

Brighton and Hove Safeguarding Adults Board Business Plan 2009/11 UPDATED 06.12.10

Action	Date to complete	Target Completion Date and Key Milestones		Sub group and Lead Officer(s)	Standard 3, 6 and 10 SVA National Framework	Green Achieved Amber Ongoing Red Pending
			Progress			
Objective 1 – All citizens to be able to access information about how to gain safety from abuse and violence, including information about the local multi-agency safeguarding procedures.						
1.1 Launch a Prevention Strategy and action plan for prevention of adult abuse, which links with Risk Policy and Self Neglect Guidance, as well as incorporating the ongoing Dignity Campaign work	April 2011	Prevention Strategy to be approved by all organisations represented at the SAB. Increase public awareness of the safeguarding process, demonstrated by an increase in safeguarding referrals from non professionals	Draft Prevention Strategy Sub group meeting 12.1.11 Awareness campaign to be planned.	Michelle Jenkins/Sara Fulford		ongoing
1.2 Create a new social work post, whose main purpose is to lead on the implementation of carers' needs, assessment/reviews and other interventions across a range of services – both internal and external to BHCC – in order to improve the support delivered to carers.	April 2011	Continue to monitor alerts raised by and regarding carers, with aim to show increase		Karin Divall/David Jennings		achieved
1.3 Day Services 'Choices' to offer 'Feeling Safe at Home and in the Community' to people with learning disabilities	End Oct 2010	People with learning disabilities to feel more confident in knowing how and where to gain support if they experience harassment – feedback from course participants	Course started, evaluation to be completed on completion of first course with attendees.	Naomi Cox		ongoing
1.4 Safeguarding training programme to include course for managers of services/teams on raising awareness of safeguarding	April 2011	Vulnerable people to feel more confident and knowledgeable on how and where to gain		Tim Wilson/Michelle Jenkins/Annette Kidd		ongoing

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for people who use services.		support if they experience abuse and harassment – increase in self referral for safeguarding alerts. Focus on data from clients with mental health needs.				
1.5 Produce information to aid the understanding of vulnerable people regarding the safeguarding investigation process	April 2011	Monitor feedback from audit of vulnerable people who have participated in the safeguarding process, aim to collate learning and use to update safeguarding action plan.	Draft written – to go to sub group on 12.1.11	Prevention and Dignity sub group		ongoing

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Objective 2 – Engagement of service users and carers as key partners in all aspects of safeguarding work						
2.1 Engage with Gateway Providers so as to link to equalities groups and existing service user forums, in order to promote awareness across vulnerable groups about how to keep themselves safe, and also gather views about the safeguarding process	Dec 2010	Links to have been made with Gateway Providers, and input sought regarding raising awareness, and any material produced communicating with the public	Invited to sub group 12.1.11	Prevention and Dignity Sub Group		Ongoing
2.2 Ensure service users and their carers have participation in outcomes of investigations, and can feedback their views	Jan 2010	Develop audit tool for use following investigation process so vulnerable people's input can be monitored. Systematic user feedback to be in place and informing the audit process		Quality Assurance sub group		Ongoing
2.3 Complete Equalities Impact Assessment for safeguarding work	October 2010	Equalities Impact Assessment completed and recommended actions identified	Draft completed	Michelle Jenkins/Katie Sweeney-Ogede		Ongoing
2.4 Invite a representative from the Community and Voluntary Sector Forum to be a SAB member	Dec 2010		Representative from LINK attending 6.12.10	Denise DeSouza		Achieved
2.5 An audit of current use of advocacy in safeguarding work to be completed	Dec 2010	Audit undertaken, and recommended actions identified		Michelle Jenkins		Ongoing

