoice. You will receive payment 40 days after the submission of your invoice.

Please sign and date the declaration shown at the end of this letter indicating that you will comply with all of the commissioning arrangements contained in this letter and return this to Jane Bowmer, Business Manager for the SSAB.

Please contact me if you need clarification on anything contained in this letter.

Yours sincerely

Jane Bowmer

SSAB Business Manager

Declaration:		
I, XXXXXX , will comply with all the commissioning arrangements referred to in this letter		
Signature:		(Independent Reviewer)
Date:		

Signature:		(SSAB Board Manager)
Date:		