



Radars Terms of Reference

Version 3.3

February 2023



Version Control

Version number	Author	Date	Amendment
RADAR ToR v1.0 Final	Beverly Cartwright	22 April 2016	Created
RADAR ToR Draft v1.1 June 2017	Beverly Cartwright	June 2017	Amended
Radar ToR Draft v1.2 June 2017	Beverly Cartwright	June 2017	Amended
Radar ToR Draft v1.3 Oct 2017	Beverly Cartwright	Oct 2017	Amended
Radar ToR V3.1	Tahera Chaudhrey & Susan Shannon	Sept 2022	Amended following Radar review partner consultation survey (May 2022) and forums (June/July/Sept 2022), feedback from forum members, chairs, and Sumaiya Sufi/Karen Thompson
Radar Tor V3.2	Tahera Chaudhrey & Susan Shannon	Dec 2022	Amended to include details on conflict and potential conflict of interest
Radar Tor V3.3	Tahera Chaudhrey & Susan Shannon	Feb 2023	Amended to address PPG queries. Agreed with Sumaiya Sufi/ Karen Thompson



In line with the Care Act 2014 (updated March 2016), the Lancashire Safeguarding Adults Board (LSAB) member organisations have committed themselves to the prevention of abuse and neglect and the improvement in the quality of care delivered to adults with care and support needs.

Radar was introduced, with the shared purpose and the aspiration of multi-agency partners working collaboratively, to address issues of concern about commissioned adult care providers to achieve sustainable improvements in safeguarding vulnerable adults from abuse and neglect and improving health and care outcomes for people.

Radar depends on multi agency partners working together equally, operating a collective model of accountability and decision-making that works through difficult issues where appropriate. The Radar process supports integration of learning, quality improvement and compliance systems, through sharing of evidence and insight.

This Terms of Reference sets out the approach agreed between the place-based partnerships and organisations within the Lancashire local authority boundary. This document should be read in conjunction with the Radar Operating Procedure.

1. Overall Purpose Statement

Radar is a confidential, multiagency, collaborative information sharing group. There are 4 Radar groups across Lancashire; three focus on residential and nursing home provision based on the geographical areas of North, Central and East and a County group with a remit for services that provide care in the community. The groups receive information from a variety of sources where concerns have been identified regarding residential, nursing and community care providers. The information received will inform decisions about how best to support providers who have been identified as requiring improvement.

2. Membership

A nominated representative, with decision making authority, from:

- Lancashire County Council (LCC):
 - Health and Residential Settings Team (HRS)
 - Contract Management Team
 - Safeguarding Team
- Integrated Care Board (ICB)
- Commissioning Support Unit Contract Management (CSU)
- Care Quality Commission (CQC)
- Lancashire Fire & Rescue Service (LFRS)

Each member organisation should have a named deputy who is fully briefed and able to provide updates.

Other members will be co-opted as appropriate, and with prior agreement of the Chair, when local knowledge, *specialist expertise* and input is required.



Other co-opted members could include.

- LCC Adult Social Care
- LCC Learning Disability & Autism, Mental Health
- LCC Care Settings Intervention Team (CSI)
- Healthwatch Lancashire
- LCC Occupational Therapy Peripatetic Service
- Other Healthcare Provider Organisations – Care Home Support Teams, Medication Optimisation Teams, PCNs
- Neighbouring Authorities – Blackburn, Blackpool, South Cumbria,
- Lancashire Police
- Could we add NorthWest Ambulance Service and refresh the invite to them.
 - (This list is not exhaustive)

Currently the CSU act as a conduit for feedback from Community Health Teams, such as Continuing Health Care and Community Mental Health Team

The safeguarding team from LCC will act as a conduit for feedback from Lancashire Constabulary

ICB will provide a clinical perspective and act as a conduit to direct clinical matters through to the appropriate health services

LCC will bring a social care perspective and act as a conduit to direct social care matters through social care services

3. Roles and Responsibilities of Group Members:

- Residential - Chaired by LCC, with Vice Chair from the ICB¹. Community – Chaired by LCC and Vice Chair from LCC or ICB.
- A single member from each organisation has a responsibility to attend and bring relevant information relating to quality and safety of individual providers.
- Members to only share information in relation to concerns around quality and safety of services (including where there are serious concerns and multiple safeguarding alerts), individual services users should not be discussed.
- Members must complete actions in a timely manner and understand that actions not completed may be escalated within each organisation where required
- Members are required to challenge discussions or decisions in a constructive manner.

