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| **Terms of Reference** | |
| **Meeting name and purpose** | **Vulnerable Adults Risk Management Meeting (VARMM)**  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 VARMM is to share information, identify solutions to reduce risk and co-ordinate activity across organisations, to address the needs of identified vulnerable adults (see threshold criteria).  The meeting provides a multi-agency response to escalating risk and/or the need for specialist intervention.  The responsibility to take appropriate action rests with individual agencies; it is **not** transferred to the VARMM or Chair. The role of the VARMM is to facilitate, monitor and evaluate effective information sharing and support planning for vulnerable adults at risk of serious harm or death. |
| **Accountable to** | Rotherham Safeguarding Adults Board |
| **Membership -**  *Including statutory partner organisations* | Named GP For Vulnerable Adults in Rotherham  NHS South Yorkshire ICB - Rotherham Place  Rotherham, Doncaster, and South Humber Foundation Trust (RDASH)  Rotherham Council Adult Care and Integration (RMBC)  Rotherham Council Housing (RMBC)  South Yorkshire Fire and Rescue (SYFR)  South Yorkshire Police (SYP)  The Rotherham Foundation Trust (TRFT)  Voluntary Action Rotherham (VAR)  Other partner agencies and voluntary organisations will play a vital role considered on a case-by-case basis, and will be invited when appropriate, including but not limited to:   * National Crime Agency (NCA) * Safer Rotherham Partnership (SRP) * Trauma and Resilience Service (TRS) * Rotherham Alcohol and Drug Service (provided by With You) * Probation |
| *Key role involvement* | Those attending a VARMM are required to:   * Understand the individual case. * Offer an organisational perspective. * Be at an appropriate level within their organisation to make decisions in respect of their service areas. |
| **Threshold Criteria** | Referrals to VARM are agreed via the bi-weekly Partnership Triage Meeting or C-MARAC. Therefore, the adult will meet the threshold criteria for C-MARAC.  Escalation to a VARMM occurs when:   * Level of complexity and/or risk requires more in depth problem-solving. * The vulnerable adult is at risk of serious harm or death. * More specialist support is needed. * C-MARAC involvement and/or previous interventions have not met the desired outcomes. |
| **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  A 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 Inspector, RMBC Safeguarding Strategic Lead. |
| **Meeting Coordination** | The meeting is coordinated by RMBC Business Support with oversight from the Vulnerable Adults Professional Lead.  The Vulnerable Adults Professional Lead will ensure that actions, leads and timeframes agreed in the meeting are documented by Business Support and shared with all attendees.  Progress against actions will be tracked by Business Support and monitored by the Vulnerable Adults Professionals Lead.  Performance and quality assurance will be monitored by the Vulnerable Adults Professional Lead. |
| **Meeting aims** | The aims of the meeting are to -   * Reduce risk and improve outcomes for individuals and for services. * Provide a balance of support for the vulnerable adult and the needs of the organisations involved. * Establish mental capacity and record when, where and by whom the capacity assessment was completed. * Review the support plan and identify alternative options to encourage the vulnerable adult to engage. * Provide a multi-agency framework with shared accountability to monitor and manage risks and record agreed outcomes. * Provide peer support to the lead agency to safely hold the case. * Identify service development to achieve the required outcome for the vulnerable adult. |
| **Governance and escalation** | The Vulnerable Adults Professional Lead is responsible for escalating any issues, risks, or disputes to the Vulnerable Adults Panel (VAP), chaired by the Rotherham Safeguarding Adults Board Manager.  Involvement, approach, and outcomes of the meeting will be answerable to representing organisations with scrutiny from the VAP.  The rationale to exit from the Vulnerable Adults Pathway must be recorded and agreed by each member of the meeting. Where there is disagreement, the case is to be escalated to the VAP by the Chair for a decision. Such cases will only be closed to the VARM process upon approval from the VAP. Similarly, in instances when the VARMM has exhausted all options, but high-risk remains, the case is to be presented to the VAP for decision.  Where movement or development of resources is required to meet an identified outcome, or there are disagreements within a VARMM, this will be referred to the VAP. |
| **Recording/case management** | The lead is responsible for case managing and recording on their organisations’ system.  An action plan will be maintained by RMBC Business Support with oversight from the Vulnerable Adults Professional Lead. |
| **Expectations and Responsibilities** | * Commitment to attend meetings, adding value to support the vulnerable adult, colleagues and the VARM process. * Commitment to being the lead organisation (as agreed via C-MARAC or VARM). * VARM Meeting to be convened within 2 weeks of approval by triage or C-MARAC. * Meetings will follow a specific agenda, chaired by the Vulnerable Adults Professional Lead. * Make risk-based decisions. * Delivery of identified actions. * For follow-up meetings, progress updates against actions to be submitted to the Co-ordinator by the specified deadline. * Positively challenge and support colleagues to achieve the aims of the meeting. * Implement the governance and escalation process. * Participate in audit, monitoring and review practices. * Implement learning from SARs. |
| **Key Deliverables / Outputs** (supporting documentation) | * Personalised Risk Management Action Plan * Self-Neglect and Hoarding Risk Matrix * Case Management Records * Quarterly Report |
| **Meeting Frequency** | The initial VARM Meeting will be held within 2 weeks of the case being approved for VARM.  The urgency of the meeting will depend on the vulnerability of the individual and the availability of the professionals required – all meetings will be virtual to aid this.  The necessity of a review meeting should be discussed and decided whether required, with a recommendation of being no later than 8 weeks following the initial VARM Meeting. |
| **ToR Review Date** | 6 months (from implementation) |