



Business Plan June 2021 – March 24

The West of Berkshire Safeguarding Adults Partnership Board (SAB) have agreed that its approach for the next two and a half years will be to focus at any one time on three key themes that have been identified from learning from Safeguarding Adult Reviews (SARs).

The SAB acknowledge that there are reoccurring themes from local and national learning from SARs that must be addressed. We will consider what the obstacles are in implementing recommendations and sustaining improvement and there will be a focus on good practice to promote learning, alongside an emphasis on good quality care principles and the role of effective support and supervision of the workforce to embed learning and inform future practice

It is possible that changes to priorities will be made throughout the duration of this plan in light of national and local learning in order to ensure that there is capacity within the partnership to deliver on the most pressing priorities for the West of Berkshire. Any change in priorities will be approved by the Board.

Through its reflective learning practice the SAB have identified the following priorities, it is the expectation within each of the priorities that the following key frameworks/principles are considered: Mental Capacity, Making Safeguarding Personal, Professional Curiosity, Care Act, Equality Act. The SAB will also consider and make and implement recommendations regarding race, culture, ethnicity, local and national context and how this may impact on safeguarding.

Priority 1	To consider Board learning in regard to self-neglect; to understand what more we need to do to ensure that our ways of working with people who are self-neglecting are consistent and effective in mitigating and preventing risks.			
SAB Executive Lead	Seona Douglas, Director of Adult Care and Health Services, Reading Borough Council			
Relevant SAB Learning	Henry, Carol, Paul, Aubrey, Margaret/Graham/CC– in regard to management of risk Self-Neglect Audit December 2018			
Actions Required from Partnership				
Action	Who	Progress Update	Deadline	Status
Partners to reflect on their practice regarding self-neglect and the changes that have been and are required to address the learning from SARs. To consider how Covid has impacted on this. To provide a case study to the SAB on a positive outcome on working with a complex self-neglect case.	SAB	Video on self-neglect, understanding my story – This is what works – Deborah Barnett presented to SAB in December 21. Self-Neglect appreciative inquiry report to go to SAB in March 22. Training on self-neglect paper considered by SAB in December 21.	December 21	COMPLETED
Development of KPI's to monitor performance in the safeguarding response to Self-Neglect.	Performance and Quality Subgroup	KPI's on Dashboard from March 22 onwards.	December 21	COMPLETED
Assurance obtained from SAB Statutory partners on practice in regard to self-neglect.	Performance and Quality Subgroup	Appreciative inquiry paper endorsed by SAB in March 22.	December 21	COMPLETED
Bitesize learning session on self-neglect	Learning and Development Subgroup	A session will be delivered as part of the MARM relaunch, carried over to 22/23 Business Plan.	December 21	RED
Assurance obtained from SAB Statutory partners on training around self-neglect.	Learning and Development Subgroup	Paper endorsed by SAB December 21.	December 21	COMPLETED

Gather and share feedback on self-neglect from stakeholders.	Voluntary Care and Healthwatch Subgroup	Discussed at VCS/HW Subgroup Feb 22, agreed that the sector need guidance on how to identify and respond to concerns around self-neglect.	December 21	COMPLETED
Create information source for volunteers on self-neglect which includes details on relevant pathways and escalation.	Voluntary Care and Healthwatch Subgroup	Carried over to 22/23 Business Plan, where the SAB will expand their offer of information and support to the partnership in regards to self-neglect.	December 21	RED
To consider any updates to the Self-Neglect Policies and Procedures (updated December 19) based on the learning from this SAB Priority.	Pan Berkshire Policy and Procedure Subgroup	Carried over to 22/23, a light touch review of the self-neglect policy and procedure will be completed in November 2022.	March 22	RED
Promote SAB learning in regard to self-neglect	Berkshire West Communication Subgroup	Carried over to 22/23 Business Plan, where the SAB will expand their offer of information and support to the partnership in regards to self-neglect.	December 21	RED
Review and relaunch the Multi-Agency Risk Management Framework	Task and Finish Group	Carried over to 22/23 Business plan, deadline for completion September 2022.	December 21	RED

Priority 2	To consider Board learning in regard to pressure care management and understand what the partnership need to do to ensure that our way of working with people at risk of pressure sores is consistently of best practice standard.			
Executive Lead	Andy Sharp, Executive Director - People, West Berkshire District Council			
Relevant SAB Learning	Aubrey, Gemma, Ben, P, Graham Review Quality of Tissue Viability Management training across the partnership			
Actions Required from Partnership				
Action	Who	Progress Update	Deadline	Status
Partners to reflect on their practice regarding pressure care management and the changes that have been and are required to address the learning from SARs. To consider how Covid has impacted on this.	SAB	Presentation on pressure care management in March 22, agreed presentation will be made into a video and that a practice learning note will be created.	March 22	COMPLETED

