

## Work plan 2016-2017

### Strategic Aim 1 – Accountability and leadership

**SAB Priority 1.1 Ensure the effectiveness and transparency of the SAB to oversee and lead adult safeguarding and the prevention of abuse**

**Desired outcome for clients: Confidence in Multi-agency safeguarding responses, and safeguarded from abuse and neglect**

Action / Measure	Lead	Timescale	Progress as of December 16	RAG
Oversee and lead on adult safeguarding activities that contribute to prevention of abuse, regularly reviewing priorities and SAB membership. This will be evidenced by participation, challenge and transparency in SAB meetings and by holding annual Business planning day	SAB	Ongoing	Business planning day held September 2016, with subgroup work-plans updated.	G
Ensure SAB budget plan reflects fair and appropriate partner contributions, evidenced by a report on budget spend given annually.	SAB	July 2016	Core SAB partners contributing to the budget. Review and negotiation of contributions for 2017-18 underway.	G
Annual report, strategic plan and relevant documents to be available on SAB web page.	SAB	July 2016	SAB website up and running with documents included for transparency amongst professionals and the public alike.	G

<p>Work of the SAB to be fully informed, owned and driven by a Multi-agency approach, and client experience and voice.</p> <p>This is by way of multi-agency chairing of subgroups, and evidenced by the TOR for each subgroup including 6 and 12 month milestones, with regular feedback to the SAB on progress.</p>	<p>PQA / CCS AN / Ops</p>	<p>October 2016</p>	<p>PQA chaired by Police, CCSAN by Healthwatch, Ops subgroup by ASC.</p> <p>SAB to review effectiveness of current chairing arrangements and progress made in October 2016.</p> <p>Work-plans refreshed.</p>	<p>G</p>
<p>Consider SAB Peer review to reflect commitment to continual improvement and transparency. Success criteria for this action will reflect a focus on development needs within this review and a clear plan of how improvements will be made by all agencies.</p>	<p>SAB</p>	<p>March 2017</p>	<p>The peer review process is progressed via ADASS and we have yet to be advised of their review schedule.</p>	
<p>Develop strategic learning across agencies, boards and borders, learning from national best practice and Safeguarding Adults Reviews (SAR). Learning from recent Multi-agency review to be carried forward by way of learning events.</p> <p>This will be evidenced by an open and honest culture, and attendance at learning sessions.</p>	<p>Ops / PQA / Training</p>	<p>Ongoing</p>	<p>Topic based multi-agency workshops have commenced.</p> <p>Further roll out to be taken forward by Training subgroup.</p> <p>Learning briefings to continue following any SAR or Multi-agency review, and consideration to be made of academic research and evaluation that could be utilised.</p>	<p>G</p>

**Strategic Aim 2 – Policies, procedures and Care Act implementation**

**SAB Priority 2.1 Ensure Section 42 safeguarding arrangements are in place under the Care Act, with appropriate feedback and review arrangements**

**Desired outcome for clients: Desired outcomes advocated for and proportionate responses given**

Action / Measure	Lead	Timescale	Progress	RAG
<p>Ensure SAB members are aware of and carrying out their responsibilities under the Care Act to Safeguard Adults.</p> <p>This will be demonstrated by ensuring the self audit tool to be completed by members is up to date and consistent across Sussex, and an action plan will be monitored by the SAB to ensure compliance and improvement.</p> <p>Multi-agency case audits will be undertaken regularly to address and monitor areas identified as requiring improvement.</p>	Ops / PQA	October 2016	<p>An updated Sussex wide Self audit tool for strategic and organisational safeguarding arrangements was completed and discussed at the SAB in April 16. The PQA subgroup is reviewing progress made by agencies for amber and red areas identified.</p> <p>Learning from the Multi-agency safeguarding case audit has been taken forward through the PQA, and training subgroups.</p>	G
<p>All agencies sign the Information sharing protocol and embed its use in multi-agency safeguarding. This will be evidenced by way of audit returns, case audits and successful development of a multi-agency data set.</p>	PQA	October 2016	<p>Majority of SAB members have signed up to the protocol – outstanding actions followed through by PQA subgroup.</p>	G

<p>Sussex Safeguarding Adults Policy and Procedures to reflect up to date guidance, case law and legislation and enable staff to undertake Care Act safeguarding duties effectively. This will be evidenced by feedback gained from professionals and clients.</p>	<p>SAB</p>	<p>March 2017</p>	<p>Edition 3 of the procedures now available online, that include latest Care Act statutory guidance.</p> <p>Edition 4 of the procedures is underway, planned for April 17, and will involve a consultation process from professionals and clients/carers.</p>	<p>G</p>
<p>Annual review of procedures, or when significant national updates occur, will involve statutory partners of the SAB, to provide opportunity for changes needed and create audit trail.</p>	<p>Ops / Sussex Policy and Procedures subgroup</p>	<p>March 2017</p>	<p>Sussex wide subgroup now in place consisting of statutory SAB members.</p>	<p>G</p>
<p>Review SAR referral and panel process, to ensure increased awareness, accountability and transparency in referral and decision making processes are achieved. This will be in line with regional development work, by maintaining contact with regional networks.</p>	<p>PQA</p>	<p>July 2016</p>	<p>Monthly East Sussex Case Review group now in place to consider all SAR referrals.</p> <p>Interim amendments to SAR policy agreed by SAB, while full review of policy underway, led by West Sussex SAB. Expected in Autumn for comment.</p>	<p>G</p>

