



# Completion of Independent Management Reviews

In line with Sec 45 of the Care Act 2014, agencies with knowledge or contact with the adult subject to a Safeguarding Adults Review (SAR) will be requested to secure all records and to complete a chronology and/or Individual Management Review (IMR).

An IMR is a process which produces a report detailing, analysing and reflecting on the actions, decisions, missed opportunities and areas of good practice within the individual organisation.

The IMR process is not designed for identifying gaps in the actions / activities of other organisations. The aim of an IMR should be to look openly and critically at individual and organisational practice and at the context within which people were working. The purpose of the IMR is to see whether the case indicates that changes could or should be made and, if so, to identify how those changes will be brought about.



## Role of Safeguarding Adults Case Review Group/SAR Panel Members:

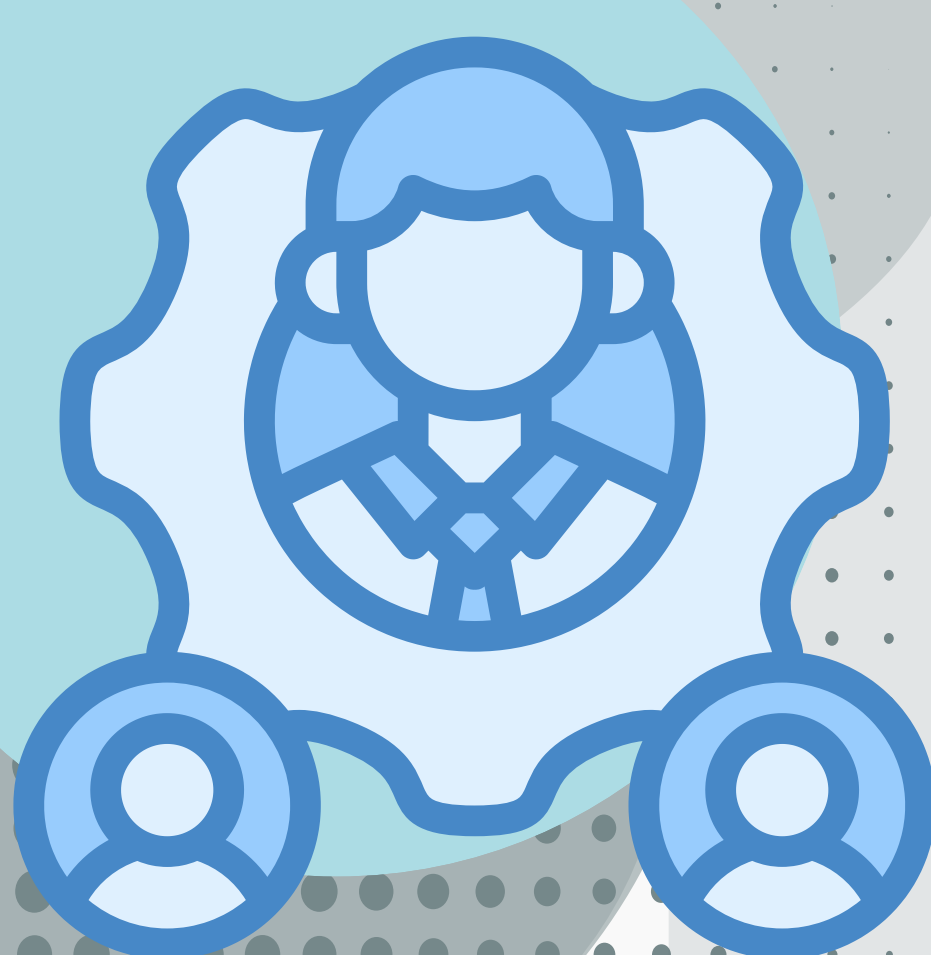
It will be the responsibility of the agency's SACRG Member and/or panel representative to instruct and liaise with the IMR author.

The person identified to write an agency's IMR must have an appropriate level of experience and authority. This person should not have been directly involved with the adults care and support, or be the immediate line manager of the practitioners involved.

The agency's SACRG Member and/or panel representative must make the chronology and IMR template available to the IMR author, as these must be used for the compilation of the IMR to ensure consistency. They must also ensure that all relevant files are secured and made available to the IMR author.

The IMR author should be allocated adequate resources (time, admin support) to complete their report within the required timescales. It is imperative that timescales are adhered to so that the role and actions of all agencies involved with the adult can be collectively reviewed by the SACRG subgroup and support robust decision making.

Staff involved with the adult subject to the SAR should be notified and provided the opportunity to discuss their understanding of what has happened. It is essential that support and counselling be offered where required.



## H&F SAB process

At the start of the SAR process, the H&F SAB expectation is that the nominated SAR panel representatives and IMR report authors are brought together for an introductory meeting with the lead reviewer, providing participants with a clear description and expected outcomes for the SAR.

This meeting will be utilised to explain the process, expectations and roles and responsibilities. This is also an opportunity for those involved in completing IMRs to ask questions.



## Role of Individual Management Review Report Author

In completing the report, the author may wish to utilise methods such as interviews with key individuals and/or their line managers; discussions with a group of staff or a team; review of formal agency records; review of standard operating procedures, policy, and practice guidance documents relevant to the agency.