To provide a case study to the SAB on a positive outcome on working with a complex case involving pressure care management.				
Development of KPI's to monitor performance in the safeguarding response to pressure care.	Performance and Quality Subgroup	November 21: it was agreed at the P&Q subgroup that it would not be possible to collect meaningful data on pressure care management as it is not identified as a type of abuse and could cross over a number of abuse types.	March 22	COMPLETED
Assurance obtained from SAB Statutory partners on practice in regard to pressure care.	Performance and Quality Subgroup	Report focusing on how statutory partners raise awareness in regard to pressure care is in development. Presented to SAB in June 22.	March 22	COMPLETED
Bitesize learning session on pressure care.	Learning and Development Subgroup	A session will be delivered as part of the MARM relaunch, carried over to 22/23 Business Plan.	March 22	RED
Gather and share feedback on pressure care from stakeholders.	Voluntary Care and Healthwatch Subgroup	Completed, the subgroup is of the view that the role for them is to promote awareness around the SAB priorities, rather than specific details around pressure care management. As per the self-neglect priority the sector needs to be aware of where to report any concerns they may have. Request to seek feedback from the provider sector was declined due to capacity issues at the time the request was made.	March 22	COMPLETED
Create information source for volunteers on pressure care which includes details on pathways.	Voluntary Care and Healthwatch Subgroup	Agreed that action will be addressed by providing the sector with an awareness note on the SAB's current priorities. This was published on the 10 th March 22. https://www.sabberkshirewest.co.uk/media/1574/west-of-berkshire-sab-priorities-march-22-v10.pdf	March 22	COMPLETED
To consider any updates to the Pressure Care Policies and Procedures based on the learning from this SAB Priority.	Pan Berkshire Policy and Procedure Subgroup	Revised Pressure Ulcer Safeguarding Pathway published October 2021.	December 21	COMPLETED

Promote SAB learning in pressure care.	Berkshire West Communication Subgroup	Carried over to 22/23 Business Plan where the SAB plan to be part of the national pressure care awareness day.	March 22	RED
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Priority 3	To consider Board learning in regard to organisational safeguarding and identify what the partnership need to do to transform our way of working with provider agencies to promote and ensure good quality, safe and consistent standards of care.			
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Executive Lead	Matt Pope, Director of Adult Services, Wokingham Borough Council			
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Relevant SAB Learning	Graham, Ben, Michelle, Atlas,			
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Actions Required from Partnership				
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Action	Who	Progress Update	Deadline	Status
Partners to reflect on their processes in regards to quality management of the provider market paying particular attention sustainability and the impact of Covid. To provide a case study to the SAB on a positive outcome on working with a complex case involving pressure care management.	SAB	Carried over to 22/23 Business Plan.	June 22	RED
Development of KPI's to monitor performance in the safeguarding response to quality monitoring.	Performance and Quality Subgroup	Carried over to 22/23 Business Plan.	June 22	RED
Assurance obtained from SAB Statutory partners on practice in regard quality monitoring of service provision.	Performance and Quality Subgroup	Carried over to 22/23 Business Plan.	June 22	RED
Bitesize learning session on identifying and responding to concerns over quality of service provision.	Learning and Development Subgroup	Carried over to 22/23 Business Plan.	June 22	RED
Gather and share feedback on quality of service provision and monitoring from stakeholders.	Voluntary Care and Healthwatch Subgroup	Carried over to 22/23 Business Plan.	June 22	RED
Create information source for volunteers on quality of service provision which includes details on pathways.	Voluntary Care and Healthwatch Subgroup	Carried over to 22/23 Business Plan.	June 22	RED

To consider any updates to the organisational safeguarding policy and procedure in light of SAB learning.	Pan Berkshire Policy and Procedure Subgroup	Carried over to 22/23 Business Plan.	June 22	RED
Promote SAB learning in quality of service provision.	Berkshire West Communication Subgroup	Carried over to 22/23 Business Plan.	June 22	RED

Priority 4	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	Published: May 21, July 21, December 21, January 22, April 22.	Ongoing	COMPLETED
Review and present a focused dashboard for the SAB.	Performance and Quality Subgroup	P&Q Subgroup met in July 21 and agreed that the data collected should not be reduced.	December 2021/ongoing	COMPLETED
To review safeguarding concern numbers with Local Authority comparator groups and report findings to SAB for consideration.	Business Manager	Report endorsed by SAB December 21.	December 2021	COMPLETED
Publish SAB Annual Report for 2020/21	SAB	Annual Report published December 21.	January 2022	COMPLETED
Complete SARS as per statutory requirements, including publication of SAR Practice Notes.	SAR Panel	SARs are progressing, struggling to meet six month deadlines.	Ongoing	AMBER
Bitesize session on endorsed SARS, within 3 months of endorsement.	Learning and Development Subgroup	Up to date: <ul style="list-style-type: none"> Ken SAR session took place in September 21. Bitesize session on Legal decision making powers and advocacy, arranged in response to John SAR took place in November 21. Olivia/Steven– session scheduled 23/6/22 Louise – podcast to be used Adam – session will take place to launch protocol ‘supporting-agencies-in-the-management-of-complex-multi-agency-investigations’ which is due to come to SAB for endorsement in September 22. 	Ongoing	COMPLETED

Maintain and improve SAB Website	Business Manager		Ongoing	COMPLETED
Agree and publish safeguarding escalation plan for the partnership	Safeguarding Leads	Launched 23/7/21.	July 21	COMPLETED
Maintain Pan Berkshire Safeguarding Adults Policies and Procedures	Pan Berkshire Policy and Procedure Subgroup	Berkshire West leading on the administrative of group from April 21 – April 22.	Ongoing	COMPLETED
Manage SAB Budget	SAB Business Manager		Ongoing	COMPLETED
Development and management of SAR Action Plans	PSW's – for host LA	<ul style="list-style-type: none"> • Ken – discussed learning from SAR Quality Audit submissions in May 22. • Adam – Action plan being led by the SAR subgroup, no Learning from SAR Quality Audits required. • Olivia/Steven – Learning from SAR Quality Audits, will be submitted in March 22, extraordinary P&Q meeting to take place in June 22 to discuss. • John - Learning from SAR Quality Audits, delay in submissions, extraordinary P&Q meeting to take place in June 22 to discuss and reported to SAB in September 22 as requested. • Louise - Learning from SAR Quality Audits, will be submitted in May 22, will be discussed at P&Q meeting in August. <p>Please note that this is being co-ordinated by the SAB BM and taken to P&Q subgroup for endorsement.</p>	Ongoing	AMBER

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