



**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><b>PART MET</b></p> <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>Due to the pandemic Community Questionnaires will be put on hold.</p> <p>Agreed at VCS &amp; Healthwatch Subgroup that the discussions and information sharing that occurs at this meeting provides a service user voice, as there are limitations around engagement at this time due to the pandemic.</p>



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				SAB Agreed December 2020, that RAG status of this action is Amber.
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	<b>Completed</b> A best practice SAM function document has been created, titled Pan Berkshire Policy and Procedure Best Practice Guide for Decision-making: S42 Safeguarding Adults Enquiries. Which was endorsed and published by the Pan Berkshire Policy and Procedure subgroup in May 21.
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, recommendations from report have been added to the Learning from SAR/Audit Implementation Plan.
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	<b>Completed</b> Identified through the review of Tissue Viability training that pressure care awareness is required.  Information on the worldwide stop the pressure day was shared with the partnership via the October 2020 SAB Newsletter and by email signature.  Learning from P SAR has identified opportunities to develop information on pressure care for service users and their families.  Self-Neglect 5 minute awareness document distributed to SAB partnership in December 2020, covered pressure care.  In early 21, Safeguarding Leads meeting reviewed the figures in regard to pressure care during the pandemic, it was agreed that there had not be any spike in concerns and that individual agencies will promote pressure care.



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<p>To review targeted exploitation paper, agree how the SAB will address the issues identified.</p>	<p>There is a clear plan on how to support those most at risk from targeted exploitation.</p>	<p>SAB</p>	<p>December 2020</p>	<p><b>Completed</b>                  Report endorsed by SAB in September 2020, recommendations from report have been added to the Learning from SAR/Audit Implementation Plan.</p>
<p>Understand the risks facing provider services that relate to safeguarding and ensure that there are adequate plans in place to mitigate these risks</p>	<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> <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>	<p>Task and Finish Group led by SAB Independent Chair</p>	<p>March 2021</p>	<p><b>RED</b>                  Not completed in 20/21, the SAB will consider as a priority for 21 onwards.</p>

<p><b>Priority 2 – The SAB will seek to understand the impact the pandemic has had on Adult Safeguarding locally.</b></p>				
<p><b>Action</b></p>	<p><b>Outcome</b></p>	<p><b>Who</b></p>	<p><b>Target Date</b></p>	<p><b>RAG and Progress Update</b></p>
Empty cell for Action	Empty cell for Outcome	Empty cell for Who	Empty cell for Target Date	Empty cell for RAG and Progress Update



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<p>Oversee the delivery of safeguarding training across the partnership to ensure that it is being delivered appropriately given the current circumstances.</p>	<p>The SAB have a clear understanding on the level of safeguarding training that is being delivered during the pandemic.</p>	<p>Learning &amp; Development</p>	<p>March 2021</p>	<p><b>Completed</b>                  Report to SAB in June 2021.</p>
<p>The SAB will review the findings from the ADASS/LGA Insight Project.</p>	<p>There is an understanding from data analysis how the pandemic impacted on safeguarding locally and how West Berkshire compares with other areas.</p>	<p>Business Manager will provide analysis for the SAB</p>	<p>December 2020</p>	<p><b>Completed</b>                  Discussed at December 2020 SAB.</p>
<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><b>RED</b>                  Not completed in 20/21, the SAB will consider as a priority for 21 onwards</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> </ul>	<p>Safeguarding Leads Subgroup</p>	<p>Ongoing</p>	<p><b>Completed</b>                  Reported to September 20, December 20 and March 21 SAB.</p>



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	<ul style="list-style-type: none"> <li>How partners are supporting staff with their wellbeing.</li> </ul>			
Understand the impact the pandemic has had on carers and agree an approach to mitigate identified safeguarding risks.	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.	VCS Subgroup	December 2020	<b>Completed</b> Report presented to SAB in December 2020 for consideration.
Seek assurance that revised hospital discharge pathways in response to the pandemic, address safeguarding appropriately.	Patient safety is a priority within hospital discharge, where unsafe discharges have been identified, lessons are learnt and implemented.	SAB	December 2020	<b>Completed</b> December SAB 2020 confirmed that KPI's are in place to monitor safeguarding in hospital discharge.  Safeguarding Leads update Feb 21: Hospital discharge – meeting took place with representatives from RBFT, BHFT and the CCG to look at how hospital discharge concerns are monitored.
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	<b>RED</b> Not completed in 20/21, the SAB will consider as a priority for 21 onwards

<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	<b>Completed</b> Newsletter published in October 2020 and January 2021.



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				Practice learning notes from SARS 6 have been published in 20/21.  Self-Neglect 5 minute awareness document distributed to SAB partnership in December 2020.
Publish SAB Annual Report for 2019/20	SAB Annual report is published as per its statutory requirements.	SAB	January 2021	<b>Completed</b> Report published Jan 2021.
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	<b>RED</b> Not completed in 20/21, the SAB will consider as a priority for 21 onwards
Complete SARS as per statutory requirements.	SARS are completed as per Care Act requirements that promotes learning.	SAR Panel	Ongoing	<b>Completed</b> SARs are being completed as required by the Care Act, however SARS are not being completed in the six month timescale specified in our policies and procedures.
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	<b>RED</b> Not completed in 20/21, the SAB will consider as a priority for 21 onwards
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	<b>Completed</b> 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	<b>Completed</b> Endorsed by SAB and published on SAB Website December 2020.
Dashboard in place to understand safeguarding activity across the partnership.	Dashboard presented to the SAB in a quarterly basis.	Performance & Quality Subgroup	Ongoing	<b>Completed</b>



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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	<b>Part Met</b> Focus QAF Meeting held with SAB in December 20 to review QAF and consider capacity to deliver, the SAB will consider as a priority for 21 onwards
Maintain and improve SAB Website	The SAB has an up to date and useful website.	Business Manager	Ongoing	<b>Completed</b> Website regularly updated and a Covid specific page created.
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	<b>Part Met</b> L&D Subgroup postponed due to pandemic so bitesize sessions could not be delivered on a quarterly basis. <ul style="list-style-type: none"> <li>Held a virtual session on Financial Abuse in November 2020 with over 80 delegates.</li> <li>Hoarding training for care workers took place in October 2020</li> </ul> Delays to future subgroups as L&D subgroup meeting in February 21 did not take place due to the pandemic.
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	<b>Not Met</b> NFA taken at this time due to the Pandemic. Paper on concerns raised by the VCS and Healthwatch Subgroup on SAB agenda for March 21.

RAG Criteria	RAG Status	Scenario	Boards Responsibility
	<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.



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Progress against Business Plan	Amber	The implementation plan is in place there is a risk that the deadline will not be met.	To Note
	Green/Completed	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 identify and resolve inconsistencies.	The SAB will understand why safeguarding data is inconsistent across the partnership and why local trends differ from national trends.	Performance and Quality Subgroup	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 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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To review Website hosting arrangements.	To ensure that the SAB have a useful and cost effective website.	TBC	TBC	Agreed a SAB in December 2020, that the hosting arrangements will be reviewed when capacity allows.
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