



LSAB Business Plan 2015-18

Updated March 2016

Key Priority 1

Multi – Agency Responsibility and Accountability

Outcomes

Core duties in relation to the Care Act 2014 are delivered; quality and outcome of this work is evidenced; service user and carer perspectives influence change in practice; MCA is embedded

Service users and carers are at the centre - Making Safeguarding Personal is embedded in practice

Service users and carers who are self neglecting are supported appropriately

The LSAB understand and are able to effectively respond to domestic abuse, radicalisation, modern slavery, self neglect, adult sexual exploitation

Think Family, become more effective and efficient (continue to develop collaboration with LSCB to improve practice, share learning and reduced duplication of work)

Improved understanding of the consequences and impact on social care and health services

caused by the increase in safeguarding cases (links to key priority 3)

Be forward thinking, predicting and responding to safeguarding issues

Development mechanisms for getting feedback on the effectiveness of the Board

Issue	Sub group or Lead	Action	Completion Date	Progress (RAG)
	MSP task and finish	Multi-agency policy and procedures reviewed to encompass MSP – Policy revised - references to person centred approach and outcomes.	Apr-15	Update Sept 15: All complete
		Audit of test bed sites	Jul-15	Complete
		Action plan in place for roll out of MSP approach to all teams.	01/08/2015	Complete
		Review Procedural Timescales – Revise the 2 day decision rule in relation to MSP	Dec-15	Complete
	NEW MSP task and finish	NEW Review Board performance indicators and procedures re 2 day decision	June 2016	Update March 16: Discussion held at Board Business morning. Overview paper to go to March Board .

1. Making Safeguarding Personal is embedded in practice

MSP task and finish	Information available for adults at risk/ family/carers on the safeguarding process	Jun-16	Update March 16: Draft information leaflets shared with MSP group. Easy read versions being prepared. Final version of leaflets to be shared with Board – June 2016.
MSP task and finish	Quarterly progress report on MSP work programme updates to LSAB	Mar-16	Update Dec 15: Ongoing
QAAPM	Provide assurance that MSP is embedded through multi-agency audit	Sep-16	Update Dec 15: Not due – action assumed in MSP task and finish group action plan Update March 16: Audit to go out in April.
AEC	Review of how to capture outcomes and service user and carer experiences	Dec-15	Update Sept 15: Agreed new way forward
NEW AEC	Initial 6 month report on new process to capture outcomes and service user and carer experiences	Sep-16	Update March 16: Karyn has begun using the new process. Report due to June 2016 LSAB

2. Policies and procedures are embedded in practice	Business Support Manager	Board to be assured that Multi agency policies are disseminated on emonth after any are approved at LSAB	Ongoing	<p>Update Dec 15:Dissemination lists to be maintained by Business Support Manager when revised policies are emailed out in Feb 2016.</p> <p>Update March 16: lists maintained, partners need to ensure they respond.</p>
3. Multi-agency and single agency safeguarding policies, procedures and protocols are compliant with legislation and guidance (Care Act 2014)	P&P	Ensure multi-agency policies, procedures and protocols are Care Act 2014 compliant	June 2016 for all	Update March 16: In progress
	QAAPM	Implement assurance arrangement identified in the dissemination and implementation plan to provide the LSAB assurance that single agencies of the Board and sub groups are compliant	Jun-16	Update March 16: Board Assurance Framework and link to QAAPM on March agenda for approval.
	P&P	Revised protocol	June 2015 and Dec 2015	Update Dec15: Revised again and approved at LSAB

<p>4. Specific reference to self neglect – ensure multi-agency protocol is in place</p>	<p>QAAPM</p>	<p>Assurance that self neglect cases are progressed appropriately – undertake themed multi-agency audit</p>	<p>Dec 16</p>	<p>Update Sept 15: Request to streamline audits – Sirona keen to get teams to start with a case for learning – As cases come in could partners anonymise them so we could get teams to consider them at each team meeting. Update March 16: Themed mutli agency audit will be undertaken but not until September as Domestic abuse is being done in May for June Board.</p>
	<p>P&P</p>	<p>Revise multi-agency Policy and Procedure to include issues of exploitation</p>	<p>Jun-16</p>	<p>Update Dec 15: Noted for action. Request to bring revised Procedure to March 16 LSAB.. Update March 16: Revised procedure coming to June Board</p>

5. Develop a response to adult exploitation issues – specific document for trafficking, adult sexual exploitation, FGM, radicalisation and modern slavery.

