

Brighton and Hove Safeguarding Adults Board Action Plan April 2011 – April 2013

Action	Date completed	Key Milestones		Sub group and Lead Officer(s)	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. Standard 3,6 and 10 National Framework					
1.1 Prevention Strategy and action plan to be in place and regularly updated for safeguarding adults at risk in the City. To link with Risk Policy and Self Neglect Guidance, as well as incorporating the ongoing Dignity Campaign work, and Community Safety Strategy and Personalisation agenda (Think local, Act personal).		1. Prevention Strategy and Action Plan to be in place and agreed by SAB 2. Increase of public awareness of the safeguarding process, demonstrated by an increase in safeguarding referrals from non professionals 3. Self Directed Support Service to have clear safeguarding processes in place. Data to be monitored on SDS and safeguarding alerts and investigations.	1. Prevention Strategy in draft April 2011 1.7.11 Prevention Strategy and action plan to be shared with all organisations represented at the SAB. 2. April 11 draft poster completed. For consultation. Posters to be launched following consultation. 3. Audit and data available is used to monitor quality of SDS service. Safeguarding input to tender process for SDS service Further consideration of data relating to SDS and safeguarding investigations to ensure relevant data can be collected and analysed.	Abuse Prevention and Dignity Sub Group	Ongoing
1.2 Information and advice is available to assist people to keep themselves safe, to understand the investigation process if required, and to access post abuse support.		1. Produce information to aid the understanding of adults at risk regarding the safeguarding investigation process	1. Draft written – to go to sub group May 11 – draft leaflet with Design Team, for circulation for comment June 11 Improve website.	Prevention and Dignity Sub Group	Ongoing

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		<p>2. Ensure sexual assault centres, rape crisis advice and guidance, and domestic abuse services are accessible for adults at risk.</p> <p>3. Identify peer support, which organisations are able to provide peer support services. Encourage survivor's stories to be told and heard.</p> <p>4. Council website Safeguarding page to be redesigned to ensure clear and easy to access information.</p>			

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Objective 2 – Engagement of service users and carers as key partners in all aspects of safeguarding work Standard 11 National Framework					
2.1 Safeguarding process to be empowering for people involved		<p>1. People to feel stronger and more confident as a result of actions and interventions, having had as much control and choice as possible.</p> <p>2. Develop involvement of adults at risk and their carers in the work of SAB through the active participation of the LINK and Older People's Council and others in audit and monitoring processes, and in development of guidance and procedures.</p>	1. Revision of multi agency procedures to ensure message of empowerment and control to adults at risk informs practice –June 11	Prevention and Dignity Sub Group	Ongoing
2.1 Adults at risk have full participation in outcomes of investigations, and can feedback their views		1. Audit tool for use following investigation process. Feedback to be reported to SAB and reflected in training and procedures	June 11 – draft process to GM meeting	Head of Assessment Safeguarding Adults Manager	Ongoing

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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. Standard 1,5,7 and 9 National Framework					
3.1 Sussex multi agency procedures in place and able to be updated following audit, Serious Case Reviews and national requirements. Effectiveness to be monitored by SAB.		1. Web based procedures in final version, update arrangements in place. 2. 'Lessons learnt' reported to SAB and reflected in procedures and practice. 3. Links in procedures to Pan Sussex agreed guidance. 4. Quality assurance through audit process, reported to SAB. 5. Assurance of effectiveness of SAB, and annual report. 6. Information pack and induction process for all new SAB members.	1. Consultation period ended 31.3.11. Aim planned launch June 11. 2. Update process to include how 'lessons learnt' will be included in changes to procedures and practice. 4. Method for undertaking multi agency audit to be considered, and yearly independent audit process, including audit of effectiveness of SAB.	Safeguarding Adults Manager	Ongoing
3.2 Practice and recording standards are understood by all involved in safeguarding investigations work. To link to the Competency Framework.		1. Training Strategy 2011 to be in place. Training programme to reflect national and local changes.	1. April 11, training has been updated and linked to Competency Framework. New training programme for 2011 agreed. May 11 – review 2010 training strategy, including training figures. Include in annual report June 11	Training Sub Group	Ongoing

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		<p>2. Yearly Conference to be held</p> <p>3. Training programme for ASC senior managers.</p> <p>4. Review of documentation used to ensure fits with changes in procedures and practice.</p> <p>5. Health Investigation Officer role to be agreed.</p> <p>6. Continue to increase numbers of accredited trainers and offer updates for their development</p>	<p>2. Booked 21.3.12.</p> <p>3. Planned summer 2011, programme agreed and trainer identified.</p> <p>4. Word docs completed and tested, for SPFT. To be launched May 2011</p>		
3.4 Work completed under the Mental Capacity Act meets required practice standard across all settings		Quality audits in place for assessments undertaken. Data collection and analysis in place.	May 11 audit being undertaken in ASC. Recommendations to be reported to SAB.	Mental Capacity and Deprivation of Liberty Safeguards Monitoring and Development Group	Ongoing
3.5 Work completed under the Deprivation of Liberty Safeguards meets statutory requirements in both care home and hospital settings		<p>1. Increase awareness of DOLS in hospital settings</p> <p>2. Increase numbers of DOLS assessments across care provision.</p>	1. All hospitals and care homes in Brighton & Hove to receive further information about DOLS within 11/12.	Mental Capacity and Deprivation of Liberty Safeguards Monitoring and Development Group, PCT Quality Board+ Safeguarding Board	Ongoing

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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 Standard 2,4 and 8 National Framework					
4.1 All partner organisations 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		The Safeguarding Adults Board to ensure that all agencies internal safeguarding procedures are compliant with the Sussex multi-agency policy and procedures, and that there is supporting evidence of staff being accountable for receiving and understanding the procedures. Safe recruiting processes are in place	June 2011 – for review All statutory agencies to complete an annual safeguarding evaluation for the annual report June 11.	SAB Chair	Ongoing
4.2 Identification of areas for improvement in safeguarding practice and prevention through analysis of data and trends, and complaints and incidents		Areas for improvement identified and inform training and practice.	May 2011 - Data collected for annual report. Analysis of data for prevention work, training and practice development.	Abuse prevention and Dignity Sub Group Training Sub Group	Ongoing
4.3 Safeguarding work and plans to link with other relevant work being completed within CYPT, Community Safety Team, Health Trusts, Police and National changes.		1. Safeguarding Adults Manager to keep updated of National arrangements and update locally as required 2. Links to Children's Services	1. To attend SE Leads meeting 2. Children's and Adult's Leads to present annual reports to SAB and	Safeguarding Adults Manager	Ongoing

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		3. Links to Community Safety	LSCB 3. Safeguarding Adults Manager to attend Disability Hate Crime/Incident Steering Group. Safeguarding Adults Manager to represent ASC at MARAC, and ensure file tagging completed. Community Safety Strategy to be presented at SAB Linked Domestic Violence training to be in place.			
		4. Health Trusts and Police	4. Safeguarding Adults Manager to attend steering/operational groups for Sussex Police and Health Trusts.			