



*Safeguarding  
is everybody's  
business*

# **East Riding Safeguarding Adults Board Business Plan 2017/18.**

## **Introduction**

The purpose of this business plan is to set out how the East Riding Safeguarding Adults Board (ERSAB) partnership will together deliver its published multi-agency safeguarding strategy to protect adults at risk of harm 2016-2019.

The annual business plan is structured around the ERSAB's 9 objectives outlined within the board's strategy and listed below:

1. To embed the Making Safeguarding Personal approach within all partner organisations.
2. To fully integrate the Care Act 2014 into all safeguarding in the East Riding.
3. To maintain responsiveness to application changes in the Mental Capacity Act.
4. To incorporate emerging issues in other areas that impact on adult safeguarding.
5. To Increase service user and carer involvement.
6. To seek better evidence of how the Board is making a positive difference for adults at risk of harm.
7. To increase the Board's knowledge of the whole social and health care market.
8. To work more closely with communities.
9. To increase the focus on people who receive services in their own homes.

The business plan is a live document and will stand for the duration of the strategy but will be refreshed on an annual basis with new initiatives/projects added. Completed projects or initiatives that are sufficiently embedded to end will be removed from the plan and their success reported in our annual reports.

This plan is our 2016/17 version lists the work we have said we will deliver or begin this year.

Progress against the plan will be reported to the ERSAB bi-annually also by exception and within our annual report.

### **RAG Rating Key**

Red= Work not started or not sufficiently embedded to provide confidence it will reach completion; Amber= working towards completion with sufficient confidence that the work will reach a completion; Green= work complete or if ongoing process or procedure it is sufficiently embedded to meet stated objective.

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**Strategic Objective:****1. To embed the Making Safeguarding Personal approach within all partner organisations.**

No	Name of Partner	Task to help achieve objective	Lead Person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
1	<b>ERSAB Support</b>	Design & deliver multi-agency MSP training for partners.	JH			<u>April 2017</u> Humber/Hey/CHCP/ERYC agreed to be part of task & finish group. LT via L&D group to oversee.		
2	<b>ERSAB Support</b>	Develop MSP leaflets for: <ul style="list-style-type: none"> <li>• Service User</li> <li>• Easy read version</li> <li>• Professionals</li> </ul>	MC			<u>April 2017</u> Mencap/BMU/SAT/LH (Ind Provider)		
3	<b>ERYC BMU</b>	Continue to support the 'Independent Provider' sector to adopt & embed the MSP principles.	DM			<u>April 2017</u>		
4								

**Strategic Objective:****2. To fully integrate the Care Act 2014 into all safeguarding in the East Riding.**

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	R A G
1	ERSAB Support Function	Engage with prisons within the East Riding				<p><b><u>Carried forward from 2016/17</u></b></p> <p><b><u>May 2016</u></b> Prior to the merging of Everthorpe &amp; Wolds Prisons engagement with Everthorpe on the SAB had been good for several years, including governor attendance at SAB &amp; prison staff trained to deliver relevant training within prisons. Following a change of Governor and the merging of the two prisons contacts were lost and engagement fell away during 2015/16</p> <p><b><u>November 2016</u></b> Contact made with HMP Full Sutton Close Supervision Centre via Jeanette Bragg Jones &amp; Ian Walton. Initial meeting planned 13/12/16.</p> <p><b><u>December 2016</u></b> Meeting 21/12/16 with Rob Jenkinson HMP Humber agreed SAB membership &amp; support in developing training for staff.</p> <p><b><u>March 2017</u></b> This work began well but due to changes within the prison staff and significant resource challenges it stalled towards the end of 2016/17. This will be carried over to 2017/18</p> <p><b><u>April 2017</u></b></p>		
2	ERSAB Support Function	Engage with colleges within East Riding.				<p><b><u>Carried forward from 2016/17</u></b></p> <p><b><u>January 2017</u></b> This action came onto the work plan December 2016 and initial contact has been attempted with Bishop Burton College, awaiting a response.</p> <p><b><u>February 2017</u></b> Meeting agreed with Bishop Burton (Ann Paling) date to be agreed. Update Meeting arranged 21/02/17 East Riding College. Initial contact details provided for East Riding</p>		

