



South Gloucestershire Safeguarding Adults Board (SAB)
Business Plan Priorities 2017/18

STRATEGIC PRIORITY 1:	
Ensure effective leadership, roles and responsibilities within the Safeguarding Board	
STRATEGIC PRIORITY 2:	
To actively seek to capture and act upon the voice of those affected by safeguarding concerns	
STRATEGIC PRIORITY 3:	
Strengthen Board Communication, member dissemination, practitioner feedback	
STRATEGIC PRIORITY 4:	
Assuring the quality of safeguarding practice in South Gloucestershire and prioritising and sharing best practice	
STRATEGIC PRIORITY 5:	
To promote a learning and improvement culture which responds to identified developments and actions	
1	Embed the process for managing and agreeing Safeguarding Adults Reviews (Priorities 1, 2 & 5)
1.1	SAR Sub Group to establish quarterly meetings and be flexible to convene extraordinary meetings when required
1.2	SAR sub group to review Terms of reference, and ensure partners are clear about when and how to refer
	Completion: September 2017 Lead: SAR Sub Group
2	Continuing implementation of relevant safeguarding policies and procedures, especially in respect of further Care Act guidance issued March 2016 and new categories of abuse (Priority 1)
2.1	Carry out a review of multi-agency procedures and ensure they remain fit for purpose September 17
2.2	Develop practice guidance for new categories of abuse brought in by the Care Act Self-Neglect and Domestic Abuse December 17
2.3	Contribute to the development of regional guidance for Managing Allegations against People in a Position of Trust March 2018
	Completion: March 2018 Lead: Policy & Procedures Sub Group
3	Ensure the Board receives regular budget reports (Priority 1)
	Completion: Ongoing Lead: Strategic Safeguarding Service Manager
4	Further alignment including shared priorities in business plans between SAB and named strategic partners to better understand local needs and ensure links with Adult Safeguarding (Priority 1)
4.1	Chair to liaise with Mark Pietroni to re-establish meeting of chairs
4.2	Work towards alignment of plans around Domestic Abuse
	Completion: March 2018 Lead: Independent Chair

5	Remain sighted on changes to the Children's Safeguarding Board following the Children & Social Work Bill in order to understand the implications for SAB (Priority 1)	
5.1	Chair to attend Avon wide Consortium - Sept 17 to give voice of SGSAB	
5.2	Report to be shared with sub group chairs & full board following meeting in 5.1	
	Completion: Ongoing	Lead: Chair of Safeguarding Adults Board
6	Assist in the induction and ongoing development of the role of the Board Business Manager (Priority 1)	
	Completion: Sept 2017	Lead: All
7	Recruitment of new Board Chair (Priority 1)	
7.1	Review Job Description, Person Specification for Independent Chair	
7.2	Advertise post, and arrange interviews for early September 2017	
	Completion: October 2017	Lead: Board Manager & Strategic Safeguarding Manager
8	Commission an external review of South Gloucestershire safeguarding processes (Priority 4)	
8.1	DAS has agreed LGA peer review with LGA regional lead. LGA currently re-formulating the adult safeguarding module so date to be set once this is completed	
	Completion:	Lead:
9	Ensure the work of the Board and safeguarding services across all partner organisations are improved and shaped by the views of service users, carers and other stakeholders (Priorities 2 & 4)	
9.1	More use of service user groups accessible within the C & E group	Dec 17
9.2	Make more use of service user groups accessible within the board members	Dec 17
9.3	SAB Newsletter to include short case studies giving key messages around safeguarding and the process	Next newsletter and ongoing
9.4	Calendar of campaigns, local and national to ensure proactive approach	August 17
	Completion: Dec 2017	Lead: Communication & Engagement Sub Group
10	Develop ways of communicating with harder to reach groups (Priority 2)	
10.1	Identifying those who are affected by safeguarding that cannot be reached - JNSA	
10.2	Look at strengthening the process of safeguarding and ensuring all adults at risk are aware of the process and how it benefits people	
10.3	Increase channels of communication – twitter, social media, website	
10.4	Measure coalition between campaign and responses	
	Completion: March 2018	Lead: Communication & Engagement Sub Group
11	Assure the Board that key messages are disseminated to all relevant practitioners (Priorities 3 & 5)	
11.1	SAB newsletter – case studies giving key messages around safeguarding, the process and the board Next newsletter & Ongoing	
11.2	'Mystery Shopper' exercise conducted by Board Manager to ensure information is being disseminated effectively to practitioners	Dec 17
	Completion: Dec 2017	Lead: Communication & Engagement Sub Group

