

Risk Escalation Conference

Terms of Reference

To be read in conjunction with the Joint Multi-Agency Safeguarding Adults Policy & Procedure

The Risk Escalation Conference supports agencies in their work to lower and manage risk for both residents and their immediate neighbours, where partners feel they have exhausted internal mechanism for managing the risk or where formal consultation with colleagues from other agencies would enhance their response

1. Background

1.1 The Care & Support Statutory Guidance (Issued under the Care Act 2014)¹ states that (paragraph 14.2)² safeguarding duties apply to those unable to *protect themselves from either the risk of, or the experience of neglect and abuse* and, in that within the context (paragraph 14.141) that the Safeguarding Adults Board will have positive means of addressing issues of self-neglect³. The guidance acknowledges that self-neglect is challenging and needs to be addressed amongst professionals and the community more generally.

1.2 Partner agencies remain responsible for delivering services to the people with whom they are in contact. The Risk Escalation Conference, hereafter named 'the conference' will support agencies in their work to lower and manage risk for both residents and their immediate neighbours, where partners feel they have exhausted internal mechanisms for managing the risk or where formal consultation with colleagues from other agencies would enhance their response. It will report potential areas of shared learning to the Safeguarding Adults Board.

1.3 It should be noted that the conference will act in an advisory capacity and will make recommendations on what would be reasonable in terms of managing risk and balancing the rights of all concerned. The conference will offer a reflective space for consultation, reconciliation, problem solving and agreement in cases where the levels of risk raise concerns. The conference will not seek to change management or financial decisions although it may make recommendations that require alternative resources/further financial consideration.

The conference does not replace the line management relationship but should supplement it. It is not a means of gaining "senior" agreement outside of Team or Service Management.

1.4 Information supplied to the conference will be managed by Kirklees Council and be subject to the local authority's data governance and information sharing procedures. The sharing of relevant information to safeguard adults and/or children at risk of harm or abuse will take place under the current Joint Multi-Agency Safeguarding Adults Policy and Procedure Sharing Agreement and Memorandum of Understanding.

1.5 Presentations to the conference should normally be made with the individual's consent unless:

- They lack capacity to make the relevant decision(s) and it is thought to be in their best interest⁴
- There is a vital or public interest, which makes it necessary to seek a multi-agency response.

¹ The Care & Support Statutory Guidance (Issued under the Care Act 2014) Department of Health October 2014

² Section 42 Care Act 2014

³ The "wellbeing principle" paragraphs 1.1 -1.6-chapter 1 Care and Support Statutory Guidance, Department of Health October 2014

⁴ Mental Capacity Act 2005 Code of Practice

2. Terms of Reference

- 2.1 The conference is collaboratively owned by participating agencies operating in Kirklees. It will be administered on behalf of the participating agencies by Kirklees Council, Adults, and Community Services, and chaired by a nominated senior officer from Adult Social Care.
- 2.2 The conference will consider case presentations for situations which have already been considered within partner agencies' risk assessment processes and/or the Self-Neglect Multi-Agency Meetings and there remains a significant risk arising from:
- Hoarding that has reach level 7 or above in the Clutter Image Rating Scale ([Kirklees Multi-Agency Hoarding Framework](#)).

This might also include:

- a) The meeting chair is concerned of a lack of progress
- b) Lack of progress identified at the Multi-disciplinary meeting
- c) Public safety remains a concern
- d) Lack of partnership engagement
- e) Disagreement on deployment of resources

3. The conference core membership

3.1 Named representatives from Kirklees Council form the conference

- West Yorkshire Police
- West Yorkshire Fire Service
- Kirklees Adult Social Care
- Locala CIC
- Calderdale and Huddersfield Foundation Trust
- Mid Yorkshire Hospitals NHS Trust
- South West Yorkshire Mental Health Trust
- Housing

3.2 Dependent on the nature of the referral to the conference, other partners who may be asked to attend could include⁵:

- Environmental Health Services
- Voluntary sector organisations
- Acute and Community Health Services

3.3 Conference members are to be of sufficient seniority to commit their agency to the actions agreed and ensure they are implemented following the meeting. If they are unable to attend they will brief a colleague who will deputise for them or if this is not possible they will alert the chair prior to the conference.

