



**Business Plan September 2020 – March 2021**

**Priority 1 - We will continue to work on outstanding actions from the 2019/20 from the following priorities:**

- **Priority 1 2019-20, We will provide the partnership with the tools and framework to work effectively with people who Self-Neglect**
- **Priority 2 2019 -20, The SAB will work collaboratively with Local Safeguarding Children Boards, Community Safety Partnerships and Health and Wellbeing Boards to provide the workforce with the frameworks and tools to work with Vulnerable Adults who are at risk of Domestic Abuse.**
- **Priority 3 2019-20, We will understand the main risks to our local population in regard to Targeted Exploitation and agree how best to equip the partnership to Safeguard vulnerable people against these risks.**
- **Priority 4 2019- 20, The SAB will understand from key stakeholders, why there has been an increase in organisational safeguarding and seek assurance from commissioners, that there are adequate preventative measures in place that is consistent across the partnership where practical.**

Action	Outcome	Who	Target Date	RAG and Progress Update
To continue to implement a Service User Involvement Strategy for the SAB.	People who use services are able to influence the work of the SAB	VSC Subgroup	March 2021	<p>The strategy was approved by the SAB in June 2019. Parts of the strategy have been implemented, but full implementation is required.</p> <p>The VCS Subgroup will identify, monitor and implement, or advise on implementation and monitoring, of the priorities of the strategy.</p> <p>Due to the pandemic Community Questionnaires will be put on hold to 21/22.</p>



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Review safeguarding management oversight and consider updating the function of 'Safeguarding Adults Management' across the Partnership.	The SAB are assured that there is sufficient management oversight in regards to safeguarding. There is a decision by the SAB on the 'SAM' function in Local Authorities and this is implemented.	Pan Berkshire Policy and Procedure Subgroup	December 2020	A best practice SAM function document has been created. Final draft currently with P&P Subgroup for approval
The SAB review the quality of Tissue Viability Management training across the partnership to ensure that it is adequately addressed.	The SAB are assured that there is adequate training in pressure care across the partnership.	Learning & Development	December 2020	<b>Completed</b> Report endorsed by SAB in September 2020.
The SAB are assured that there is good quality pressure care information in regards for the public.	Awareness around pressure care improves so that people are better equipped to identify risks and seek appropriate support.	Communication and Publicity Subgroup	March 2021	Identified through the review of Tissue Viability training that pressure care awareness is required.
To review targeted exploitation paper agree how the SAB will address the issues identified.	There is a clear plan on how to support those most at risk from targeted exploitation.	SAB	December 2020	<b>Completed</b> Report endorsed by SAB in September 2020.  The pandemic has increased this risk and the need for partners to be aware of people who may be targeted.  Agreed recommendations will be added to the SAB Learning from SAR/Audit Implementation Log.
Understand the risks facing provider services that relate to safeguarding and ensure that there are adequate plans in place to mitigate these risks	<ul style="list-style-type: none"> <li>Organisational safeguarding policies and procedures are correct and followed</li> <li>Contract and quality monitoring is consistent and effective across the partnership</li> </ul>	Task and Finish Group led by SAB Independent Chair	March 2021	



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	<ul style="list-style-type: none"> <li>• Relationship with providers are establish so they have a 'voice at the Board' and feed into business planning</li> <li>• Recommendations from SARS in relation to organisational safeguarding are implemented</li> <li>• The SAB are clear on the roles of the ICP's and ICS's regarding this priority</li> </ul>			
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<b>Priority 2 – The SAB will seek to understand the impact the pandemic has had on Adult Safeguarding locally.</b>				
<b>Action</b>	<b>Outcome</b>	<b>Who</b>	<b>Target Date</b>	<b>RAG and Progress Update</b>
Oversee the delivery of safeguarding training across the partnership to ensure that is being delivered appropriately given the current circumstances.	The SAB have a clear understanding on the level of safeguarding training that is being delivered during the pandemic.	Learning & Development	March 2021	A training review is due to take place, however due to the pandemic this review has been put on hold.
The SAB will review the findings from the ADASS/LGA Insight Project.	There is an understanding from data analysis how the pandemic impacted on safeguarding locally and how West Berkshire compares with other areas.	Business Manager will provide analysis for the SAB	December 2020	Insight report received will be summarised for SAB in December 2020.



