



Northumberland Safeguarding Adults Board Strategic Action Plan 2014/15

The Northumberland Safeguarding Adults Board is a multi-agency partnership comprising statutory, independent and charitable organisations which have a stakeholder interest in safeguarding adults across Northumberland. The vision of the Safeguarding Adults Board is to protect and promote individual human rights, the capacity for independence and improved well-being so that adults at risk of abuse, and unpaid carers in Northumberland stay safe, are treated with dignity and respect, enjoy a sustained quality of life, and are at all times protected from abuse, neglect, discrimination, or poor treatment. The role of the NSAB is to maintain and develop inter-agency frameworks to safeguard adults within Northumberland and to coordinate what is done by each person or body represented on the Board in relation to the safeguarding of adults.

The NSAB Action Plan for 2014 – 2015 is shaped around the work of the sub groups unless there are specific pieces of work by individual officers.

- 1. Board issues - which includes accountability, structures and governance**
- 2. Policies and Procedures – including how we Safeguard adults at risk and work with partners, service users and carers**
- 3. Communication – how we tell people about Adult Safeguarding and the work of the Board**
- 4. Service User involvement/Engagement – how we include partners, carers and service users in Safeguarding**
- 5. Training - which includes skilling up our workforce**
- 6. Performance - which includes scrutinising information, data and general performance**
- 7. Joint Case Review Panel – learning lessons from serious case reviews locally and nationally**

This Strategic Action Plan will be used to monitor the Board's work over the next year and an update on progress will be formally made at each Board meeting. The Action Plan will also form part of the Northumberland Safeguarding Adults Board Annual Report.

No.	What we are going to do	Sub Group/ Lead	Timescale Annual (A) short (S) Med (M) Long (L)	Review Date	Status			How will we know we have achieved the target
					Green	Yellow	Red	
1.Board Issues: accountability, quality assurance, structure and governance								
1.1	Review Board membership, terms of reference/'memorandum of understanding' in accordance with Care Act, ADASS and other national guidance	All Board members	A	Apr 15	Green			Board will have records of development day showing that these issues have been considered and changes implemented as required.
1.2	Review structure and progress of sub groups	All Board members	A	Apr 15	Green			Board will have records of development day showing that these issues have been considered. The annual report will reflect the work and progress of the sub groups.
1.3	All stakeholders are in receipt of clear guidance about the roles and responsibilities of the board	Policies and Procedures Sub	M	Oct 14		Yellow		There will be a record that all new members have received induction on joining the board and all partners have a role description and guidance
1.4	Respond to consultations locally, regionally and nationally	All Board members	S	Apr 15	Green			Board will continue to respond to consultations. This will be recorded at board in minutes and made available on Northumberland County Council (NCC) website
1.5	All stakeholders will be aware of the governance arrangements of the board and how this fits with their own organisational structures	Policies and Procedures Sub Comms sub	M	Oct 14		Yellow		The governance structure will be shared at board – minutes made available on the NCC Website
1.6	All partners to complete the self-assessment/audit framework (QAF) on an annual basis and report this	All Board members	A	Apr 15	Green			Board will report on the number of QAF's received. Noted in minutes and reported through the annual report.