⁵ Neither exclusive nor exhaustive

- 3.4 A professional from the referring agency will normally make a case presentation, which will include a resume of actions already taken.
- 3.5 The person at risk of self-neglect may have an advocate who wishes to attend the meeting on their behalf.

4. Role of the Risk Escalation Conference

- 4.1 The conference will consider case presentations and will support partner agencies to work together with the aim to reduce and manage risks.
- 4.2 Suitable cases include those of greatest concern to the agency, which are particularly complex and have reached a “sticking point” through single or multi-agency action.
- 4.3 The conference will discuss the cases presented to them with a view to determining next steps.
- 4.4 The conference’s role is to challenge, advise and support the ‘presenting agency’ as well as identifying multi-agency solutions and action plans. The conference may assist with the coordination of cases where there are multi-agency barriers.
- 4.5 Ownership of cases and responsibility for taking forward actions remains solely with the practitioner/conference representative from the presenting agency.
- 4.6 It is assumed that each case will not need to return to the conference, please refer to item 5.9. The first five minutes of each conference meeting will hear a brief update on the cases presented at the previous meeting and the status. Should actions remain outstanding beyond an acceptable period, a summary of the continuing action plan will be requested.
- 4.7 A learning log of effective resolutions and other systemic learning, along with a record of the conference outcomes, will be maintained. The conference reps will be expected to share best practice or legal changes (especially within their specified field) with the rest of the conference.
- 4.8 The conference has no specific budgetary or official decision-making powers outside of each representative agency’s legal duties.

5. Referral and management of conference meetings

- 5.1 Referrals will be submitted at least 6 working days (8 calendar days) prior to each conference by email to kirklees.rec@kirklees.gov.uk. Please note that e-mails should be sent from a secure e-mail account.
- 5.2 The referral will be made on the form shown in Appendix 1. and will be completed by the referring agency. In addition, please submit the most recent risk assessment, risk management plan and actions already taken.

- 5.3 Agenda, papers, and identifiable information will be sent to conference representatives five working days prior to the conference. It is expected that the conference will read the submitted referrals in advance of the meeting.
- 5.4 Records of the meeting will be kept by the Kirklees Adult Safeguarding Service and actions in individual cases will be saved in the Adult Social Care information system (Currently CF6).
- 5.5 Meetings will be scheduled for a year in advance and will be held monthly.
- 5.6 In the event no referrals are received five working days in advance of the conference, the meeting will be cancelled. In exceptional circumstances additional meetings may be arranged at the discretion of the chair.
- 5.7 Each conference 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 case, followed by;
 - the agency's own view of risk and possible solutions and asking for the views of others
 - action log.
- 5.8 It is the responsibility of the conference chair to manage the conference meetings and support efforts to move cases forward, where possible. The decision for the resulting actions is the collaborative duty of the conference and not any one individual. Whilst the conference Administrator may request updates on actions agreed on behalf of the conference, it is the responsibility of the presenting practitioner/conference representative to ensure identified actions are implemented and followed up.

The conference may request that cases are re-called back should actions remain outstanding beyond an acceptable period.

6. Partnership

Agency representatives should always show respect and courtesy in their dealings with other members of the conference and those presenting cases, and seek to take a collaborative solution focused, problem solving approach to find ways of improving each individual case.

Appendix 1 - Kirklees Risk Escalation Conference – Referral form

To be completed when the Multi-disciplinary actions has found the risk to remain at a risk level of 4 or clutter score of between 7 to 9.

Personal details of the person referred

Name:

Address:

Date of birth or approximate age:

Has the person consented to the referral? Yes or No

If no, is the referral being made in their best interests? Yes or No

If yes, please attach the mental capacity assessment (where applicable)

If no, Is the referral being made in the public or vital interest? Yes or No

If yes, please give details:

Details of referrer (authorised by Multi-disciplinary chair)

Name:

Profession/role:

Name of referring agency:

Address:

Email:

Telephone number:

Manager's email:

List supporting documents, including Risk Assessments and Risk Management Plans:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Date(s) of Multi-agency meetings and the actions taken:

Reason for referral:

Please outline why a sticking point has been reached that requires multi-agency consideration at Risk Escalation Conference level. NOTE: the views of the adult **must** be included.