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<p>SAB Meeting to focus on <i>Safeguarding people at risk of multiple exclusion</i>. To agree how to address the concerns about individuals who do not meet safeguarding or care management pathways.</p>	<p>There are appropriate pathways in place to safeguard those individuals who are at risk of multiple exclusion from care management or safeguarding pathways so that risks are managed wherever possible.</p>	<p>SAB</p>	<p>December 2020</p>	<p>The SAB understand there has been an increase in inappropriate referrals, as there are limited pathways for individuals that are Homeless, Drug and Alcohol users and/or Self-Neglect.</p>
<p>SAB will monitor safeguarding processes during the pandemic with regular questions answered by statutory partners safeguarding leads.</p>	<p>The SAB have assurance from statutory partners that Safeguarding practices have been effective during the pandemic. So that the SAB know:</p> <ul style="list-style-type: none"> <li>• How safeguarding interventions have continued during pandemic?</li> <li>• What the challenges are to safeguarding interventions and how these have been overcome.</li> <li>• How partners are assured that safeguarding interventions have been appropriate.</li> <li>• Highlight any concerns.</li> <li>• How partners are supporting staff with their wellbeing.</li> </ul>	<p>Safeguarding Leads Subgroup</p>	<p>Ongoing</p>	<p>Each statutory partner is required to respond to the following assurance questions on a quarterly basis.</p>
<p>Understand the impact of the pandemic has had on carers and agree an approach to mitigate identified safeguarding risks.</p>	<p>The SAB are aware of the impact the pandemic has had on carers and has a plan in place to address the identified safeguarding risks.</p>	<p>VCS Subgroup</p>	<p>December 2020</p>	<p>Update report from KK on unknown carers campaign to come to SAB.</p>
<p>Seek assurance that revised hospital discharge pathways in response to the pandemic, address safeguarding appropriately.</p>	<p>Patient safety is a priority within hospital discharge, where unsafe discharges have been identified, lessons are learnt and implemented.</p>	<p>SAB</p>	<p>December 2020</p>	<p>Context behind these concerns to be sought from SB and a letter will be sent from the SAB Chair, to seek assurance.</p>



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SAB reflect on the ethnicity inequalities highlighted by the pandemic and how this impact on Safeguarding.	Have an understanding on the disproportionate impact the pandemic has had on communities and what learning can be taken in regard to safeguarding.	P&Q Subgroup	March 2021	Bring a highlight report comparing what is known about the disproportionate impact the pandemic has had on communities and how this can inform the SAB about appropriate access to services which can be used when considering future priorities.
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<b>Priority 3 – The SAB will continue to carry out the following business as usual tasks in order to comply with its statutory obligations.</b>				
<b>Action</b>	<b>Outcome</b>	<b>Who</b>	<b>Target Date</b>	<b>RAG and Progress Update</b>
Publish a SAB newsletter on a 3-monthly basis.	Communication between the SAB and agencies improved and learning in regard to safeguarding is disseminated.	SAB Business Manager	Ongoing	Topics for next newsletter have been identified.
Publish SAB Annual Report for 2019/20	SAB Annual report is published as per its statutory requirements.	SAB	January 2021	Timetable in place
Re-establish S42 Audits across the Local Authorities.	LA's are completing S42 audits and peer review audits are being completed as per the SAB Quality Assurance Framework.	Local Authorities/ Performance & Quality Subgroup	December 2020	
Complete SARS as per statutory requirements.	SARS are completed as per Care Act requirements that promotes learning.	SAR Panel	Ongoing	
Task and Finish Group to agree actions for the SAB from the recommendations for Michelle	The SAB have a clear plan to address the recommendations within the Michelle SAR.	Task and Finish Group	February 2021	<ul style="list-style-type: none"> <li>• Look at RiPHA work</li> <li>• Invite all LA transitions leads including W&amp;M</li> <li>• Look at an external speaker to assist with T&amp;F Group</li> </ul>