12	Ensure Board Members are knowledgeable about current best practice, including new legislation and research, and lessons learnt through performance reporting and quality assurance processes, SARs and DHRs (Priorities 2, 4 & 5)
12.1	Quarterly Performance Report, including quarterly SAR News and Research at every SAB. SAR News and research also will be available for dissemination to practitioners as a separate document May 2017
	Completion: May 2017 Lead: Quality Assurance Sub Group
13	Undertake a self-assessment in preparation for a Peer review (Priority 4)
13.1	Refer to 8.1 – self assessment to be completed once new LGA adult safeguarding materials are available.
	Completion: Lead: Quality Assurance Sub Group
14	Ensure Making Safeguarding Personal is fully embedded throughout SAB partnerships (Priority 2)
14.1	Use website links to access feedback forms as well as paper forms July 2017
14.2	Leaflets to be designed and to be distributed widely when a safeguarding referral is made September 17
14.3	Monitor data & completion rates from access team feedback from people involved in the safeguarding process May 2017 & ongoing
	Completion: Lead: Communication & Engagement Sub Group
15	Ensure that the principles of the Mental Capacity Act underpin all Safeguarding activity (Priorities 2 & 4)
15.1	Each Multi agency Audit undertaken by the Quality Assurance Sub group will consider these principles for the cases audited
	Completion: Lead:
16	Develop preventative work with perpetrators in South Gloucestershire in order to identify gaps (Priority 5)
16.1	Invite David Miners to present to SGSAB re MAPPA
16.2	Board to be sighted on prevention programmes available in South Gloucestershire; and advised of gaps in provision
	Completion: December 2017 Lead: Mark Evans
17	Set clear expectations about the levels and types of training and development that relevant workforces should complete, and communicate these to all agencies (Priorities 4 and 5)
17.1	Create a recommendation about what the “gold standard” of training should like locally: <ul style="list-style-type: none"> • For each type of worker, based on levels of responsibility in safeguarding, and at each stage of their employment • The content that such training should cover at each “level”. For example, “SAB expects it will include...” <p>Use National Competency Framework for SGA (Staff Groups A-D), and health Inter-collegiate document as basis for this set of expectations. Recognising need to keep this as simple as possible. Oct 2017</p>
17.2	Launch the “gold standard” - use existing information-sharing processes to ensure all employers are aware of the expectations, e.g.: Board website, Independent Provider Fora, LA Commissioning Team, SAB reps. We hope this appropriate degree of clarity will help employers when choosing a

	SGA training provider, i.e. they can insist that training covers the SAB expectations. Nov 2017 & ongoing
	Completion: November 2017 Lead: Learning & Development Sub Group
18	Ensure the multi-agency training offer remains fit for purpose and make any necessary changes to improve the offer (Priorities 4 and 5)
18.1	Monitor existing programme of multi-agency courses and undertake quality assurance processes to ensure delivery and content is right. Ongoing throughout 2017-18
18.2	Raise any perceived gaps at sub-group meetings and discuss how to most appropriately address these. These could be new programmes (e.g. Coercive control) and/or new inputs to existing courses (e.g. Scams). Ongoing throughout 2017-18
18.3	Coordinate a training needs analysis across all relevant local organisations to understand whether there are gaps in the current multi-agency offer that the SAB should consider addressing with new training and development programmes, e-learning, other resources. Nov 2017, to give data by early spring 2018 and inform 2018-19 Offer
	Completion: March 2018 Lead: Learning & Development Sub Group
19	Identify common themes for training with the Children’s Safeguarding Board, and arrange shared learning and development where required (Priorities 4 and 5)
19.1	Each training/development sub-group to identify possible “joint” issues and themes, to build on current crossovers in domestic violence & abuse, human trafficking & modern slavery. Examples could be: parental mental health, drugs/alcohol, disabled parents. Hold a joint sub-groups meeting to discuss ideas and agree way forward. Timescale: late-2017.
	Completion: December 2017 Lead: Learning & Development Sub Group
20	Ensure training and learning is accessible for local workforces, and offers a choice of methods and a range of quality-assured learning materials (Priorities 4 and 5)
20.1	The Trained Trainer Network will enable employers to deliver single-agency “Alerter-level” training that is: - consistent with SAB’s expectations and content - delivered by quality-assured agency trainers Agencies will report attendance data to SAB (via sub-group) so we have increased intelligence about training among front-line staff. May 2017 and ongoing
	The joint Boards website will be used to host a wide range of resources to assist agencies: <ul style="list-style-type: none"> • learning resources/materials; creative ways to lead safeguarding discussions/development work with staff • links to useful further information, online resources/documents • sharing messages from last local SGA Workforce Survey; link to CQC criteria Structure this based on key themes – to be identified by WD Team and Board Manager. Review at each sub-group meeting. Apply with LSCB too. Summer 2017 & ongoing
	Completion: September 2017 Lead: Learning & Development Sub Group
21	Establish and ensure further links with service user groups/forums (Priority 2)
21.1	Communication sub group will engage with service users to consult about new leaflets for families and service users.
21.2	Service users will be engaged in recruitment process for independent chair

	Completion: October 2017 Lead: Communication & Engagement Sub Group
22	Board partners will present evidence of outcomes achieved for Adults At Risk as a result of Board Participation (Priorities 3 & 5)
	Completion: Ongoing Lead: All