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| NCSAB RGB | **Nottingham City Safeguarding Adults Board.**  **Annual Action plan**  **Year 2 (2017 -2018)**  **Developing** |

**Annual Action Plan – End of year outcome**

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| **RAG Rating key** | |
| **Clear** | Work is underway and, in the judgment of the lead individual/subgroup is expected to be completed within the agreed timescale |
| **Red** | Work is underway however, is not expected to be completed within the agreed timescale. In the judgement of the lead individual/subgroup either   * The deadline will be missed by more than three months and / or * The impact of missing this deadline is likely to be significant |
| **Amber** | Work is underway however, is not expected to be completed within the agreed timescale. In the judgement of the lead individual/subgroup either   * The deadline will be missed by less than three months and / or * The impact of missing this deadline is unlikely to be significant |
| **Green** | Action completed |
| **Blue** | Action not yet commenced. |

**Summary of Work Achieved in 2016/17 (Strategic Plan year 1)**

Prevention:

* Risk Register established, signed off by NCSAB and reviewed through BMG
* Early Intervention report to Board on various initiatives

Assurance

* Quality Assurance Framework established
* Internal review of SAR processes based on learning from SARs, which will feed into cross authority review which will continue in to 2017/18
* Review of learning and improvement strategy

Making Safeguarding Personal

* Revised communication & engagement strategy agreed
* MSP awareness raising session delivered as part of Every Colleague Matters

Safeguarding Performance and Capacity

* Budget agreed for 2017/18
* Board Office function reviewed and new Board Manager post recruited to. Fixed term 0.5 FTE training officer recruited to for 2016/7
* Board constitution revised
* On-going co-ordination with other Boards