P&P	NEW Devise a policy on Adult Exploitation	Jun-16	Update March 16: Meeting with North Somerset LSAB took place to discuss opportunity to share Policy draft to come to June Board.
P&P	NEW Devise a policy on FGM, possibly an amendment to existing LSCB one	Jun-16	
LSCB/LSAB FGM Task & Finish Group	NEW To deliver assurance to LSAB on awareness of the issue of FGM	Dec-16	
QAAPM	Undertake themed audits on specific areas to provide assurance	Mar-17	Update Dec 15: Not due
P&P	Write a SAR framework – setting out the range of reviews the LSAB will undertake (including reference to near misses, single agency reviews, multi-agency audits and full scale SCRs)	Sep-15	Update Dec 15: Revised full policy to presented in Dec LSAB and approved

6. Specific reference to Safeguarding Adult Reviews	LSAB	Set up task and finish group to undertake SARs as required	As required	Update Dec 15: Revised Protocol for SAR discussed with a view to developing SAR group. Update March 16: 1st meeting took place on 7th March.
		Terms of reference need to be developed and include arrangements for on-going monitoring	Dec-15	Update Dec 15: TOR approved at Dec LSAB
	LSAB sub groups	Set specific actions for the areas of collaboration	Jun-16	Update Dec 15: Meeting in the summer for sub group chairs to set actions and share with LSCB and LSAB delayed until New Year 2016. Update March 16: approval sought for pilot joint training sub group from May 16 for 6 months.
	LSAB sub groups	Report progress on areas of collaboration identified	Jun-16	Update Dec 15: No progress to report. Update March 16: Work ongoing on joint LSAB/LSCB website. both adopting key messages and 6 monthly newsletter as move towards joined up Communications.

7. Deliver the areas of collaboration identified by LSAB and LSCB (set out in Appendix 8 of LSCB Annual Report 2014-15)	T&D	Discuss the opportunity to provide joint training on Prevent, modern slavery, domestic abuse, delivering a personalised approach	Mar-16	<p>Update Sept 15: Requires agreement with LSCB Training and Dev Sub Group</p> <p>Update Dec 15: Meeting planned for January.</p> <p>Update March 16: Meeting has taken place, Prevent is being running across LSCB/LSAB and RAG; agreed to have a section on children safeguarding in adult training sessions.</p>
	T&D	Develop shared evaluation training tool with LSCB Training Team that can be used in supervision eg carbonated feedback sheets	Sep-16	<p>Update Sept 15: Requires agreement with LSCB Training and Dev Sub Group</p> <p>Update March 16: This will be dicussed when the two sub groups are combined. LSCB group have done some excellent work around training evaluation.</p>
8. Ensure new government guidance and statutory requirements (post April 2015) are implemented (cumulative list will develop over period of the Business plan) - Prevent and Channel	LSAB (Specific responsibility of Council Head of Safeguarding and QA)	Assurance that new Prevent and Channel duties are being met – receive bi annual reports on progress of action plan	June 2015 and bi monthly thereafter	<p>Update June 15: Report being presented to the LSAB in June 2015</p>