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	R A G
						<p>College by ERCB, Helen Wooldridge - Director of Learner Services, Planning &amp; Diversity. Email: helen.wooldridge@eastridingcollege.ac.uk Tel: 01482 390840. Meeting to be arranged</p> <p><u>Update</u> Meeting arranged 27/02/2017 with Helen Wooldridge Lesley Hawkins (Client Services and Enrichment Manager, and also Designated Safeguarding Officer) and Melanie Brown (Guidance and School Liaison Manager</p> <p><u>Update</u> Meeting took place. Procedures in place but discussed less formal arrangements to SAB membership to be agreed.</p> <p><b>March 2017</b> Initial contact and engagement commenced, needs further work during 2017/18</p> <p><b>April 2017</b></p>		
<b>3</b>								
<b>4</b>								
<b>5</b>								

**Strategic Objective:**

**3. To maintain responsiveness to application changes in the Mental Capacity Act.**

No	Name of Partner	Task achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
1								
2								
3								

**Strategic Objective:****4. To incorporate emerging issues in other areas that impact on adult safeguarding**

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
1	ERSAB Support Function & ERYC	Develop multi-agency guidance for staff on Self Neglect & Hoarding to include service users who have and have not got mental capacity.	TC&CB	March 2017		<p><u>Carried forward from 2016/17</u></p> <p><b>October 2016</b> CB is providing oversight on this work now and has asked for it to be prioritised for completion by November 16. Wider consultation will follow with partners by the end of November. This guidance will now due to significant overlaps also include the review of the VARM protocol.</p> <p><b>November 2016</b> Due to staff sickness this work has temporarily stalled</p> <p><b>January 2017</b> Draft document reported as almost complete and ready for consultation. Work has proved more complex than anticipated as a result of its broader focus and impact on 'high risk' service users.</p> <p><b>March 2017</b> This work will be carried over to 2017/18</p> <p><b>April 2017</b></p>	Approved by ERSAB	
2	ERYC& ERSAB Support Function	Review & relaunch VARM process.	TC&CB	March 2017		See Above October Entry	Approved by ERSAB	
3								
4								

**Strategic Objective:**  
**5. To Increase service user and carer involvement.**

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
1	SAT	Explore opportunities to seek feedback on service users' experience of Safeguarding process via the MSP data.	AM	2016/17		<p><b><u>Carried forward from 2016/17</u></b></p> <p><b><u>October 2016</u></b>            Significant work has taken place with the SAT over the last 6 months to establish a process of recording measurable feedback following an enquiry. Work continues to formalise this process to enable the capture of consistent data to enable measurement and analysis of data.</p> <p><b><u>December 2016</u></b>            During Dec SAB Chair spent time with the SAT and their manager to provide support advice and guidance on process. Assurance obtained on MSP working practices minor issues on recording practice to be ironed out</p> <p><b><u>January 2017</u></b>            MSP outcome data now supplied to SAB quarterly, further monitoring to continue to ensure recording practice becomes embedded within SAT standard operating procedures.</p> <p><b><u>February 2017</u></b>            It has been agreed that the SAT Care Coordinator will be following up on recommendations made during an enquiry and will seek more longer-term feedback from person/advocate regarding the safeguarding involvement and the impact, if any, upon their lives. The care co will update AIS with a case note and update any protection plan.</p> <p><b><u>March 2017</u></b>            Progress made but not yet sufficiently embedded. Carry forward to 2017/18</p> <p><b><u>April 2017</u></b></p>		