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Learning from SAR/Audit implementation Plan	All recommendations from SARS and audits are added to the Implementation plan and tracked by the SAB	All	Ongoing	A highlight report will be submitted to each SAB. The plan is split into themes, each SAB will focus on a theme from the plan.
SAB ToR to be reviewed and updated as appropriate.	Up to date ToR in place.	Business Manager/SAB	December 2020	Outstanding action from SAB pre pandemic
Dashboard in place to understand safeguarding activity across the partnership.	Dashboard presented to the SAB in a quarterly basis.	Performance & Quality Subgroup	Ongoing	Devise a highlight report for SAB, which provides quarterly data highlights on risks identified on the risk and mitigation log.
SAB Quality Assurance Framework to be reviewed and changes implemented.	The SAB has an effective quality assurance process in place that provides assurance to the SAB in regard to safeguarding across the partnership.	Business Manager/ Performance & Quality Subgroup	December 2020	Current QA process is not being implemented, need to ensure that framework is achievable and offers adequate assurance to the SAB.
Maintain and improve SAB Website	The SAB has an up to date and useful website.	Business Manager	Ongoing	
Bitesize learning sessions are conducted on a quarterly basis.	Bitesize learning sessions are focused on key themes identified through SAR Learning.	Learning and Development Subgroup	Ongoing	Timetable in place, looking at holding a virtual session on Financial Abuse in November 2020.  Hoarding training for care workers has been commissioned for October 2020
Agree and publish safeguarding escalation plan for the partnership	There is a clear escalation process that can be used if there are any blockages in the safeguarding process.	Safeguarding Leads Subgroup	December 2020	Covid escalation plan is in place will be reviewed.

RAG Criteria	RAG Status	Scenario	Boards Responsibility
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Progress against Business Plan	<b>Red</b>	The implementation plan is not in place or there are delays which mean the action will not be achieved in timescale.	To understand issues impacts on action and agree how to mitigate the risk, by using risk mitigation log.
	<b>Amber</b>	The implementation plan is in place there is a risk that the deadline will not be met.	To Note
	<b>Green/Completed</b>	The action has been completed or there is an implementation plan in place and the timescale is expected to be met.	To Note

#### Amendments to the Business Plan

Alongside this Business plan the Board also hold a risk and mitigation log and learning from SAR/Audit Implementation plan. In order to ensure that the plan is reflective of current priorities and incorporates ongoing learning, amendments will be made to the business plan. Any amendments will be approved by the Board.

Please note that due to the pandemic, the Business Plan has been set for a six-month period only and will focus on specific tasks based on outstanding actions from the 2019/20 Business Plan and learning from SARS, in order to allow time for the SAB to understand the impact the pandemic has on safeguarding allow for priorities to be set as appropriate.

#### Future actions

Due to the pandemic and the impact this has on capacity across the partnership the following actions have been deferred and will be considered for the 21/22 Business Plan.

Action	Outcome	Who	Target Date	RAG and Progress Update
To review the effectiveness of the Multi- Agency Risk Assessment Framework (MARM), introduced by the SAB in July 2020.	There is a standardised approach to risk management across the partnership and it is effective.	Performance and Quality Subgroup	TBC	Safeguarding Leads were asked to keep track of MARM's when implemented in July 2020.
Review and update Safeguarding Training across the partnership.	Safeguarding Training to be reviewed to ensure that it addresses SAB Priorities.	Learning & Development	TBC	Proposal has been approved by SAB, implementation is required.
Independent audit into safeguarding recording processes across Local Authorities, to	The SAB will understand why safeguarding data is inconsistent across	Performance and	TBC	Was an action set out by the SAB in the 18/19 Annual report however due to the pandemic the results from an audit would not



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identify and resolve inconstancies.	the partnership and why local trends differ from national trends.	Quality Subgroup		be reflective of everyday practice and therefore it has been agreed that this piece of work would be undertaken after the pandemic.
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