|  | **What do we want to achieve** | **What we are going to do** | | **Who will lead** | **Timescale** | **RAG rating**  **(**🡻🡹🡺) | | | **BMG Jan 18 Update** |
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| **Strategic Priority 1) Prevention** | | | | | | | | | |
| **1.1** | That the workforce in Nottingham is aware of their safeguarding responsibilities, and they know how to enable people to stay safe from harm through appreciating their concerns and promoting their independence. | 1. TLI subgroup to design a mechanism to seek assurance that the Care Act is embedded across the partnership and that partner agencies know what their responsibilities are, and what to refer to Adult Social Care.   July 17 – this action will be included within the new self-assessment framework (2.2b) | | Board Manager & QA subgroup | Sept 17 | A | |  | Chair and Board Manager assurance meetings with partners complete.  QA subgroup – not TLI - will complete work on the new self assessment framework in18/19. County SAB are joined in with this. ASC safeguarding lead meeting with partners about referrals  No longer applicable  Update provided to the Board in Sept 17. National evaluation of first year pilots will be delivered in 2018/9.  Update provided to the Board in Sept. 17.    National evaluation of first year pilots will be delivered in 2018/9. Scoping will follow this. |
| 1. TLI to implement action plan and provide a report to Board. | | QA/Board Manager | As above | **C** | |  |
| **1.2** | The Board develops a better understanding of the impact of social isolation on people in Nottingham and implications for prevention work in adult safeguarding | 1. Monitor national developments led by ADASS/LGA and provide update reports to Board | | Board Manager | On-going | **C** | |  |
| 1. Scope (who, what, where, when) areas and possible actions where partners might co-operate to reduce social isolation where this will reduce safeguarding risks. Scoping to include different approaches to safeguarding adults which address social isolation outcomes, which if feasible could be piloted by partner agencies. | | Board manager | Oct 17 | **C** | |  |
| **Strategic Priority 2) Assurance** | | | | | | | | | |
| **2.1** | Assurance that learning from SARs (and other serious incidents) is embedded across the partnership, to achieve continuous improvement of local safeguarding arrangements. | 1. The recommendations and plans from the three SARs completed in 2016-7 will be implemented (this includes ensuring that lessons learned are disseminated in learning & development initiatives. | | SAR subgroup (with tasks delegated to QA or TLI as appropriate) | Oct 17 | **A** | |  | TLI subgroup began scoping available resources for themes identified in SARs. Delayed due to subgroup chair leaving and lack of Board Manager  Action complete & agreed with NSAB. Approved by both Boards  Process agreed by SAR subgroup. 4-monthly meetings between officers have been scheduled to keep under review. System in place for information with vacant Board Manager post  Proposal agreed at Oct BMG. SAR subgroup have developed a process to learn from case material of concern. |
| 1. Review and agree SAR processes (carried forward from 16/17) | | Board manager (with county Board manager) | July 2017 | **G** | |  |
| 1. Develop, implement and keep under review, a protocol to share learning from DHRs, SCRs and SARs across the partnerships and across City/County Boundary as appropriate. | | Board Manager (in collaboration with Children’s Board officer & DV Policy Officer) /SAR subgroup | July 17 | **G** | |  |
| 1. Develop, implement and keep under review a protocol for escalating single agency serious incidents to the Board where there is learning relevant to partner agencies. | | Board Manager / SAR subgroup | Dec 17 | **C** | |  |
| **Strategic Priority 2) Assurance** | | | | | | | | | |
| **2.2** | Assurance that Safeguarding arrangements in the City are effective, person centred and outcome focussed. | 1. Develop an action plan to implement and keep under review the Quality Assurance Framework developed in 2016/17 to ensure it provides evidence to the Board of the impact of Safeguarding work in the City and promotes a focus on outcomes | | QA subgroup | On-going | **C** | |  | QA sub-group are on track with this work.  Assurance meetings with partners have been completed.  Work not completed by year end, Board Manager vacancy impacts on completing work but QA subgroup working on this in to 2018/9 with County Board Manager |
| 1. Develop a process for assurance (to replace the SAAF) in co-operation with Nottinghamshire SAB.   Process to be agreed by the Board and implemented by the end of the financial year | | Board Manager & QA subgroup. | Sept 17  March 18 | **A** | |  |
| **Strategic Priority 3) Making Safeguarding Personal** | | | | | | | | | |
| **3.1** | The Board is assured of strong Multi-agency commitment to MSP across the partnership.  The principles of MSP are embedded in local safeguarding practice and make safeguarding person- centred and outcome focussed. | 1. Consider the information arising from the review of safeguarding referrals and develop an action plan to include a mechanism for seeking assurance that partners are asking citizens about what their desired outcomes are as part of making a referral to ASC | QA Subgroup | | Oct 17 | C | |  | MSP assurance exercise reviewed by QA in July & August. Mandatory referral question requested from all board partners. Reviewed at Jan QA subgroup meeting and follow up assurance will be sought in 2018/9.  Work in progress through QA subgroup.  EM region is also looking at quantitative data. (National work in progress to develop an MSP outcomes framework).  On-going through QA subgroup. |
| 1. Develop mechanisms with the implementation of the QA framework to measure involvement and outcome for citizens which provides quantitative data and narrative details | QA subgroup. | |  | C | |  |
| 1. Regular reports on MSP implementation to be provided to the Business Management Group and exception reporting to the Board. | QA Subgroup | | Dec 17 | C | |  |
| **Strategic Priority 4) Safeguarding Performance and Capacity** | | | | | | | | | |
| **4.1** | Assurance that suitable, sustainable arrangements are in place to achieve continuous learning and improvement across the adult safeguarding partnership | 1. Establish Training, Learning and Improvement subgroup, develop terms of reference, establish membership and work plan. | BMG/Board manager/TLI sg | | June 17 | | C |  | Subgroup established, chair and initial members have met. Agreement to focus on SAR actions. Membership to be kept under review.  Implementation delayed with departure of subgroup Chair and Board Manager |
| 1. Develop a work-plan to Implement the Learning and Improvement Strategy agreed in 2016/17 | TLI subgroup | | June 17/on-going | | **A** |  |
| **4.2** | Assurance that members of the public are aware of Adult Safeguarding, what to look out for, how to refer. | Implement joint NCSAB/NCSCB Comms & Engagement Strategy devised in 2016/17 | | | | | |  |  |
| 1. Develop an insight map which clarifies existing communications and engagement mechanisms for children and adults | Board manager/ comms lead | | Oct 17 | | A |  | Board Manager started to map engagement route, completion pending replacement BM.  Further work needed to identify how to utilise partner agencies’ existing engagement activity.  Not yet started.  Awaiting appointment of new Board Manager |
| 1. Identify existing engagement processes that can inform or assist the work of NCSAB | Board manager/  Comms lead | | July 17 | | **A** |  |
| 1. Annual calendar of campaign priorities which will be delivered using a multi-agency approach |  | | Dec 17 | | **B** |  |
| **Strategic Priority 4) Safeguarding Performance and Capacity** | | | | | | | | | |
| **4.3** | Assurance that there are effective methods for communication with Nottingham citizens and the workforce. | Implement Comms & Engagement Strategy devised in 2016/17 jointly with NCSCB | | | | | | | |
| 1. Develop a fit for purpose NCSAB/NCSAB Website which makes tools,resources and learning accessible. | Board Manager, SG partnership service manager & Comms Lead | | Oct 17 | | G |  | New webpages launched and content being developed  TLI have begun scoping resources for learning from SARS. Adult safeguarding posters designed, printed and widely distributed. |
| 1. Develop comms & engagement toolkit based on the insight map | Board Manager /Learning & Improvement | | Dec 17 | | **A** |  |
| 1. annual calendar of campaign priorities which will be delivered using a multi-agency approach |  | | Dec 17 | | **B** |  |
| **4.4** | A shared view about the Board’s financial requirements, and 2018/19 budget for Board administration and management agreed in principle | In collaboration with NCSCB: | | | | | |  |  |
| 1. Identify budget needs and options for 2018/19 | Independent Chair/Funding Partners/Board Manager | | Oct 17 | | **C** |  | Budget carried over at same level by partners |
| 1. Confirm partner contributions for 2018/19 budget | Independent Chair / Board Manager | | Dec 17 | | **C** |  |
| **Strategic Priority 4) Safeguarding Performance and Capacity** | | | | | | | | | |
| **4.5** | Ensure the Board operating model is fit for purpose to enable it to respond to national and local strategic drivers and priorities. | 1. Review and draft revised Board constitution (& subgroup terms of reference) to reflect the new arrangements. To be signed off by the Board | Independent Chair, Board Manager, Head of Service | | Sept 17 | | C |  | Constitution developed and approved. Complaints policy has been agreed (and shared regionally).  Subgroup ToR have been re-drafted to be more aligned |
| **4.6** | Ensure the Board’s work is aligned with work of other strategic Boards across the City. | 1. Independent Chair to work with Board members and other chairs to co-ordinate cross-cutting issues & promote Adult Safeguarding. | Independent Chair & Board Manager | | Continuing | | **C** |  | Assurance meetings with Board partners are contributing to this objective. Reports on FGM, Suicide Prevention, DSVA & Prevent to BMG and Board. Community Protection have joined the Board |