No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
2	ERSAB Support Function	Deliver 2016/17 SAB MSP Workshop Action Plan						
3	ERSAB Support Function	Developing cooperative working relationships with Service Users & Carers groups			•			
4								

**Strategic Objective:**

**6. To seek better evidence of how the Board is making a positive difference for adults at risk of harm.**

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
1	<b>ERYC Adult Services</b>	Further refine MSP data collection at a service user level that measures if agreed outcomes achieved.	AM			<u>April 2017</u>		
2	<b>ALL SAB Partners</b>	Deliver Service User story to SAB meeting	TC			<u>April 2017</u>		

**Strategic Objective:****7. To increase the Board's knowledge of the whole social and health care market.**

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	R A G
1		Develop low level 'soft' intelligence database for professionals for issues concerning health and social care providers that may place adults at potential risk of harm.			Identification & clarification of existing sources of intelligence.	<p><b><u>Carried forward from 2016/17</u></b></p> <p><b><u>April 2016</u></b> A provider meeting does take place with Health representatives &amp; the BMU further clarity required regarding membership &amp; ToR.</p> <p><b><u>November 2016</u></b> Meeting continues to take place concerns expressed by CB at SARG that ToR still not clear and risk of duplication and inefficient use of resources. Review to take place on how this fits into the bigger picture.</p> <p><b><u>January 2017</u></b> This piece of work has stalled and will need to be refocussed and prioritised for 2017/18. Intelligence sharing is happening but it appears to lack coordination and necessary structures to make the process effective and efficient.</p> <p><b><u>February 2017</u></b> Initial scoping begun by TC &amp; MC meeting arranged with BMU to explore existing informal arrangements. Further meetings with other partners to be arranged, initial focus will be with CCG.</p> <p><b><u>March 2017</u></b> Not delivered to be carried forward into 2017/18</p> <p><b><u>April 2017</u></b></p>		
2					Explore & report opportunities to provide connectivity of the various	Not Started		

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
					sources			
3					Agree protocol for the sharing of intelligence	<u>Not Started</u>		
4					Explore the potential to bring together low level intelligence into a single repository.	Not Started		

**Strategic Objective:****8. To work more closely with communities**

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
1	ERVAS & SAB Support Function	Secure resource to lead on developing engagement & co-production opportunities with the Community & Voluntary Sector.	TC&SB			<p><b><u>Carried forward from 2016/17</u></b></p> <p><b><u>April 2016</u></b> TC remains member of the Voluntary Sector Steering Group.</p> <p><b><u>October 2016</u></b> A bid to the PCC for funding a part-time worker within ERVAS to take forward the adult safeguarding agenda within the CVS failed. Awaiting feedback from PCC's office before deciding next steps.</p> <p><b><u>January 2017</u></b> PCC has ported the 2017/18 community safety fund to the local CSP future bids to seek funds to develop this area of work will need to be made to ER CSP. TC to discuss with SB ERVAS</p> <p><b><u>March 2017</u></b> This was not achieved work to be considered as part of work for 2017/18</p> <p><b><u>April 2017</u></b></p>		
2	ERSAB Support Function	Maintain current levels of communication and network involvement with existing engaged groups.				<b><u>April 2017</u></b>		
3	ERSAB Support Function	Take part in public Events/Fairs to raise public awareness of Adult safeguarding.	MC&JH	Ongoing		<b><u>April 2017</u></b>		



**Strategic Objective:**

**9. To increase the focus on people who receive services in their own homes.**

No	Name of Partner	Task to achieve objective	Lead person	Target date for completion	Milestones (steps along the way to the target)	Progress	How achievement measured	RAG
1								
2								
3	All SAB Partners	Identify & agree additional tasks necessary to deliver objective.	MB	Oct 2017		<p><b>January 2016</b></p> <p>The SAB did not identify or request any further work in this area other than to present 2016/17 NHS Digital data when available. Monitor &amp; report local data as available for 2016/17.</p> <p>Carry forward to 2017/18</p>		