



*Safeguarding
is everybody's
business*

East Riding Safeguarding Adults Board Business Plan 2015/16.



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 2013-2016.

The plan is structured around the four themes of Prevention, Protection, Leadership/Partnerships and Accountability/Quality Assurance contained within the ERSAB strategic plan.

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 2015/16 version it is our first statutory plan following the Care Act 2014 and lists the work we have said we will achieve by March 2016. Progress against the plan will be reported to the ERSAB on a quarterly basis and within our annual report.

East Riding Safeguarding Adults Board Business Plan 2015/16						
Strategic Theme.	Our Commitment is to:	What will we do?	Progress	Lead	When	RAG
1. PREVENTION	1.1. Raise community awareness of safeguarding and the role of the community in safeguarding 'Adults at Risk of harm	I. Develop more productive links with East Riding Voluntary Action Service to engage with the Community & Voluntary Sector	<p><u>Update 28/07/15</u></p> <p>TC & JL are working with CVS partners through the Voluntary Sector Steering Group with a view to developing a CVS Sub-Group of the SAB. The plan is that this group once established will also take on some service user engagement work.</p> <p>MC is taking other work forward with staff from ERVAS, she has attended all the local Community Links events around the county and we have CVS training scheduled for Oct & Nov 2015.</p> <p>(Links to 3.3)</p>	TC & JL	Quarter 3&4 2015	A
		II. Develop & Deliver Marketing & Communication plan	<p><u>Update 28/07/15</u></p> <p>Workshop took place on 15/06 hosted by the LA press office and attended by media colleagues from the partner agencies..</p> <p>Follow up meeting took place on 28/07 led by TC with all partner agency press office representatives to explore the development of a media/communication protocol. A draft plan was shared and is awaiting responses from those that attended.</p>	TC	Ongoing 2015/16	A

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	1.2. Assure workforce competence and the ability of staff and volunteers to safeguard Adults at Risk of harm	Undertake a Safeguarding Training Audit within SAB partner agencies.	<u>Update 28/07/15</u> Work allocated to Tng Sub group	TNG Sub-Group	Quarter 3 15/16	R
		I. Develop a Safeguarding Refresher Training Course	<u>Update 28/07/15</u> A pilot course was delivered but the demand for future courses does not appear to be there, this issue will be delegated to the Training Sub-Group for further consideration.	TNG Sub-Group	Quarter 3 15/16	A
		II. Develop Safeguarding Adult Review (SAR) Training Framework	<u>Update 28/07/15</u> This piece of work was delegated to the Training Sub-group at its meeting on 28/05/15. KI has met with partners to establish what is available, no further progress made.	TNG Sub-Group	Quarter 3/4	R
	1.3. Make available multi-agency 'Management Information' to assist the strategic management of the SAB by members.	I. Develop further the agreed SAB outcome focussed Performance Dashboard	<u>Update 28/07/15</u> The LA performance team has changed and the new staff are picking this work up again. A draft report was submitted to the MIG at the end of July on Q1 data and feedback was provided. The Management group will continue to shape this agenda.	TC with ERYC	Quarter 2	R

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PROTECTION	2.1 Seek assurance that all safeguarding enquiries meet the statutory requirements of the Care Act 2014.	Develop an agreed way of conducting safeguarding enquiries with all SAB partners'	<u>Update 29.07/15</u> Agreed at MIG on 29/07/15 SAT team to share their revised set of paperwork which is compliant with Care Act requirements, with all partner agencies. In this way all partner agencies will begin to move towards a consistent set of paperwork.	LH	Q 3/4	A
	2.2 Seek assurance that safeguarding concerns are addressed, proportionately, in the right place, at the right time, by the right service.	i. Review the Safeguarding Risk Management Framework.	<u>Update 28/07/15</u> Initial meeting took place earlier this year and some issues were raised which it hoped will be clarified following meeting with Claire Crawley (DH lead on Safeguarding) at a meeting scheduled for 15/09	TC	Quarter 3 2015	A
3. LEADERSHIP, ENGAGEMENT & PARTNERSHIP	3. 1. Seek assurance that all SAB partners work together to embed new Care Act Safeguarding arrangements within their organisation.	i. Partners to refresh their 2014/15 Safeguarding Self Assessment submission.	<u>Update 28/07/15</u> <u>Timeframe</u> 30 th April-Send out agreed self assessments for refresh 29 th May-All refreshed assessments returned 01-19 June-Initial review of assessment 25 June-MB & TC review assessments 14 th July MB & TC Challenge 1 15 th July Challenge 2 <u>Update 28/07/15</u> All self assessments were returned and MB selected a number of agencies to attend a professional challenge meeting with himself &	MB/TC	Quarter1 15/16	G

