

Process - Task List in relation to running an Independent Review			
The Review will be led by the Business Manager of the relevant Board in consultation with the Head of Safeguarding and Learning and with support of a Business support administrator for the review. The Board manager is the central point of contact for the Review.			
Timescale	Action	Who is responsible	Completed
Immediate- within 2 weeks	Business Manager and Head of Safeguarding to find and commission a suitable independent reviewer (and independent chair if required) and have that decision approved by Board Independent Chair (SSAB, SSCB, SSP).	Business Manager	
Immediate	Agencies to be notified of intention to hold a review and instructions for agency records to be secured.	Business Manager	
(Optional - depends on experience of staff).	Hold all practitioner event at beginning of review to inform practitioners and managers what will happen and what to expect. Venue time and invites to be sent out by Business Support.	Business Manager & Business Support	
Immediate	Senior staff to ensure their own staff know that a review is to be held, what the methodology is and what practitioners can expect in terms of support for the process.	Service Leads	
Within 28 days hold consideration panel	Notifications to be made to SCR Review National Panel, DfE, Ofsted, Home Office as appropriate.	Head of Service	
Immediate with return date 4 -6 weeks	If not already gathered for Consideration meeting, Agency Contact Form to be sent out along with Chronology template with date for return 10 days in advance of panel date to allow for compilation of chronology.	Business Support	
Immediate	Create folder with name of review. A full set of proforma documents added which can be found in following location. These are either to be used by the Business manager or business support to conduct the review: <ol style="list-style-type: none"> a. Notification to Chair b. Notification to National Panel (for SCR) Form c. Admin template - Agency involvement sheet d. Admin template - Agency Contact return Sheet e. Agency Contact Form f. Panel Meeting Agenda g. Panel Meeting Minutes Template 	Business Support	

	<p>h. Agency Chronology Form (Chronolator)</p> <p>i. Agency Summary Form and Action Plans - Dependent on style of review</p>		
Within a month of	Arrange meeting with Independent Reviewer to discuss terms of reference, availability costs, timescales, and methodology. Agree Commissioning arrangements and confirm in Letter of commissioning.	Business Manager & Head of Service	
Immediate	<p>Send out agenda for panel meeting 1 week in advance of 1st Panel - Key task of first panel is:</p> <ul style="list-style-type: none"> • to confirm terms of reference and timescales • practitioner involvement • family involvement • third party processes (e.g. coroner, criminal processes) • Terms of reference or Key Practice episodes (this is dependent on the methodology for the review). • information required from each agency (e.g. content of individual management reports and proposed action plans) • Timescale for Panel Meetings • Timescale to be received by the Board 	Business Manager & Business Support	
To be agreed at the 1st Panel Meeting	Independent reviewer to hold practitioner conversations with staff or hold a staff learning event as appropriate to the methodology.	Business Manager & Business Support	
6 to 8 weeks	Independent Reviewer to compile draft overview report on information gathered.	Business Manager & Business Support	
4 weeks after 1st Panel	<p>2nd Panel meeting</p> <ul style="list-style-type: none"> • to consider to the draft review • check accuracy of contact 	Business Manager & Business Support	
4 to 6 weeks after 2nd Panel	<p>3rd Panel</p> <ul style="list-style-type: none"> • Check final draft • Agree recommendations 	Business Manager & Business Support	
2 weeks after 3rd panel	Arrange to share findings with Practitioners	Business Manager & Business Support	
2 weeks after 3rd panel	Share findings review with family members	Business Manager & Business Support	

Immediate	<ul style="list-style-type: none"> Independent reviewer to attend relevant Board to present the Report. Arrangements for monitoring the recommendations and action plans agreed by the board. 	Business Manager	
	Contribute to coronial process as required.		
Immediate	<ul style="list-style-type: none"> When Report has been signed off and all relevant parallel processes are complete, in particular coronial processes and criminal processes, the Review will be uploaded to the relevant website with a statement from the Independent Chair of the relevant Board if required. It may be the parallel processes reveal information not hitherto known. This may necessitate a return to SCR panel if there is further information to consider. 	Business Manager	
Bi-monthly	Regular updates on Action plan progress to be made to boards as agreed.	Business Manager	
	In the meantime arrangements for dissemination of the review findings and learning to be established by the Training sub-groups and the Comms and Engagement sub-group.	Business Manager & Training	
On completion of review	<ul style="list-style-type: none"> Audit timetable agreed to check on embedded learning. Performance Sub-group will oversee audit. Audit findings are reported to the relevant Board. 	Business Manager & Training	

Publication Decisions

Serious Case Review	Local Case Review	Single Agency Learning
Report will be published unless the Board agrees that the impact on the family would prohibit publishing.	Report will be shared with agencies involved but remain confidential.	Report will be shared with the Learning and Improvement Group.