

# Haringey Multi Agency High Risk Panel Terms of Reference (Draft to be ratified February 2018)

## 1. Introduction

The Care & Support Statutory Guidance (issued under the Care Act 2014)<sup>1</sup> states that safeguarding duties *apply to those unable to protect themselves from either the risk of, or the experience of neglect and abuse* and that the Safeguarding Adults Board will have a positive means of addressing issues of self neglect<sup>2</sup>. The guidance acknowledges that self-neglect is challenging and needs to be addressed amongst professional and the community more generally; and provide a person-centred, timely and effective multi-agency response.

The Haringey High Risk Panel (HHRP) will consider cases in respect of adults aged 18 years or over, where existing mechanisms within agencies for resolving or minimising risk have not been achieved.

The main focus of the HHRP is on addressing the risk to the adult; and in doing this will also consider other persons affected. HHRP does not consider high risk cases where the nature of the risk relates to other areas of work that may be addressed at other forums, for example MAPPA, MARAC.

## 2. Purpose

The HHRP is established to provide a multi-agency way of supporting work on complex and/or high risk cases, including but not limited to hoarding, fire risk, and self-neglect and includes near miss fire risk. The HHRP will support agencies in their work to lower and manage risk for both customers and their immediate neighbours, where risk might remain at a high threshold without collaboration available through a multi-agency approach. The panel has a consultative and advisory role and will adhere to the confidentiality policy which governs the Haringey Safeguarding Adults Board.

The HHRP is collaboratively owned by participating agencies in Haringey. It is administered on behalf of the participating agencies by Haringey Council, Adult Social Services.

## 3. Background

The HHRP has been established in response to the document *“Learning from Fires and Risk Issues”*.

There are a variety of cases held by agencies across Haringey that do not meet the criteria for safeguarding, but where agencies are concerned about the level

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<sup>1</sup> The Care & Support Statutory Guidance (paragraph 14.2): DH, October 2014

<sup>2</sup> The Care & Support Statutory Guidance (paragraph 14.112): DH, October 2014

of risk and would benefit from the support of a multi-agency approach to facilitate more effective working practices and outcomes for customers.

#### **4. HHRP Core membership**

Named representatives from the following agencies form the HHRP:

- Adult Social Services, Haringey Council
- Barnet, Enfield and Haringey NHS Mental Health Foundation Trust
- Enforcement Response, Haringey Council
- Homes for Haringey
- London Fire Brigade
- Metropolitan Police Service
- Psychology/ Haringey Learning Disabilities Service
- London Ambulance Service?
- Community Safety Partnership?

HHRP reps are to be of sufficient seniority to commit their agency to actions and arrange for these to be carried through post-panel. If they are unable to attend they will send a well briefed colleague to represent them or if this is not possible they will alert the Chair prior to the panel.

At the HHRP's discretion, invitations will be made for guest attendees from other agencies/representatives to attend particular panels where their expertise/contributions would benefit a specific case. HHRP reps will invite practitioners who hold cases to present at panels where appropriate, subject to HHRP representatives fully briefing and supporting their presenting practitioners. All case presentations will follow the agreed format set out below in section 11.

#### **5. Role of the HHRP**

The panel will consider case presentations and will support core agencies to work together with the aim to reduce and manage risks for those people identified as being of particular concern.

Suitable cases include those of greatest concern to the agency, which are particularly complex and have reached a "sticking point" through single-agency action.

Cases will be referred to panel via a specific e-mail box [highriskpanel@haringey.gov.uk](mailto:highriskpanel@haringey.gov.uk) in line with the processes outlined in section 12 and the confidentiality requirements outlined in section 6, and in line with the HSAB's Self Neglect and Hoarding Protocol.

The HHRP will discuss the cases presented to them with a view to determining next steps. The HHRP's role is to challenge, advise and support the 'presenting agency' as well as identifying multi-agency solutions and action plans. The HHRP may assist with the co-ordination of cases where there are multi-agency barriers.

The HHRP is expected to consider any vulnerability or equality issues, within their recommendations, and make referrals up to safeguarding where appropriate.

Ownership of cases and responsibility for taking forward actions remains solely with the practitioner/HHRP representative from the presenting agency.

It is assumed that each case will not need to return to panel, however cases may be re-referred at a later date if needed. The first five minutes of each panel meeting will hear whether cases presented last time were resolved, and if not resolved a quick summary of the continuing action plan. A learning log of effective resolutions and other systemic learning, along with a record of HHRP outcomes, will be maintained. HHRP representatives will be expected to share best practice or legal changes (especially within their specified field) with the rest of the panel.

The panel has no specific budgetary or official decision making powers.

## **6. Submission of cases to panel**

All cases will be submitted to panel as fully anonymised thumbnail sketches. Thumbnails will include: context, chronology of interventions, capacity issues and key considerations. All papers will be shredded at the end of each panel.

