



High Risk Panel

Terms of Reference

Hounslow's Safeguarding Adults Board Partnership

Hounslow High Risk Panel

Terms of Reference

1. Background

The Care & Support Statutory Guidance (Issued under the Care Act 2014)¹ states that (paragraph 14.2) safeguarding duties apply *to those unable to protect themselves from either the risk of, or the experience of neglect and abuse* and, in that context (paragraph 14.112) that the Safeguarding Adults Board will have positive means of addressing issues of self-neglect. The guidance acknowledges that self-neglect is challenging and needs to be addressed amongst professionals and the community more generally.

This function is encompassed in the council's duty to promote the wellbeing² of the residents of the London Borough of Hounslow where their needs do not meet the criteria for adult safeguarding³.

The panel has been established following a workshop to look at a multi-agency way of supporting work on complex and high-risk cases of self-neglect.

Partner agencies remain responsible for delivering services to the people with whom they are in contact. The panel 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 mechanism 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.

Information supplied to the panel will be managed by the London Borough of Hounslow and be subject to the borough's data governance and information sharing procedures. Presentations should normally be made with the resident's consent unless:

1. They lack capacity to make the relevant decision(s) and it is thought to be in their best interest⁴
2. There is a vital or public interest⁵, which makes it necessary to seek a multi-agency response.

The panel is collaboratively owned by participating agencies operating in Hounslow. It will be administered on behalf of the participating agencies by Hounslow Council, Adult Social Care.

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

² The "wellbeing principle" paragraphs 1.1 -1.6-chapter 1 Care and Support Statutory Guidance, Department of Health October 2014

Hounslow's Safeguarding Adults Board Partnership

The London Fire Brigade offers support to colleagues working in the local community where hoarding is felt to have reached level 5 in the clutter index shown in appendix 1. The person's address (with no other identifying information) should be emailed to communitysafety@london-fire.gov.uk. A fire officer will then call the referrer. All cases of level 5 and above should be escalated to High-Risk Panel if the situation continues.

2. Nature of Referrals

The panel will consider case presentations for situations which have already been considered within partner agencies risk assessment processes and there remains a significant risk arising from:

1. Hoarding that has reach level 7 or above in the Clutter Index⁶ shown in appendix 1 .
2. A significant fire risk. This might include
 - a. evidence of cigarette burns to clothes or bedding
 - b. residence displays evidence of small burns or fires
 - c. unsafe storage of inappropriate flammable liquids or gases
 - d. where the person's ability to identify and manage a fire risk is impaired by a lack of decision-making capacity, by physical or sensory disabilities or substance misuse
 - e. Person uses oxygen equipment and/or petroleum-based emollient creams and is a smoker
3. Self-neglect which is having a significant effect⁷ on the individual's ability to manage their:
 - a. personal care and hygiene
 - b. home environment
 - c. activities of daily living such as shopping
 - d. health conditions
 - e. finances
4. Rough sleeping and street homeless where engagement is difficult and risks are assessed as very high

3. The panel core membership

Named representatives from the following agencies form the panel

- London Fire Brigade
- Adult Social Care, Hounslow Council
- Hounslow Housing, Hounslow Council
- Local NHS Acute and community Trusts

Dependent on the nature of the referral to the panel other partners who may be asked to attend could include:

⁶ International OCD Foundation, Hoarding Centre, Clutter Image Rating

⁷ Naik, Lai, Kunick & Dyer 2006

Hounslow's Safeguarding Adults Board Partnership

- Metropolitan Police Service
- Psychology/ Hounslow Learning Disabilities Service
- Voluntary sector organisations
- Environmental Health, Hounslow Council

If members 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 panel.

A professional from the referring agency will normally make a case presentation and will invite, or instruct the chair in advance, which other parties need to be present.

4. Role of the panel

The panel will consider case presentations and will support partner agencies to work together with the aim to reduce and manage risks.

Suitable cases include those of greatest concern to the agency, which are particularly complex and have reached a "sticking point" through single-agency action.

