

## 2015-18 BUSINESS PLAN – planning for year 3

### Introduction

A review of the 17/18 Business Plan has been undertaken and additional recommendations have been made with regard to the actions arising from the board development day. This document now forms the basis for the 18/19 Business Plan.

The Business Plan is an addendum to the Strategic Plan 2015-18 and forms the foundation for the work of the sub groups to deliver the outcomes. The Strategic Plan will require a refresh.

This Business Plan is developed to enable the Safeguarding adult board to carry out its functions as set out in legislation and guidance. This includes ensuring the protection of adults in the following circumstances:

- (a) Has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) Is experiencing, or is at risk of, abuse or neglect, and
- (c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The way in which an SAB must seek to achieve its objective is by coordinating and ensuring the effectiveness of what each of its members does to safeguard vulnerable adults. The HSAB achieves this through scrutiny, challenge, learning and support. The key outcomes and actions in this plan are designed to help us demonstrate **Strong Partnership**, which is an essential part of ensuring strong and effective working together to safeguard vulnerable adults.

<b>Partnership working</b>		
<b>To develop relationships across agencies that deliver positive changes to safeguarding</b>		
<b>Business plan 18/19</b>	<b>Actions</b>	<b>Progress</b>
Define and understand involvement from voluntary sector	Clarify representation of voluntary sector through the membership and work of the HSAB	
Develop a more qualitative approach to performance monitoring (Outcome from board development day March 17)	Establishment of multi-agency case audit process against boards priority areas. For the board to be clear about what we need to know to be able to be assured about progress in priority areas and develop multi agency performance information against these priorities	
<b>Prevention and protection</b>		
<b>To ensure that Herefordshire residents can recognise safeguarding concerns and know what to do</b>		
<b>Business plan 18/19</b>	<b>Action</b>	<b>Progress</b>
Service user involvement	Continue to develop the work already commended of service user feedback through Healthwatch	
Monitor Prevention Work plan	The HSAB to receive scheduled updates and reports on the progress of the prevention work plan	

<b>Communications and engagement</b>		
<b>To deliver the messages from the board and recognise the voice of those we safeguard</b>		
<b>Business plan 18/19</b>	<b>Action</b>	<b>Progress</b>
Raise awareness of safeguarding, MCA and DoLS across councils, communities and smaller organisations	To be included in sub group work plans and reported to the executive on work and actions taken and a view on impact. Business unit to retain a log of communications, and link in to One Herefordshire	
Develop effective arrangements for delivering messages to and from the board	Review terms of reference of practitioner forums to maximise this process as an approach to messages from front line practice.	
<b>Operational effectiveness</b>		
<b>To ensure safeguarding knowledge, processes, systems and structures are embedded across all agencies</b>		
<b>Business plan 18/19</b>	<b>Action</b>	<b>Progress</b>
<p>Single agency assurance reporting to Exec”</p> <p>Suggested themes:</p> <ul style="list-style-type: none"> <li>❖ Assurance of right referral for right reason</li> <li>❖ Activity against prevention agenda</li> <li>❖ Board and sub group contributions</li> <li>❖ Compliance with care act / MCA / DoLS / competency framework</li> </ul>	Assurance reporting from single agency to be scheduled in to the business cycle of HSAB.	

Messages from the board are disseminated	Partners need to provide evidence, including through assurance reporting that the relevant messages identified through the board are being disseminated in their agencies.	
Ensure learnings from audits and reviews are shared across the partnership	Develop approaches to achieve timely dissemination of messages from reviews and audits, with single agency partners taking responsibility and contributing to this. Details to be included in sub group work plans	
<p>Consideration of ADASS “Making safeguarding personal for safeguarding adult’s boards” report.</p> <p>Consideration of ADASS Making safeguarding personal for individual agencies report.</p> <p>Monitoring of Board MSP action plan</p>	<p>Policy and Procedure sub group to lead and guide single agencies development of MSP guidance in their organisations</p> <p>MSP action plan to be scheduled in to business cycle of HSAB executive for regular update on progress and any risks.</p>	
Develop self-assessment for partner agencies based on Competency Framework		
Examine effectiveness of sub groups	<p>The sub groups to report to the executive group on the commitment of partners to the working of the sub groups, progress on core business and priorities of the HSAB.</p> <p>The Executive will lead on</p>	

	recommendations for improvements of the effectiveness of the sub groups.	
Effectiveness of the broader safeguarding system Suggested themes: <ul style="list-style-type: none"> <li>❖ Provision of advocacy and access to it</li> <li>❖ Addaction</li> </ul> (identified from development day)	Executive to recommend for the board how these areas should be monitored, for example for inclusion in case auditing and assurance reporting	
Increase HSAB engagement with regional and national work and developments (identified from development day)	The board to identify specific areas to highlight and evidence.	

Approved by Board