Ensure the voice and views of clients within safeguarding enquiries are heard, including when client's lack capacity, by way of appropriate Advocacy and support arrangements being in place. This will be regularly monitored via Ops subgroup, which includes the advocacy commissioner, provider, and practitioners where required.	Ops	Ongoing	Commissioning and provider arrangements for advocacy in place.  Referral rates to continue to be monitored via Operational practice subgroup.	G
<b>SAB Priority 2.2 Develop clear mechanisms for responding to and monitoring quality concerns</b>				
<b>Action / Measure</b>	<b>Lead</b>	<b>Timescale</b>	<b>Progress</b>	<b>RAG</b>
Review the model of responding to quality concerns initially involving ASC, Health and Commissioners, with outcomes on effectiveness reviewed by the SAB.  A successful model will demonstrate relevant partners responding and reacting appropriately to quality concerns alongside established Section 42 arrangements.	Ops	July 2016	A review of the ASC Quality Monitoring Team has taken place to appropriately respond to Safeguarding Concerns as well as a developmental approach.  Multi-agency Quality meeting takes places alongside immediate operational responses.	G
Address gaps regarding information sharing by agencies, in line with Care Act requirements, by way of developing a Multi-agency data set.	PQA	September 2016	Development underway via PQA subgroup.	A

Monitor the use of information and its strategic application through audits, client feedback and national returns.	PQA	Ongoing	Discussions to be held via PQA sub group and fed back to SAB.	G
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### Strategic Aim 3 – Performance, Quality and Audit

**SAB Priority 3.1 Focus on personalising and integrating safeguarding responses, and measure safeguarding outcomes that bring safety and people’s wishes together**

**Desired outcome for clients: Offered choice and control in safeguarding responses**

Action / Measure	Lead	Timescale	Progress	RAG
<p>Embed outcomes focused engagement with clients through the Making Safeguarding Personal (MSP) roll-out.</p> <p>This will be achieved by reflecting the ‘story’ behind the outcomes in reporting arrangements, such as case audits, and client feedback.</p>	Ops / PQA / CCSAN	Ongoing	<p>Workshops and training emphasise MSP approach with case study learning.</p> <p>Multi-agency audits to include a focus on MSP – last audit demonstrated the MSP approach was starting to embed more widely in practice with desired outcomes being sought at the start of the safeguarding enquiry.</p>	G
Raise awareness of Network meetings as part of a safeguarding response, evidenced by an increase	CCSAN / Ops	October 2016	Network meetings and referral process was	G

<p>in referrals, and evaluate the impact these interventions make.</p>			<p>discussed at the SAB in April 16 – review to be carried out in Autumn with outcomes to be brought to SAB in January 17.</p>	
<p>Consider opportunities to promote effective risk assessment and decision making at initial concern stage.</p>	<p>Ops</p>	<p>October 2016</p>	<p>ASC visited the Children’s Multi-Agency Safeguarding Hub (MASH) in East Sussex to consider opportunities in Adult services, and agreed that referrals from the MASH relevant to ASC would go through Health and Social Care Connect (HSCC) for screening and appropriate action. MASH has been briefed on referral process for HSCC.</p> <p>Data will be collated to inform future planning alongside integration opportunities.</p>	<p>G</p>

## Strategic Aim 4 – Prevention and engagement

**SAB Priority 4.1 Allow the voice of clients, carers, and the local community to be heard in safeguarding policy and practice**

**Desired outcome for clients: Influence over service delivery**

Action / Measure	Lead	Timescale	Progress	RAG
Clients and Carers to be involved in the work of the SAB, by way of attendance and contribution in the CCSAN.	CCSAN	Ongoing	Healthwatch continue to chair the CCSAN.  Carer representation now in place. Client representation to be taken forward by the CCSAN.	A
Client feedback to be obtained and presented to SAB, by way of regular updates from the CCSAN, and Healthwatch attendance at SAB meetings.	CCSAN / PQA	Ongoing	Updates to SAB and Healthwatch attendance in place.	G
Feedback from CCSAN members to be incorporated into SAB annual report and strategic plan that are to be published.	CCSAN	July 2016	Feedback sought.	G
SAB to increase Lay member representation, by way of further recruitment in 2016. This will be undertaken through Healthwatch.	SAB	October 2016	Recruitment of Lay member has occurred.	G