Alongside each case, agencies must submit identifying information of the case (name, address, date of birth). Identifying information for all cases will be collated and sent out to partners alongside case summaries a week in advance of panel for agencies to check whether cases are known to their service. All identifying information sent to and from panel by partner agencies must be sent in a suitably secure format.

## **7. Data protection/information sharing/confidentiality**

The panel adheres to the confidentiality policy which governs the Haringey Safeguarding Adults Board. It is not a public forum and attendance is limited to those agencies who are able to provide a contribution to cases. Discussions at panel may involve the presenting agency, HHRP reps (or presenting practitioner) and guest attendees in dealing with issues that are sensitive and/or controversial, or that fall under the Data Protection Act. Therefore, HHRP reps need to ensure discretion and care in performing their duties and responsibilities so that confidentiality is maintained. This responsibility for confidentiality is extended to all panel attendees.

Information sharing and data protection for the HHRP will be governed by the Haringey Safeguarding Adults Board Information Sharing Protocol. All HHRP reps will adhere to the strict data protection requirements set out under this protocol and not divulge information to anyone outside of the HHRP. This is with the exception of colleagues who are employed by the agency presenting the case to the panel and are dealing with the case internally.

Whilst consent of the individual presented to the HHRP is always desirable, it is recognised that this may not always be achievable in practice. It is also acknowledged that cases presented to the HHRP are likely to fall into a category of risk where consent by the individual may be overridden, namely: in the public interest and/or risk of life/serious harm.

## **8. Equalities**

The panel shall value equality and diversity within the community and work for the elimination of discrimination against anyone on the basis of: race, colour, ethnicity, age, disability, national origins, sexual orientation, faith, gender, marital status or income.

## **9. Partnership**

HHRP reps should at all times show respect and courtesy in their dealings with each other and those presenting cases, and seek to take a collaborative solution focussed, problem solving approach to find ways of improving each individual case.

## **10. Governance**

The HHRP will report to the Haringey Safeguarding Adults Board annually.

## **11. Frequency and duration of meetings**

Panels will meet two-monthly, for 2 hours. Each panel will receive a maximum of 8 cases, allocating a 15 minute slot to present, discuss and agree actions on each case. The 15 minute slot should consist of:

- 5 minute presentation of the thumbnail sketch of the case
- 5 minutes covering the agency's own view of risk and possible solutions and asking for the views of others
- 5 minutes agreeing actions.

## **12. Chairing of meetings**

The HHRP will be chaired by a HRP rep, rotating every third meeting.

The Chair will be responsible for:

- Working with HHRP administration to prioritise submitted cases for each panel.
- Agreeing the panel agenda with HHRP representatives.
- Keeping time at each panel through competent and skilled chairing.
- Working with other HHRP representatives to ensure the smooth running of each panel.

The chair is not responsible for ensuring that identified action points are correctly followed up. It is the responsibility of the presenting practitioner/HHRP rep to ensure identified actions are implemented and followed up on their case.

### **13.Venue for meetings**

The HHRP will meet at Haringey Council Adult Services, Winkfield Resource Centre, 33 Winkfield Road, Wood Green, London N22 5RP.

### **14.Administration of the meetings**

- Case thumbnail sketches and identifiable information will be submitted at least 6 working days (8 calendar days) prior to each panel to [hghriskpanel@haringey.gov.uk](mailto:hghriskpanel@haringey.gov.uk)
- Cases will be considered according to their level of risk.
- The HHRP chair will have the final say on which cases will be heard at each panel and any urgent cases which may have come to light outside of the above process.
- Agenda, papers and identifiable information will be sent out by email to HHRP reps at least 5 working days (1 calendar week) prior to the panel.
- Minutes of HHRP meetings will not be kept, however a record of agreed actions and decisions will be kept for each case presented. An actions/decisions sheet including ownership of actions for each panel will be sent out to all HHRP reps by email within 5 working days (1 calendar week) of each panel taking place.

### **15.Capturing learning**

The agenda for each HHRP meeting will include time to debate how cases previously presented have been resolved or how substantial progress has been made. The objective of this discussion will be to capture best practice and organisational learning. It is the responsibility of HHRP representatives to communicate best practice and systemic learning within their own organisations as it is identified. Organisational learning will be led by a nominated member of the panel.

### **16.Capturing outcomes**

The circumstances and methods used to resolve or advance cases will be documented by the HHRP's administration support and used to inform wider learning.

### **Appendix A – checklist of case suitability for HRP:**

- Over the age of 18.
- Haringey resident.
- All normal processes to manage the situation have been explored and not effective e.g. Mental Capacity Assessments, case conferences, joint home visits, fire brigade assessments etc.
- Case would benefit from multidisciplinary input e.g. housing, fire brigade, psychologist, environmental health etc.
- Manager has signed off and approved referral to the panel.

The panel was devised as a forum for practitioners to discuss particularly complex cases (mainly hoarding cases) so the criteria is deliberately loose to encourage practitioners to bring cases.

Appendix B – Journey of case through HHRP flow chart:

