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| Priority 1   | Embedding a good understanding of Mental Capacity Act within the practice of our statutory partners. |  |            |        |
| SAB Executive Lead   | Paul Coe, Executive Director - People, West Berkshire District Council                               |  |            |        |
| Relevant SAB Learning  | All Safeguarding Adults Reviews both locally and nationally, MCA survey results April 23             |  |            |        |
| Actions Required from Partnership  |  |  |            |        |
| Action   | Who  | Progress Update  | Deadline   | Status |
| To follow up on the learning identified from MCA priority work in 2023/24. | SAB Business Manager<br><br>SAB Executive Lead   | A plan will be agreed and set out by the SAB Business Manager and SAB executive Lead.<br><br>There will be a focus on: <ul style="list-style-type: none"><li>Executive Function</li><li>Impact on Alcohol and Trauma on capacity.</li><li>Sharing of best practice across partners</li><li>Working with the BOB MCA Steering Group</li></ul> | March 2025 | TBC    |

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| Priority 2   | Serious Violence and Exploitation, understanding the gaps from an adult safeguarding perspective. |                       |   |            |        |
| SAB Executive Lead   | Lorna Pearce, Assistant Director, Safeguarding, Quality & Governance, Wokingham Borough Council   |                       |   |            |        |
| Relevant SAB Learning  | All Safeguarding Adults Reviews both locally and nationally                                       |                       |   |            |        |
| Actions Required from Partnership  |   |                       |   |            |        |
| Action   |   | Who                   | Progress Update   | Deadline   | Status |
| Missing People – Explore options for applying the national framework for England |   | Task and Finish Group | <a href="#">The multi-agency response for adults missing from health and care settings A national framework for England (publishing.service.gov.uk)</a><br><br>Action plan in place, planned to be delivered by April 2024. | April 2024 | TBC    |

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|  |                       | However will be carried over if not completed. Update to be provided to the SAB in March 24.  |   |     |
| 1. Sexual and Criminal Exploitation - defining the problem and identifying the solutions | Task and Finish Group | <p>Proposal is to set up a T&amp;F group who will have a minimum of 2 meetings:</p> <p>Meeting 1: will agree what information is required to understand the issues in the West of Berkshire.</p> <p>Meeting 2: to considering the information collected and consider the solutions.</p> <p>Report then presented to the SAB.</p> <p>Will look to work with children's partnership around the 18-25 age group, there is a Berkshire wide, childrens conference on exploitation, the SAB BM will attend planning meetings etc.</p> <p>Will pay particular focus to: Care Leavers, Care Workers, Asylum Seekers.</p> | Awaiting completion of Missing people action. | TBC |
| 2. Domestic Abuse and Stalking – defining the problem and identifying solutions          | Task and Finish Group | <p>Proposal is to set up a T&amp;F group who will have a minimum of 2 meetings:</p> <p>Meeting 1: will agree what information is required to understand the issues in the West of Berkshire.</p> <p>Meeting 2: to considering the information collected and consider the solutions.</p> <p>Report then presented to the SAB.</p>  | Awaiting completion of action 1.              | TBC |
| 3. Cuckooing – defining the problem and identifying solutions                            | Task and Finish Group | <p>Proposal is to set up a T&amp;F group who will have a minimum of 2 meetings:</p> <p>Meeting 1: will agree what information is required to understand the issues in the West of Berkshire.</p>  | Awaiting completion of action 2.              | TBC |

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|  |                       | <p>Meeting 2: to considering the information collected and consider the solutions.</p> <p>Look at mapping cuckooing across the West of Berkshire, are there particular hot spots?</p>   |                                  |     |
| 4. Mate Crime – defining the problem and identifying solutions | Task and Finish Group | <p>Proposal is to set up a T&amp;F group who will have a minimum of 2 meetings:</p> <p>Meeting 1: will agree what information is required to understand the issues in the West of Berkshire.</p> <p>Meeting 2: to considering the information collected and consider the solutions.</p> <p>Understand who is most vulnerable and how we can work with preparing for adulthood services.</p> | Awaiting completion of action 3. | TBC |

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| Priority 3   | Fire Safety – to address the learning from the Fire Safety SAR in January 2024 and to improve awareness across the West of Berkshire around the increased fire risks for vulnerable people. |   |            |        |
| Executive Lead   | TBC   |   |            |        |
| Relevant SAB Learning  | Fire Safety SAR – published January 2024  |   |            |        |
| Actions Required from Partnership  |   |   |            |        |
| Action   | Who   | Progress Update   | Deadline   | Status |
| Comprehensive information available Fire Safety equipment on SAB website.          | Royal Berkshire Fire Rescue Service (RBFRS)/ SAB Business Manager – monitored by Communication and Publicity Subgroup   | RBFRS and SAB Business Manager are reviewing the content on the SAB Fire Awareness Page: <a href="#">Fire risk awareness   West of Berkshire Safeguarding Adults Board (sabberkshirewest.co.uk)</a> | April 2024 | TBC    |
| Update Safe and Well Visit referral form, to clarify the requirements for consent. | RBFRS – monitored by Performance and Quality Subgroup   | RBFRS are in the process of updating the referral document and once it goes live they will review after 3 months,   | April 2024 | TBC    |

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| Integrate data on safe and well visits provided by RBFRS for consideration by the SAB.   | Performance and Quality Subgroup            | Data already collected on safe and well visits, need to be incorporated into the main dashboard and considered by the Performance and Quality Subgroup | April 2024 | TBC |
| Consider increasing emphasis in regard to fire safety risk in the Self-Neglect Policy and Procedure  | Pan Berkshire Policy and Procedure Subgroup | Amendment request has been made; subgroup need to consider.  | June 2024  | TBC |
| Raise awareness on the Adult at Risk Programme and encourage those working with vulnerable adults to attend.   | Learning and Development Subgroup           |  | June 2024  | TBC |
| Seek assurance from commissioners (BOB and LA's) that there is reference to fire safety and training requirements within new contracts and this compliance is monitored. | Performance and Quality Subgroup            |  | June 2024  | TBC |
| Fire Safety Social Media Campaign  | Community and Publicity Subgroup            | Posts in the process of being finalised.   | June 2024  | TBC |

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| BAU  | The Board will continue to carry out the following business as usual tasks in order to comply with its statutory obligations. |  |  |            |        |
| Actions Required from Partnership                                  |   |  |  |            |        |
| Action   | Who   | Progress Update  |  | Deadline   | Status |
| Publish a SAB newsletter on a 3-monthly basis.                     | SAB Business Manager  | Capacity has meant that a newsletter has not been published since July 23. |  | Ongoing    | TBC    |
| Publish SAB Annual Report for 2023/24                              | SAB   |  |  | January 25 | TBC    |
| Maintain SAB Website   | Business Manager  |  |  | Ongoing    | TBC    |
| Maintain Pan Berkshire Safeguarding Adults Policies and Procedures | Pan Berkshire Policy and Procedure Subgroup   |  |  | Ongoing    | TBC    |
| Manage SAB Budget  | SAB Business Manager  | Budget report to each SAB.   |  | Ongoing    | TBC    |

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| Safeguarding Adults Week                                    | Comms and L&D Subgroup                                  | T&F Group to be set up from April 2024.  | November 24 | TBC |
| Management of SAB Dashboard                                 | Performance and Quality Subgroup                        | Considered by the P&Q Subgroup on a six-monthly basis  | Ongoing     | TBC |
| Safeguarding Adult Reviews                                  | All   |  | Ongoing     | TBC |
| Update of SAR procedures                                    | SAR Panel   | Carried over from 24/25, capacity has led to delays with this action.  | June 2024   | TBC |
| Application of the SAB's Quality Assurance Framework        | Performance and Quality Subgroup                        | Action plan in place to monitor compliance with the QAF. Will be an emphasis on assurance work around Quality of multi-agency meetings/discussions in safeguarding enquiries and application of S9/S11 of the Care Act | Ongoing     | TBC |
| Review of SAB Staffing Structure                            | SAB Independent Chair, SAB Business Manager and RBC Rep | funding has already been agreed for an additional post in the SAB Business Unit, job descriptions are currently with RBC HR department for review.   | June 2024   | TBC |
| Advocacy Audit  | Performance and Quality Subgroup                        | In response to learning from SARS, an audit of the advocacy offer for safeguarding interventions will be conducted.  | March 2025  | TBC |
| Review, update and implement the SAB Communication Strategy | Comms Subgroup  | Which is clear to outline how better engagement with the public will be achieved and sets out the 3 key communication priorities for the SAB in 24/25.   | June 2024   | TBC |

| RAG Criteria                   | RAG Status      | Scenario   | Boards Responsibility  |
|--------------------------------|-----------------|--|--|
| Progress against Business Plan | Red             | 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. |
|                                | 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  |

Endorsed by the SAB on the 6<sup>th</sup> March 2024