9. Development mechanisms for getting feedback on the effectiveness of the Board	Council	Implement evaluation of the effectiveness of the Chair	October 2016 and annually thereafter	<p>Update Sept 15:LSAB agreed to undertake performance review arrangements the same as the LSCB – first evaluation will be Autumn 2016.</p> <p>Update March 16: not due</p>
	NEW AEC	Review the number of surveys done by the Board, identify where surveys can be joined and collate a calendar to spread when surveys are sent to prevent overloading people with surveys	Mar-16	<p>Update Dec 15: Collated the surveys to be done. Will be in contact with each chair to discuss when they want to do surveys, what they want in them and if we can collate.</p> <p>Update March 16: Joint audit discussed at LSAB development session and agreed as one audit. discussing audit cycle for LSAB.</p>
10. Ensure Lay Members voice is heard	AEC	Progress lay member recruitment – mirror approach taken by LSCB	Date dependant on recruitment	<p>Update March 16:Posts being re-advertised as no applications received. Closing date 22nd March</p>
	AEC	Review existing Board induction pack	Mar-16	<p>Update Sept 15: Requested the P&P group to review this</p>

11. Embed induction programme for LSAB and sub group members

NEW P&P	Review existing Board induction pack	June 16	Update March 16: Minor amendments made for recent induction. P&P group to bring final version to June LSAB.
AEC	Set up two induction sessions per year to formalise the process	Mar-16	Update Sept 15: Request Business Support Manager undertake this
NEW Business Support Manager	Set up two induction sessions per year to formalise the process	Mar-16	Update Dec 15: To be arranged for 2016. No dates set, awaiting revised pack. Update March 16: 1 session on 26/2 using old pack with minor revision. Sub group chairs need to inform BSM of anyone needing induction
LSAB	Develop Board Assurance Framework including all mechanisms available to the LSAB	Jun-16	Update March16: Draft discussed and approved at LSAB. Final version on June agenda for information.

12 Ensure LSAB has a clear Governance and Assurance Process

13. Monitor the risk register	Business Support Manager	Ensure specific mechanisms and structures identified to give assurance are delivered	Dates as set by assurance action plan	Update March 16: TOR in process of review. Additional assurance reports added to June agenda.
	LSAB	Sign off risk register	Jun-15	Update June 15: Complete
	Business Support Manager	Ensure specific actions identified to mitigate risks are delivered (KP1,2 and 3)	Dates as set by risk register	Update March 16: reviewed at Business Development Session and agreed at March LSAB. Progress to be reviewed by Business Support manager and Sub Group Chairs.

14. Joint Safeguarding website	AEC	Develop new LSAB website independent of the Council site	Sep-16	Update Dec 15: Meeting with LSCB planned in December re joint website, LSAB comms and Business Support Manager attending. Update March 16: Adopting the format used by South Glos with their consent and amending design and content. Meeting with Council IT on 16th March to move this forward. Hope to go live Sept 16
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15. Develop ways of supporting carers and wider family members during the safeguarding process

MSP	Investigate the approaches used by other local authorities to share with the MSP subgroup and consider application in B&NES	September 2015 / December 2015 for LSAB	<p>Update Dec 15: Request change to MSP for point 1.Regarding point 2 need an update; regarding point 3 not due.</p> <p>Update March 16: MSP sub group action plan contains actions aimed to support carers and wider family members. These include: Safeguarding information leaflets; inclusion of LPA or informal advocate during the safeguarding process as appropriate.</p> <p>The Chairs are also inviting family members/LPAs to strategy meetings where they feel this would inform the investigation process.</p>
MSP	Ensure that the Safeguarding procedure refers to the need to include LPA's for welfare in the safeguarding process.	Jun-16	<p>Update March 16: MSP subgroup and consider application in B&NES</p>

	Commissioners	Monitor use of advocates in the safeguarding process for those alleged to be responsible for the abuse.	Mar-16	Update March 16: There has been an increase in the number of advocates involved in the safeguarding process.
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Key Priority 2

Prevention and Early Intervention

Outcomes

The LSAB are assured the stakeholders, community and citizens are aware safeguarding adults is everybody's business

Prevention and early intervention responses are embedded to reduce and remove the risk and impact of abuse

Improved information sharing arrangements to reduce and prevent harm

Issue	Sub group or Lead	Action	Completion Date	Progress (RAG)
1. Formalise arrangements for disseminating awareness raising	AEC	Do a joint 6 monthly Children and Adults Newsletter	Sep-16	Update Dec 15: Sonia to ask Richard Baldwin to take this forward Update March 16: on agenda

information to stakeholders, community and citizens	NEW AEC	Facilitate and coordinate Adult Abuse Week	Jun-16	Update March 16: Proposal on agenda
	AEC	Review all multi-agency safeguarding material in line with the Care Act 2014	Mar-16	Update Mar 16: In progress
2. Ensure Elected members have a good understanding of safeguarding issues	Council	Provide member Induction Training programme	Sep-15	Update June 15: Two member induction 30 minute sessions have been provided to all new members post the 2015 General Election
3. Ensure safeguarding prevention and early intervention is included in the Council's Prevention Strategy	P&P	Review existing draft Council prevention strategy - consider if this can be applied to the LSAB	Jun-16	Update Dec 15: Not progressed – request date moved to March 2016. Joint with LSCB so Board needs to agree who takes the lead Update March 16: Propose to have LSAB strategy
4. Develop LSAB Prevention Strategy	P&P	NEW Develop LSAB MA Prevention strategy - for agreement	Sep-16	Update March 16: Training and Dev Group have handed over the information from the Stakeholder day to P&P group

5. Develop and improve mechanisms for information sharing (MASH)

MASH task and finish	Develop and sign off project plan (LSAB,LSCB and RAG)	June 16	<p>Update Dec 15: Project plan in place available for sign off if requested</p> <p>Update March 16: MASH start date has slipped to Sept</p>
MASH task and finish	Report on progress of key milestones and project plan	At each meeting	<p>Update Sept 15: Shared each meeting</p>
QAAPM	Undertake themed audit of MASH work once MASH is in place	December 2016 (depending on successful implementation)	<p>Update March 16: Not due</p>

<p>6. Develop a risk assessment matrix that could be used to support organisations in considering if a person's situation could be managed through a care management approach or if a safeguarding referral is required.</p>	<p>MSP / P&P</p>	<p>Work with Sirona Care and Health and AWP to develop a risk management framework that supports them in the management of complex concerns that do not meet the safeguarding threshold and includes an MSP approach.</p>	<p>Jun-16</p>	<p>Update Dec15: Work in progress in developing a risk assessment to support safeguarding decision making. Update March 16: Risk assessment matrix included in self neglect procedure to support organisations working with people that do not meet the safeguarding threshold. Safeguarding risk assessment tool is currently being consulted on. Aim to have final version ready by June 16.</p>
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Key Priority 3

Domain 3: Responding to and learning from abuse and neglect

Outcomes

Service users and carers are at the centre - Making Safeguarding Personal is embedded in practice

Service users and carers who are self neglecting are supported appropriately

The LSAB understand and are able to effectively respond to domestic abuse, radicalisation, modern slavery, self neglect, and adult sexual exploitation

Ensure learning is effective and embedded from SARs

Core duties in relation to the Care Act 2014 are delivered; quality and outcome of this work is evidenced; service user and carer perspectives influence change in practice; MCA is embedded – see also actions in Key priority 1

Ensuring effective and timely responses to themes / issues in a dynamic way

Issue	Sub group or Lead	Action	Completion Date	Progress (RAG)
<p>1. Ensure the data reports capture the correct information to:</p> <ul style="list-style-type: none"> - monitor and forecast changes in demand - understand the impact on capacity - identify areas of under reporting and potential concern 	QAAPM	Review existing data capture and performance reports to the LSAB – are they fit for purpose?	Jun-16	<p>Update Sept 15: Meeting planned to discuss post reflection on Annual Report 2014/15</p> <p>Update Dec 15: Police Continuous improvement officer to help with data. Meet in January. Les & Carolyn to make contact. Link with other areas/SABs</p> <p>Update March 16: QAAPM looking at this and Assurance Framework picks up on this</p>
<p>2. Consider current performance requirements and streamline requirements for quantitative data between the NHS and Council.</p>	Council / CCG	Review the current data requirements together with the CCG to establish a coherent data set.	Jun16 Links with all other work being done	