	for inclusion in the annual report						Available publicly on NCC website.
1.7	Publish an Annual Report and Strategic Plan	Anna English	A	June 15			Annual Report and Strategic plan will be available on NCC website
1.8	Review of stakeholder funding for the work of the SAB	All Board members	M	Oct 14			Funding issues to be raised at Board meeting and minuted. Minutes available on NCC website
1.9	Audit of attendance by Board members	Anna English	A	Apr 15			Audit will be reported to the Board. Minutes available on NCC website
2. Policies and Procedures							
2.1	Review all policies and procedures in line with requirements of the Care Act and associated guidance	Policies and Procedures Sub NOT group	M	Oct 14			New policy will be ratified by both North Tyneside and Northumberland Safeguarding Boards, (minutes of meetings) and policy and procedures available on websites
2.2	Review the ADASS threshold tool in light of demographic, and national social policy changes	Policies and Procedure Sub Regional Safeguarding Group	L	Apr 15			Record of review in minutes of the regional and local Groups. Revised threshold document will be available on website.
2.3	Produce bi-monthly reports to the board on the progress of local and North of Tyne groups	Policies and Procedures	S	Apr 15			Reports will be available through minutes and paperwork associated with Board meetings, available on website
2.4	Develop Risk Enablement policy and publish to all stakeholders	Policies and Procedures Sub NOT group	L	Apr 15			Policy will be ratified by the Board. Minutes of Board will be available on NCC website.
2.5	Develop follow up mechanisms for signposted cases, and lower level repeat concerns	Policies and Procedure Sub	M	Dec 14			Procedure will be ratified by Board. Minutes of board will be available on NCC website.
2.6	Finalise local protocol for working with Care Quality Commission in response to Winterbourne	Policies and Procedures Sub CQC	M	Dec 14			Protocol will be ratified by Board. Minutes of board will be available on NCC website

3. Communication							
3.1	All stakeholders will have a standardised message about adult safeguarding for inclusion in the media they publish e.g. straplines	Communications sub NOT group	L	Apr 15			All Board members will have standardised messages about adult safeguarding in their communication strategy. Materials will be available on NCC website.
3.2	All stakeholder websites will be linked to safeguarding web pages at Northumberland County Council	Communications sub	M	Dec 14			All member agencies will have links on their respective webpages.
3.3	Audit of all websites to check compliance with 3.2 above	Service User involvement	A				Audit will be reported to board. Minutes available on website
3.4	Develop shared communications and event strategy with North Tyneside Council and Newcastle City Council	NOT group	L	Dec 14			Shared strategy will be ratified by board. Minutes and strategy available on website.
3.5	Safeguarding Information on NCC website to be kept updated	Anna English/Elena Garcia	A	Apr 15			Website will be accurate and include the details above
3.6	Develop an SAB email address and link to customer services at NCC	Anna English	M	Dec 14			Board will have an external facing email address for members of the public/other organisations to use
4. Engagement							
4.1	Ensure that carers and advocates are appropriately involved and guidance produced regarding best practice is embedded	Service User sub	L	Apr 15			Guidance will be ratified by the board and available on NCC website
4.2	Complete work on the DVD for young adults as part of our Making Safeguarding Personal Project	Anna English/Future Routes	L	Apr 15			DVD will be ratified by ADASS, board and regional safeguarding group then made available on NCC website plus hard copies will be made available for inclusion in Safeguarding Information Packs

4.3	Safeguarding Information Packs will be rolled out across Northumberland	Anna English	M	Oct 14			All adult social care offices will have access to packs for service users and carers involved in the safeguarding process
4.4	Develop training module for schools regarding Adult Safeguarding	Anna English Education team	L	Apr 15			Pilot to be identified to test materials with a view to wider roll out to schools across Northumberland. Details will be available on NCC website.
4.5	Care Provider Safeguarding forum to be established in Northumberland	Anna English Commissioning Team	M	Dec 14			Meetings will be recorded and minutes available on NCC website
5. Training							
5.1	Supervision and appraisal framework will be developed in accordance with Bournemouth Capabilities and rolled out across Northumberland and North Tyneside	NOT Training sub group	L	Apr 15			Evidence of templates will be available and feedback from workforce will be reported to board. Minutes available on website.
5.2	Develop a joint workforce development strategy for adult safeguarding across Northumberland and North Tyneside	NOT Training sub group	M	Oct 14			Action plan will be RAG rated and reported to board. Minutes will be on NCC website.
5.3	A suite of Safeguarding Adult training materials for carers will be finalised and rolled out	Leigh Waller/Michele O'Brien	L	Apr 15			Report will be provided to the board. Minutes available on website.
5.4	Develop a Specialist Training Event in relation to Female Genital Mutilation, Forced Marriage and Sexual Violence	NOT Training sub group/LDU	L	Apr 15			Evidence of programme materials and evaluation will be provided through feedback from workforce. Report to the board. Minutes available on website.
5.5	Implement the Northumberland SAB Training Strategy 2014/15	Leigh Waller/Tracey Horseman LDU	L	Apr 15			Action plan will be RAG rated and reported to board on bi-monthly basis. Minutes will be on NCC website.

