|  |  |
| --- | --- |
| **Terms of Reference** | |
| **Meeting name and purpose** | **Vulnerable Adults Partnership Triage Meeting**  The Vulnerable Adults Pathway delivers preventative safeguarding and aims to support the lead agency to case manage safely, with support from partner organisations.  The Vulnerable Adults Pathway consists of three stages:   * C-MARAC * VARM * VAP   The purpose of the Partnership Triage Meeting is to review referrals into the Vulnerable Adults Pathway, share information, consider risk and reach a multi-agency decision regarding the progression of cases into the pathway. |
| **Accountable to** | Rotherham Safeguarding Adults Board |
| **Membership -**  *Including statutory partner organisations* | South Yorkshire Police (SYP)  Rotherham, Doncaster, and South Humber Foundation Trust (RDASH)  Rotherham Council Adult Care and Integration (RMBC)  Rotherham Council Housing (RMBC) |
| *Key role involvement* | Those attending the Partnership Triage Meeting are required to:   * Understand the individual case. * Offer an organisational perspective. * Contribute to threshold discussions regarding the progression of cases into the Vulnerable Adults Pathway. |
| **Threshold Criteria** | Threshold criteria for C-MARAC and VARM will be met for a case to progress into the Vulnerable Adults Pathway. |
| **Referral** | A referral into the Vulnerable Adults Pathway is initiated by the organisation that initially identifies that current attempts to support a vulnerable adult are not working.  Only cases that are referred using the official Vulnerability Pathway Referral Form will be considered.  Fully completed referrals are to be submitted to:  vulnerability.referrals@rotherham.gov.uk  The bi-weekly Partnership Triage Meeting will determine which cases are accepted into the Vulnerable Adults Pathway. Written feedback will be provided to the referrer with a rationale in instances when cases are not accepted.  Any disputes are to be referred to as Stage 1 disputes and will be escalated to the RMBC Vulnerable Adults Professional Lead and SYP Safer Neighbourhoods Inspector via email in the first instance for consideration.  In the event that the dispute is not resolved at Stage 1 it can progress to a Stage 2 dispute and can be escalated to RMBC Head of Service for Safeguarding and/or the SYP Neighbourhoods Chief Inspector.  Their decision will be final. |
| **Meeting Chair** | Vulnerable Adults Professional Lead |
| *In absence of Chair* | Co-Chairs are SYP Safer Neighbourhoods Vulnerability Sergeant and Complex Lives Team Manager |
| **Meeting Coordination** | The meeting is coordinated by Business Support with oversight from the Vulnerable Adults Professional Lead and SYP Safer Neighbourhoods Vulnerability Sergeant.  Performance and quality assurance will be monitored by the Vulnerable Adults Professional Lead and SYP Safer Neighbourhoods Vulnerability Sergeant. |
| **Meeting aims** | The aims of the meeting are to –   * Review referrals into the Vulnerable Adults Pathway and reach a multi-agency decision regarding progression of cases into the pathway. * If a referral is accepted into the Vulnerable Adults Pathway, the Partnership Triage Meeting will determine whether the case progresses to C-MARAC, VARM or VAP. * If a referral is not accepted into the Vulnerable Adults Pathway, written feedback is provided to the referrer, including recommendations for next steps. |
| **Governance and escalation** | The Vulnerable Adults Professional Lead and SYP Safer Neighbourhoods Vulnerability Sergeant are responsible for escalating any issues, risks, or disputes to the Vulnerable Adults Panel (VAP), chaired by Rotherham Safeguarding Adults Board Manager.  Involvement, approach, and outcomes of the meeting will be answerable to representing organisations with scrutiny from the VAP. |
| **Recording/case management** | Business Support is responsible for recording the outcome of referrals into the Vulnerable Adults Pathway and providing written feedback to referrers when cases are not accepted into the pathway, with oversight from the Vulnerable Adults Professional Lead and SYP Safer Neighbourhoods Vulnerability Sergeant. |
| **Expectations and Responsibilities** | * Commitment to attending the bi-weekly Partnership Triage Meeting. * Understand threshold criteria. * Make risk-based decisions. * Positively challenge and support colleagues to achieve the aims of the meeting. * Meetings will follow a specific agenda, chaired by the Vulnerable Adults Professional Lead or SYP Safer Neighbourhoods Vulnerability Sergeant. * Implement the governance and escalation process. |
| **Key Deliverables / Outputs** (supporting documentation) | * Quarterly Report regarding the number of referrals accepted into the Vulnerable Adults Pathway and the primary identified vulnerability. |
| **Meeting Frequency** | Bi-weekly. |
| **ToR Review Date** | 6 months (from implementation) |