3. Assurance that all new areas of abuse and new protocols are reflected in single and multi-agency training	T&D	Review T&D audit	Sep-15	<p>Update Dec 15: Completed. Self-assessment to be circulated in New Year.</p> <p>Update March 16: Self-assessment redesigned and ready to circulate in April 2016.</p>
	T&D	Implement self assessment audit and report findings to the LSAB – introduce requirement that all training tools be shared with partners (LSAB to discuss)	Jun 16	<p>Update March 16: Please see above. Results should be analysed by July 2016.</p>
4. Confirm collaborative arrangements with LSCB training and development sub group to enable an effective and efficient response to learning by agreeing joint training where possible	T&D	Review existing Board frameworks and opportunity for one shared framework	Mar-16	<p>Update Sept 15: Evaluation local one against the national / Bournemouth Framework</p> <p>Update March 16: Shared framework to be discussed when two sub-groups are combined.</p>
	T&D	Review existing training programmes and develop opportunities to join particular courses	Mar-16	<p>Update March 16: Initial discussions have taken place. Further discussions once two sub groups have combined for pilot in May.</p>

	T&D	Ensure courses which cannot be shared include reference to 'Think Family'	Oct-15	Update Dec 15: Completed.
5. Ensure the responses to adult exploitation issues are effective	QAAPM	Undertake themed audit	Mar-17	Update March 16: Not due
6. Ensure the voice of service users and carers is listened to and practice is developed in accordance with this	MSP task and finish	Report back on audits of test bed sites	Sep-15	Update Dec 15: Completed
	MSP task and finish	Report back on audits of full implementation	Jun-16	Update Dec 15: To be undertaken and shared at June 2016 Board.
	MSP task and finish	Review Service User feedback process. Ensure this includes both the adult at risk and their advocates (formal and informal)	Mar-16	Update Sept 15: Complete
	MSP task and finish	Ensure MSP is operationally implemented by March 2016. Report back on outcomes of MSP work	Jun-16	Update Dec 15: completed Update March 16: 2nd audit taking place on practitioner confidence in using MSP approach outcomes asnd tyo come to June LSAB

	T&D	Ensure the feedback is included in training and development work – use anonymised in team meetings	Date to be agreed	<p>Update Dec 15: Awaiting feedback from MSP project in order to include this in training.</p> <p>Update March 16: Feedback from new 'service user voice' process still awaited.</p>
7. Ensure MCA issues are always considered as part of safeguarding procedures	MCA&QA	Review multi-agency policies with regard to MCA	Mar-16	<p>Update March 16: On March LSAB agenda for approval.</p>
	MCA&QA	Seek assurance from partners on implementation of MCA – report findings to the Board	Mar-17	<p>Update Dec 15: In progress group have asked for assurance from Sub Group members – not due</p> <p>Update March 16: Suggesting the need an event to promote and explain safeguarding re MCA and DOLS?</p>
	MCA&QA	Provide progress reports on delivery of DOLs and community DOLS work	Bi annually	<p>Update Sept 15: Annual Report provided and previous updates given – on going</p>

8. Coordinate stakeholder days to ensure widest conversations can be had regarding safeguarding adults	T&D	Proposal for agenda for 2015 event in place. Venue secured for event in November 2015	Sep-15	Update Dec 15: Stakeholder Day –Prevention. Completed
9. Develop qualitative measures – consider extending the use of quality checkers from LD into other service areas	MSP Sub Group with LD commissioners	Share information with the LSAB on the LD quality checkers and Health watch visits to Care Homes.	June 16	Update March 16: To attend June LSAB
	MSP Sub Group with LD commissioners	Review approaches used by other local authorities to obtain the views of those who have experienced the safeguarding process.	Dec-15	Completed
	MSP Sub Group with LD commissioners	Undertake an MSP survey amongst those staff that provide safeguarding co-ordination to identify areas of development or training along with examples of good practice. To repeat this survey within 12 months.	Sep-15	Completed