¹ Where there are two ICBs represented at a Radar group, the vice chair role will rotate as per a locally agreed schedule.



- Members are required to provide the note taker succinct and pertinent organisational/team updates to agenda items prior to Radar meetings, as requested and no later than 2 working days prior to Radar. At the chairs discretion, where updates cannot be provided prior to meetings; representatives may send the updates to the minute taker immediately after meetings.
- Any member can inform the Chair in advance of intelligence received, and request inclusion on the agenda for that provider to be discussed.
- The purpose of the information sharing is to triangulate presented information and intelligence to inform decision making and next steps, which may include escalation as per the *Adult Social Care policy for managing service provider quality and performance in commissioned services*.
- All members to retain accountability and responsibility to escalate and action significant concerns through appropriate procedures and processes.
- The Chair or Deputy chair will liaise with other Radar chairs, Blackpool, Blackburn with Darwen and South Cumbria where appropriate.

4. Quorum:

One representative from ICB or CSU.

One representative from LCC Safeguarding Adults

One representative from LCC Contract Management Team/Health & Residential Settings

5. Attendance

Attendance for quorate member organisations should be 100% and other member organisations to be 80% in a calendar year.

6. Governance

This group is not formally constituted. The group exists under the line management arrangements of Lancashire County Council for the purposes of sharing information about the providers it contracts with or those providers that it does not contract with but provide services to vulnerable people.

Information regarding themes, trends and lessons learned from Radar activity, will be reported to the Quality Sub- Group of the ICB regulated care workstream, the Lancashire Safeguarding Adults Board and wider partners to inform practice learning and commissioning.

The Safeguarding Adult Leadership group will report to the Lancashire Safeguarding Adults Board on Radar activity through routine quarterly reporting.



7. Frequency

Monthly meetings, subject to capacity

8. Confidentiality

The meeting and the issues discussed are confidential to the members of the meeting and the agencies they represent. There may be the need to, in appropriate circumstances, share information in the interests of safeguarding adults and for the purpose of improving standards in the health and care sector, but information should be shared as part of an action plan as agreed within the Radar meeting.

A conflict of interest is when an individual's personal interests, family, friendships, financial, or social factors could compromise their judgment, decisions, or actions. It is accepted that information shared at this meeting may create a conflict of interest or a potential conflict of interest for some members of the meeting.

Any conflict or potential conflict of interest, this includes pecuniary (financial) and non-pecuniary (private or personal) should be highlighted to the Chair in advance of the meeting or as soon as the information is known. The member can either send a deputy to the meeting or the member will step out of the meeting (leave the room) when the item/provider is to be discussed. Once the item has been concluded they can then resume the meeting thereafter.

In the case where radar chair has a conflict or potential conflict of interest for that item/provider they would leave the room and the deputy chair, will step into the chair role for that item only. Once the item has been concluded they can resume the meeting as chair.

The group needs to be mindful of the importance of reputation for providers. It must be recognised that this meeting is not for holding providers to account. If this is required, it should be done through the appropriate contractual and safeguarding processes.

This meeting is convened to improve the safety of services through early information sharing and intervention within appropriate systems e.g., regulation, quality monitoring, safeguarding and other governance systems. Information from this meeting (including notes and relevant sections of notes) can be shared by attendees as part of their role to achieve this aim.

Radar members are expected to adhere to confidentiality/information sharing procedures as per LSAB safeguarding procedures. Secure email will be utilised as a rule given the business sensitive nature of the information being exchanged.

9. GDPR/FOIs

Radar (operates as a partnership), it is not subject to Freedom of Information request, but it should be noted that each public authority will be. For the purposes of simplicity, all Freedom of Information requests regarding multi agency working are to go to the



Chair who will be responsible for liaising with the appropriate organisation to agree how the request will be responded to and who will be responsible for actioning.

10. Meeting Notes

LCC will be responsible for administration. Meeting minutes will carry appropriate protective markings and be distributed to representatives in advance of the next meeting, at least two weeks before. Representatives are responsible to share, as appropriate, within their organisations only. Any request to share notes outside of organisations present at a meeting must be agreed with the chair.

11. Review of Radar Terms of Reference

These terms of reference will be reviewed and updated in light of experience, learning and changes in legislation or significant organisational change and within 12 months of last review.