Any interviews/meetings should be formally minuted and agreed with staff/team members prior to these being used in the report to ensure their information or views have been accurately recorded. All evidence sources used in compiling the report should be listed.

Interviews/meetings will also give the report author the opportunity to check with the member of staff the factual accuracy of the details of the chronology. It will also be an opportunity for staff to identify good practice and any lessons they consider can be learnt from their own and their organisation's involvement.

The IMR report author should complete the chronology and report on the template provided by H&F SAB, and a copy should be sent to the senior manager in their organisation for their acceptance on behalf of the organisation, before it is returned to the SAR author/SAB Manager by the given deadline.

The senior manager within the organisation will be responsible for ensuring the recommendations contained within the IMR are acted on.

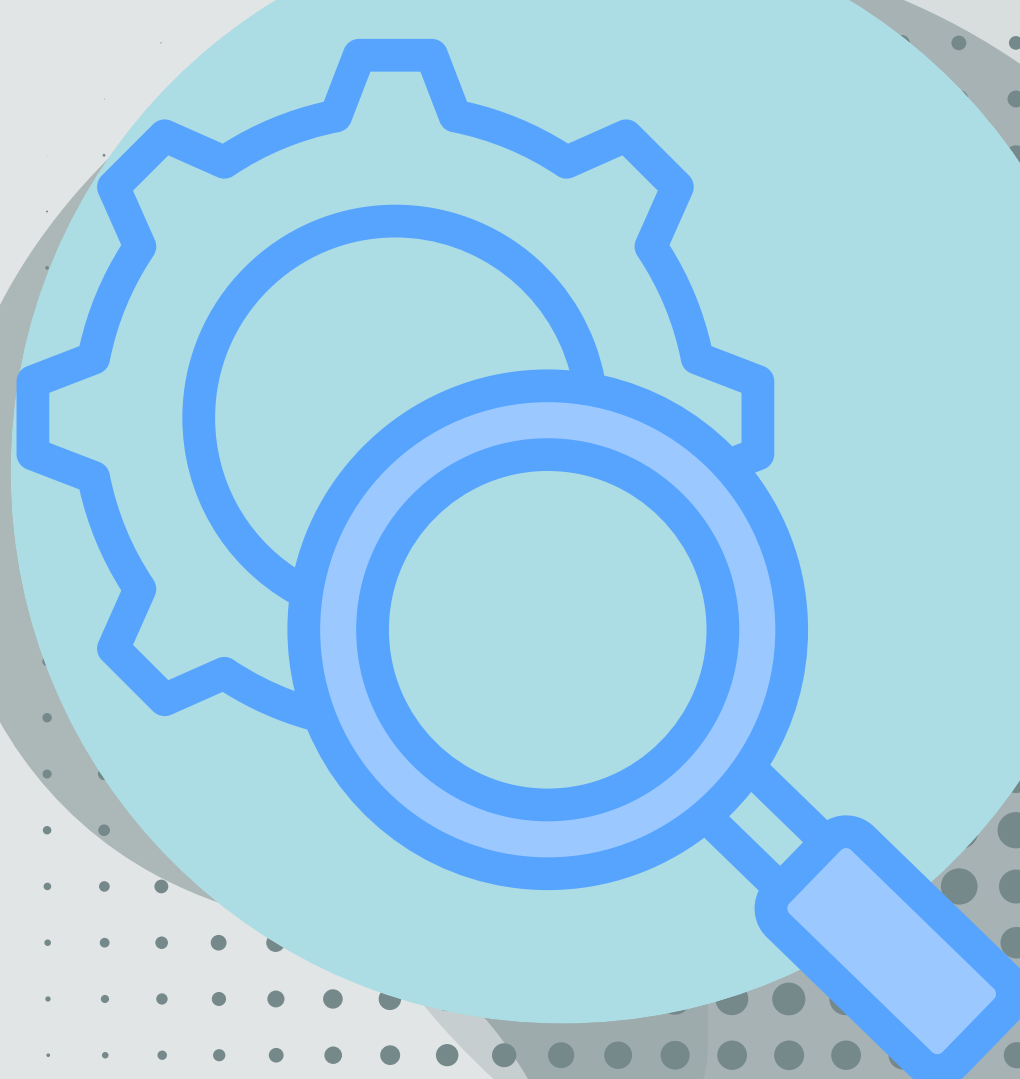
SARs are not part of any disciplinary process. If the report author comes across information which is considered a matter which needs investigation under disciplinary procedures this should be brought immediately to the attention of the individual's line manager/senior manager and Persons in Positions of Trust guidance followed.



## Analysis

It is important that IMRs present a full, open and honest analysis of their organisation's involvement with the adult, and not simply a list of dates and interactions.

Report authors must consider the events that occurred, the decisions made, and the actions taken or not, and assess this against existing guidance, policies and procedures, and relevant legislation. The key lines of enquiry outlined within the Terms of Reference should also be considered, with reflection on how these apply to individual services.



This guidance was produced by H&F Safeguarding Adults Board.

The H&F SAB would like to acknowledge Hampshire Safeguarding Adults Board for the use of their guidance, upon which this document is modelled.