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			TC. Public Health has yet to have their meeting which is scheduled for 12/08. Individual agencies have had their feedback MB is developing some generic feedback to share with everyone.			
		II. Consider external peer led assessment	<u>Update 28/07/15</u> Not yet progressed due to significant change in all SAB member organisations	MB	Quarter 4 15/16	Not Rated
		III. Evaluate progress of implementing MSP with all partner organisations	<u>Update 28/07/15</u> MB has proposed and it has been agreed that a MSP sub-group of the SAB be established. LH has agreed to chair the group which is to be used to support all partner agencies in delivering the necessary outcomes to make safeguarding personal. Not yet progressed	MB/TC LH	Quarter 3 15/16	Not Rated
		IV. Review Integrated Multi-Agency Safeguarding procedures (Including Alert form) in light of the Care Act & other operational developments.	<u>Update 28/07/15</u> The multi-agency procedures refresh/update is complete and they are published on the SAB website www.ersab.org.uk Refresh of the new alert form is progressing well including the update of the electronic alert form. Work will be completed by 01/09/15	MC/TC	Quarter 1 2015/16	A

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		V. Review all Information Sharing agreements in the light of the Care Act 2014.	<p><u>Update 28/07/15</u></p> <p>Signatories to the Humber wide Tier 1 agreement have been reviewed; York NHS Teaching Hospital has now come on board as a signatory. Work remains to be done to get the Vale of York CCG signed up to the agreement.</p> <p>Initial development of Tier 2 agreements for the SARG & QA group is reaching completion. Documents will shortly be circulated for comment.</p>	MB/TC	Quarter 3 2015/16	A
	3.2 Provide strategic leadership & direction that delivers the necessary statutory outcomes of the Care Act 2014.	I. Develop a new SAB Strategy for 2016-2019	<p><u>Update 28/07/15</u></p> <p>SAB Strategy workshop took place on 15th July 15, work is underway to pull together outcomes and move to the next phase which will include public consultation. MB & TC to meet 12/08/15</p>	MB/TC	2015/16	A
	3.3 Involve people who use our services and their carers in improving the safeguarding of adults at risk of harm.	I. Work with multi agency partners and other interest groups to develop a public consultative/engagement process for the SAB.	<p><u>Update 28/07/15</u></p> <p>JL has agreed to work with the CVS steering group to develop this area and establish a further sub-group of the SAB. (See 1.1)</p>	TC/JL	Quarter 4 2015/16	A
	3.4. Involve the Independent providers of services in partnership safeguarding activity.	Promote safeguarding training and the SAB amongst the Independent providers of adult social	<p><u>Update 28/07/15</u></p> <p>Discussed at MIG 28/07 agreed that SAB support officer to provide regular attendance at the Care Sector Forum, hosting a stand at the event to raise</p>	TC & DM	Quarter 3 15/16	A

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		care'	awareness of the SAB work and speaking on issues at the request of the BMU Manager.			
4. ACCOUNTABILITY & QUALITY ASSURANCE	4.1 Provide assurance that the SAB governance and reporting arrangements are open transparent and reported to our communities.	<ul style="list-style-type: none"> I. Report progress and outcomes to: <ul style="list-style-type: none"> HCWB HC & WB OSC ERYC CMT & SMT ER CSP . 	<p><u>Update 28/07/15</u></p> <p>MB is re scheduled into the HC & WB OSC for scrutiny MB attends the other groups listed as required and to present the a copy of the annual report to provide accountability.</p>	MB	Ongoing 2015/16	A
		<ul style="list-style-type: none"> I. Produce & Publish Annual Report: <ul style="list-style-type: none"> Share with partners. Publish on public website. I. Report in newsletter 	<p><u>Update 28/07/15</u></p> <p>Annual report text for 2014/15 will be circulated to partners during August for sign off prior to typesetting etc.</p>	TC	Q2 2015/16	A
	4.2 Ensure that the ERSAB has a scalable effective and efficient process for conducting Safeguarding Adult Reviews	<ul style="list-style-type: none"> Review the new Safeguarding Adult Review toolkit developed during 2014/15 	This work is scheduled to commence in Q4	MC/TC	2015/16	Not Rated