<p>Develop and promote use of website and social media to increase engagement with public and accessibility of the SAB.</p> <p>Success criteria will reflect an accessible and interactive website, and social media linked with all partners for consistent safeguarding message.</p>	SAB	October 2016	<p>Website in place – requires further promotion.</p> <p>Social media to be developed for further community engagement.</p>	G
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**SAB Priority 4.2 Ensure that people are aware of safeguarding and know what to do if they have a concern**

Action / Measure	Lead	Timescale	Progress	RAG
<p>Continue safeguarding training sessions for primary care, and evaluate impact by way of monitoring safeguarding referral rates.</p> <p>Success criteria would reflect an increase in referrals from primary care from April 2016 compared with previous year.</p>	PQA/Training subgroup	July 2016	<p>Three training sessions held as of April 2016 with further sessions planned. Update to the SAB to be given in January 2017.</p> <p>Referral rates decreased as of April 16.</p>	A
<p>Continue 'Don't turn your back on abuse' campaign, by way of social media, leaflets and posters.</p> <p>Evaluate impact of campaign by monitoring safeguarding referral rates, and the number of questions and queries raised by the public and professionals.</p>	SAB	July 2016	<p>Safeguarding week from 29<sup>th</sup> February promoted this safeguarding message and included multi-agency partners.</p> <p>Further campaign being</p>	G

			planned for February 2017.	
Revise SAB web content for clear information for the public.	SAB	May 2016	SAB website to be in place.	G
SAB to take part in roadshow planned by Healthwatch in July 2016, as another mechanism to raise public awareness of Safeguarding.	CCSAN	July 2016	Complete. 105 contacts (conversations and information giving) during the 5 days of the roadshow.	G
Distribute Sussex wide easy read safeguarding leaflet, developed in partnership with the three Sussex SABs and include this resource on SAB Website.	SAB/CCSAN	July 2016	Complete.	G

**SAB Priority 4.3 Ensure transition arrangements from Children's to Adult services, for those at risk of Child Sexual Exploitation, are addressed in a multi-agency context.**

Action / Measure	Lead	Timescale	Progress	RAG
All agencies to raise awareness of CSE amongst Adult services staff, by way of briefings and training	Ops	March 2017	Online training for CSE has been circulated again for increased awareness	G
ASC to review its involvement in the Multi Agency CSE (MACSE) group	Ops	October 2016	Following an audit of cases involving transition arrangements from Children's services to ASC, a new post has been created and is	G

			situated within Children's services.	
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## Strategic Aim 5 – Integration/Training and workforce development

### SAB Priority 5.1 Ensure that all people involved in safeguarding have the appropriate skills, knowledge and competencies

Desired outcome for clients: Consistency received in safeguarding responses

Action / Measure	Lead	Timescale	Progress	
SAB members to adopt National Safeguarding Competency framework within induction and ongoing supervision arrangements, as evidenced by audit returns.	Ops	October 2016	SAB members have received the competency framework and encouraged to adopt with staff.	G
Training subgroup to oversee and implement training strategy covering new categories in the Care Act, and multi-agency learning opportunities.	Training subgroup	Ongoing	Training subgroup now established. Human Trafficking training promoted.	G
Sussex links to be made by training subgroup for specific topic areas, including self neglect awareness and training.	Training subgroup	October 2016	Self-neglect multi-agency training has been rolled out and well attended and received.	G

<p>SAB to take active part in a review of Domestic Abuse and Sexual Violence training, in partnership with the LSCB and Safer Communities partnership. Consider re-branding of training to reflect all three partnerships to increase number of adult services staff attending the necessary training and consider use of staff survey to feed into training development.</p> <p>Refreshed training to include a focus on older people experiencing domestic abuse and appropriate interventions</p>	SAB/Training subgroup	September 2016	<p>Kwango online training being updated, ready for October 16.</p> <p>Updated face to face training to be available from January 17.</p>	G
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**SAB Priority 5.2 Ensure clear links exist between Partnership Boards with accountability arrangements documented and understood to avoid duplication of work-streams**

Action / Measure	Lead	Timescale	Progress	RAG
<p>Develop protocol for safeguarding relationships, including the SAB, LSCB, Safer Communities, Children’s Trust Board and the Health and Wellbeing Board.</p> <p>This is to clarify priorities, accountabilities, and joint working opportunities, such as with CSE, Domestic Abuse, and Modern Slavery</p>	PQA	October 2016	<p>Draft protocol was presented at the SAB in October 16.</p> <p>Being presented to HWB in January 17.</p>	G

**Key:**            SAB            Safeguarding Adults Board;            PQA            Performance, Quality & Audit Sub-group  
                           Ops            Operational Practice Sub-group;            CCSAN            Client & Carer Safeguarding Advisory Network