The panel will discuss the cases presented to them with a view to determining next steps. The panel's role is to constructively challenge, advise and support the 'presenting agency' as well as identifying multi-agency solutions and action plans. The panel may assist with the co-ordination of cases where there are multi-agency barriers.

The panel has no specific budgetary or official decision-making powers.

5. Referral and management of panel meetings

Cases should be emailed to the Hounslow's High Risk Panel email address: highriskpanel@hounslow.gov.uk in advance of the panel but can be done right up to the day before the meeting should an urgent situation arise. This information will be sent to panel members at least one day before the meeting by Hounslow's Safeguarding Adult's Board Business Manager.

The email should contain a completed referral form (appendix 2). Referrers will need to evidence that they have followed a multi-agency risk assessment and risk management process and considered relevant escalation pathways prior to referral to the High-Risk Panel.

Actions arising from the case discussion will be noted on LAS and/or Health Records.

There may be instances when actions are emailed securely to the referrer's email address.

Local agencies may choose to implement internal referral procedures.

Hounslow's Safeguarding Adults Board Partnership

The panel will meet virtually via Microsoft Teams, monthly and will be scheduled a year in advance.

Each panel will receive a maximum of 5 cases, allocating a 15-minute slot to present, discuss and agree actions on each case. The 15-minute slot should consist of:

- A presentation of the case with the agency's own view of risk and possible solutions and asking for the views of others
- Agreement of actions.

The chair is not responsible for ensuring that identified action points are correctly followed up. It is the responsibility of the presenting practitioner/the panel representative to ensure identified actions are implemented and followed up.

6. Partnership

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

7. Review

To be reviewed in January 2026

Hounslow's Safeguarding Adults Board Partnership

Appendix 1 – Clutter Index

Clutter Image Rating Scale: Kitchen

Please select the photo below that most accurately reflects the amount of clutter in your room.



1



2



3



4



5



6



7



8



9

Please rate the photo above that most accurately reflects the amount of clutter

1	2	3	4	5	6	7	8	9
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Hounslow's Safeguarding Adults Board Partnership

Clutter Image Rating: Bedroom

Please select the photo that most accurately reflects the amount of clutter in your room.



1



2



3



4



5



6



7



8



9

Please rate the photo above that most accurately reflects the amount of clutter

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Hounslow's Safeguarding Adults Board Partnership

Clutter Image Rating: Living Room

Please select the photo below that most accurately reflects the amount of clutter in your room.



1



2



3



4



5



6



7



8



9

Please rate the photo above that most accurately reflects the amount of clutter

1	2	3	4	5	6	7	8	9
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Appendix 2

Hounslow High Risk Panel – Referral form

Please read High Risk Panel Terms of reference before filling in form.

Personal details of the person referred

Name:

Address:

Date of Birth or approximate age:

Type of dwelling:

Privately owned? Yes/ No

If no, name and address of landlord/ Housing Association:

Are there any confirmed/ suspected mental health issues? Yes/ No

If yes, please provide details.

Is there a currently or has there previously been a support package in place?

Yes/ No

If yes, please provide details.

Has the person consented to referral

If no, is the referral be made:

- In their best interests: Yes/ No

If yes please attach the mental capacity assessment.

In the public or vital interest: Yes? No

If yes please give details.

Details of the person making the referral:

Name: Profession:

Name of referring agency:

Address:

Email address:

Telephone number:

Managers name and email:

Date of the referral:

Supporting documents (please attach):

Please provide details of the following:

1. Mental Capacity Assessment completed in relation to the presenting problem and the outcome.

MCA dated: dd/mm/yy

2. Latest needs assessment, where available.

Assessment dated:

3. Safeguarding referral (where available) in relation to the presenting problem and the outcome.

SG referral dated: dd/mm/yy

Reason for referral: please outline why a sticking point has been reached that requires multi-agency consideration (*if hoarding please also fill in clutter index at bottom of form*)

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