5.6	Josephine project to be developed and used where indicated in safeguarding cases across Northumberland	Leigh Waller/Tracey Horseman LDU	S	July 14			Report will be provided to the board. Minutes available on website.
6. Performance and Governance of Safeguarding Procedures							
6.1	Receive and scrutinise service user experience data in line with Making Safeguarding Personal indicators	Performance and Governance sub group	S	April 15			Performance information will continue to be analysed and shared with the board. Minutes will be on NCC website
6.2	Receive and interrogate performance information on a bi-monthly basis from a range of sources, including other partners	Performance and Governance sub group	S	April 15			Performance information will continue to be analysed and shared with the board. Minutes will be on NCC website
6.3	Agree performance indicators and receive and interrogate information relating to use of restraint in provided services	Performance and Governance sub group	M	Dec 14			Performance information will be shared with the board. Minutes on NCC website.
6.4	Quality assurance framework to include case file audits in safeguarding cases which will be scrutinised and actions progressed	Performance and Governance sub group	M	Oct 14			Reports will be provided to Board. Minutes on NCC website. In case of community services, report also to Northumbria Integrated Performance and Governance
6.5	Triangulation of quality issues/themes between partners and other boards	Performance and Governance sub group	M	Dec 14			Information will be included in performance report to board. Minutes on NCC website.
6.6	Monitoring and overview of the operation of Deprivation of Liberty safeguards and Mental Capacity Act 2005	Performance and Governance sub group	M	Dec 14			Information will be included in performance report to board. Minutes on NCC website

6.7	Audit of attendance by partner agencies at safeguarding meetings	Performance and Governance sub group	A	Apr 15			Information will be included in performance report to board and reviewed at annual Development Day. Minutes on NCC website
6.8	Continue to receive assurance from health partners with regards responses to Francis Report	All Board members	L	Apr 15			Board will continue to receive on-going reports. Minutes on NCC website
6.9	Continue to receive regular reports with regards to progress on Winterbourne Concordat	All Board members	L	Apr 15			Board will receive on-going reports. Minutes available on NCC website.
7. Joint Case Review Panel (JCRP)							
7.1	Receive and consider referrals of new cases against the Serious Case Review criteria and make recommendations to the Chairs of the North Tyneside Safeguarding Adults Board and Northumberland Safeguarding Adult Boards	JCRP	S	Apr 15			Reports will be provided routinely to the board. Minutes available on NCC website in line with confidentiality and Data Protection.
7.2	Receive draft overview reports and discussing any suggested amendments	JCRP	S	Apr 15			Evidence that scrutiny has been afforded will be through reports to board. Minutes on NCC website.
7.3	Continue to present executive briefings and summary reports to the Panel and the Boards, together with any recommendations and action plans and publish to all stakeholders	JCRP Communications group Joint Training Group	L	Apr 15			Executive briefings will be shared with board. Minutes and briefings available on website
7.4	Ensure that any lessons learnt from Serious Case Reviews, significant case studies and research are	JCRP Communications group	S	Apr 15			Lessons learned workshops will be made available to wider workforce across all partner organisations. Reports

	clearly understood, acted on and embedded into training	Joint Training Group					from JCRP and Training to Safeguarding Adults Board. Minutes on website.
7.5	Devise and apply audit to monitor the implementation of recommendations from Serious Case Reviews and other reviews and reports within board agencies	JCRP	L	Apr 15			Audit to be shared with Safeguarding Adults Board. Minutes on NCC website