Dear XXXXXX,

Following your expression of interest, I would like to formally commission your services on behalf of the Bury Safeguarding Adults Board as Independent Author, Report Writer and Chair in respect of the Safeguarding Adult Review INSERT REF

The commissioning arrangements are as follows:

The BSAB Business Unit will provide business support which includes dealing with all enquiries, arranging for partner agencies to complete relevant documentation, compiling agendas, taking minutes and arranging meetings as required. Your named BSAB contact will be XXXXXXX. Contact details as follows:

E-MAIL:XXXXXXXXX

TEL: XXXXXXXXXX

Your BSAB contact for this review can advise on presentation and composition of the Overview Report if required and in consultation with members of the review panel.

As Independent Author you will be expected to:

* Attend and Chair all Case Review Panel Meetings.
* Develop Terms of Reference specific to the particular case in consultation with the Review Panel.
* Work with and report to the Review Panel for the case, who will fulfil the role of project board, at agreed intervals.
* Where appropriate, liaise and consult with the family of the adult, chairs of parallel reviews, and others who may have significant information to share.
* Work with the Review Panel to appropriately challenge and scrutinise individual agency practice, identify lessons to be learned and put forward recommendations for the BSAB.
* Work with the Review Panel to ensure that any issues of information sharing and confidentiality are discussed and agreed prior to any disclosures being made.
* Write an overview report, identifying specific, measurable, achievable realistic and time bound outcomes.
* Work with the Review Panel to ensure that the report accurately and comprehensively reflects the issues and themes pertinent to the particular case
* Present the completed report, as agreed, to the BSAB
* Liaise with agencies involved in parallel process as appropriate e.g. Independent Police Complaints Commission, Domestic Homicide Reviews, Child Safeguarding Practice Reviews, Coroner’s Inquests

As report writer you will be expected to:

* Liaise with the Independent Chair or Adults Case Review Subgroup Chair as appropriate
* Prepare draft and final report
* Make any amendments as identified by the review panel to said reports following quality assurance process.
* The agreed fee will be £XXX per day, which includes travel within the commissioner’s area and in normal working hours. Please itemise your hours when you submit your invoice. You will receive payment 30 days after the submission of your invoice.
* The agreed timeframe for the review expects completion by XXXXX; should the review be subject to delays, you must inform the Safeguarding Partnership Manager that the review timescales may not be met at the earliest opportunity and agree a new completion date.
* Should there be a disagreement about the quality and content of the work, a meeting will be convened to discuss a plan for resolving the issue. The Independent Chair of the BSAB and BSAB members retain the right to accept or reject the final report.
* Information associated with this Safeguarding Adult Review will remain the property of BSAB.
* Present the completed report to the Coroner’s Inquest, as required.

Please sign and date the declaration shown at the end of this letter indicating that you will comply with all of the commissioning arrangements contained in this letter and return this to XXXXX.

Please contact me if you need clarification on anything contained in this letter.

Yours sincerely

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| **Declaration:** | | |
| I, XXXXXX, will comply with all the commissioning arrangements referred to in this letter | | |
| Signature: |  | (Independent Reviewer) |
| Date: |  | |
|  | | |
| Signature: |  | (BSAB Partnership Manager) |
| Date: |  | |