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			Progress			
Objective 3 – All work, by all partner organisations, undertaken in relation to adults safeguarding is of the highest quality and is based on best practice, in line with the multi-agency procedures.						
3.1 Sussex multi agency procedures to be reviewed Agree definitions and thresholds	Nov 2010	Letter from Chair SAB to Chairs for SAB East & West Sussex – by 30.11.09 Proposal from Consultancy for update and create web based access and updates	Achieved 01.12.09 Proposal agreed. Work in progress, Working draft 15.12.10	SAB Chair		Ongoing
3.2 Hold Multi Agency Safeguarding Adults conference. To focus on service user experience in 2010	April 2011	Monitor feedback from audit of vulnerable people who have participated in safeguarding process, aim to collate learning and use to update safeguarding action plan	Programme agreed, invites sent out 23.10.09 Conference held 03.12.09 Conference 2010 on agenda SAB 07.06.10	Workforce Development and Training		Achieved 2009 To be updated for planned Conference 2010
3.3 Implement Training Strategy and Competency Framework	1	See Training Strategy 09/10 Competency Framework to be completed and implemented Agenda for SAB 01.03.10	Competency Framework consultation completed in ASC Dec 09 Agreed at SAB 01.03.10	Workforce Development and Training		Achieved
3.4 Define practice and recording standards and ensure these are understood by all investigating officers and investigation managers.	March 2011	Clear standards in place that are understood by staff reflected in consistency of practice		Quality Assurance sub group		ongoing

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To link to the Competency Framework.		and recording as monitored through audits and supervision				
3.5 Strengthen and refocus existing case file audit regime, to ensure that any variability in practice and recording is identified and swiftly tackled.	Oct 2010	More robust audit regime that supports and evidences consistency in practice and recording	Audit of audits completed Nov 10. Feedback to SAB 6.12.10	Quality Assurance sub group		ongoing
3.6 Management oversight if safeguarding work will be strengthened, to ensure that interventions are only closed once positive outcomes and the mitigation of risk have been secured	Oct 2010	Improved outcomes for service users and risk mitigated as evidenced through audit and monitoring processes	As above	Quality assurance sub group		Ongoing
3.7 Involve a cross section of staff in improvement planning activities, so that their suggestions for change, and ownership of the agenda are secured	Oct 2010	Staff sessions to support improvement completed and their input into the process is confirmed		Quality Assurance sub group		ongoing
3.8 Agree quality assurance processes and data requirements for work completed under the Mental Capacity Act	Dec 2010	Monitor data collected and quality audits through MCA/DoLS Group, aim to collate learning and use to update safeguarding action plan	To start Jan 11 in sub group	Mental Capacity and Deprivation of Liberty Safeguards Monitoring and Development Group		ongoing

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			Progress			
Objective 4 – Key agencies responsible for safeguarding adults to work in partnership, to have a consistent and co-ordinated approach to safeguarding adults in the City						
4.1 Agree recommendations from SAB review. Confirm Strategic Plan and reporting arrangements. Agree SAB TOR To review the Safeguarding Adults Board and arrangements for Chair	Dec 2010	Finalise SAB 30.11.09 Review completed and recommendations identified	Achieved	S.A.B - Chair		Achieved For review SAB 06.12.10
4.2 Explore links to Safeguarding Boards in East and West Sussex, such as formal sharing of action plans, and learning from Serious Case Reviews	Dec 2010	Report to Board on recommended actions	Agreed formal sharing of SCR's with East and West Sussex with Leads. Letter from Director to confirm.	SAB Chair		ongoing
4.3 Each partner agency to have a set of internal guidelines, consistent with the multi-agency procedures, which set out the responsibilities of all workers to operate within it	April 2011	Guidelines in place, and reported to SAB Chair	SDHT – Safeguarding Policy ratified May 10	SAB Chair		Ongoing
4.4 Establish a multi-agency Quality Assurance sub group to the Safeguarding Board, to analyse the findings from audit reports and data reports	Dec 2010	Sub Group established, and quarterly reports made to Safeguarding Board	Pending	Michelle Jenkins		Ongoing
4.5 Establish a multi-agency Prevention and Dignity sub group to the Safeguarding Board to action the work plan from the Prevention Strategy	Dec 2010	Sub Group established, and quarterly reports made to Safeguarding Board	Meeting 12.1.11	Michelle Jenkins/Sara Fulford		Ongoing

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4.6 Ensure links with Domestic Violence action planning, and Community Safety Team	April 2011	Strategies and Action Plans linked	To be updated	Michelle Jenkins/Linda Beanlands		ongoing

