

## Safeguarding Adults

<b>Project Members:</b> <b>Safeguarding Adults Board</b>	<b>Project Manager:</b> <b>Debbie Butcher</b> <b>Head of Service – Joint Commissioning</b>
<b>Purpose and Description</b>	
<p>The aim and purpose of this project is to review and implement the strategic plans in relation to the safeguarding process, policies and procedures in Plymouth, in light of the implementation of a new operating model in Adult Social Care and the reorganisation of the Health system. This will include the delivery of a safeguarding quality assurance process for vulnerable adults in Plymouth.</p> <p>We will do this by achieving the following milestones:</p> <ul style="list-style-type: none"><li>- Review of Safeguarding Adults Board membership and terms of reference;</li><li>- Review of Carefirst 6 safeguarding dashboards and implement recommended changes;</li><li>- Review of safeguarding pathway for referrals and implement changes;</li><li>- Review of multi-agency policy and procedures to reflect new process;</li><li>- Review of infrastructure for safeguarding, including administration and co-ordination of alerts;</li><li>- Analysis of AVA data;</li><li>- Review training strategy and publish new multi-agency training plan;</li><li>- Review budgets;</li><li>- Align PSAB to PSCB;</li></ul> <p><b>Forecasted spend 2013/14 - £129, 019</b></p>	

## Safeguarding Adults

Strategic deliverables	Lead	Timescale	Resources Required	Cost
New Terms of Reference for SAB	Chair of SAB / Debbie Butcher	February 2013	Project management	Nil
Revise budget for SAB and agreements established between partners	Pam Marsden / Debbie Butcher	February 2013	Project management	Nil
New business plan and risk register for SAB signed off and agreed	Local authority via CMT and strategic partners	31 <sup>st</sup> March 2013	Project management: - Debbie Butcher	Nil
Review multi-agency policy and procedures	Plymouth SAB	31 <sup>st</sup> March 2013	Multi-agency resource – Police, health, social care and council (project co-ordination Local Authority)	
Deliver comprehensive prevention strategy and quality assurance mechanisms in relation to Vulnerable Adults ,individual commissioning and CQC regulated provision for Plymouth Local Authority and Western Locality CCG	Joint Commissioning Partnership (Pam Marsden ) Jenny Winslade /Paul Northcott (Police )	End of April 2013	Project management: - Debbie Butcher / Claire Cotter	
Review and align children and adult SAB, including business management support and Serious Case Review policy and procedure	Director for People via safeguarding leads , CMT and Children and Adults Safeguarding Board	31 <sup>st</sup> March 2013	Project management: - Debbie Butcher	

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Operational deliverables	Lead	Timescale	Resources required	Cost
Infrastructure review	Debbie Butcher	January 2013	Project management – Local Authority	
Appoint interim Safeguarding Manager and Independent Chair	Debbie Butcher	February 2013	Safeguarding budget	
Commission review of Carefirst 6 dashboards and safeguarding pathway	Debbie Butcher / Kate Jones	February 2013	Project management	£5,000
Training strategy to align with the domestic abuse commissioning plan and Ofsted requirements	Debbie Butcher		Project management	£x
Align Health and Local Authority Alert and investigator process to AVA and operational systems	Debbie Butcher/ Claire Cotter	31 <sup>st</sup> March 2013	Project Management	

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<b>Action Plan</b>		<b>Timescale</b>	<b>Resources</b>
1.	Commission Oscar Alexander to review dashboard	31 <sup>st</sup> March 2013	Safeguarding budget
2.	Approve and review access to Carefirst 6 and safeguarding field	31 <sup>st</sup> March 2013	Project time
3.	Map safeguarding alert pathways	31 <sup>st</sup> March 2013	Project time
4.	Align investigator training to Carefirst 6 process	31 <sup>st</sup> March 2013	Project time
5.	Review multi-agency policies and procedures, jointly with police and health	31 <sup>st</sup> March 2013	Safeguarding budget
6	Business plan, risk register and performance reporting to be approved by the Local Authority as lead agency and SAB Partners	31 <sup>st</sup> March 2013	Nil
7.	Appointment to Safeguarding Manager and Independent Chair	February 2013	Safeguarding budget
8.	Review infrastructure for safeguarding within the Local Authority as lead agency	31 <sup>st</sup> March 2013	Commissioning Re-structure

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Risk Log				
Key Risks		Mitigating Actions		
1	Budget	Budget to be approved by SAB and Local Authority as lead agency		
2	Engagement	Consultation into safeguarding pathways via Lead Officer Group and Safeguarding Adults Board		
<b>Progress updates:</b>				
Action No	Comment No	Comment / Update	Date Completed	Red/Amber/Green
1.	Commission Oscar Alexander to review dashboard	Budget approved, Kate Jones to lead		Amber – On track
2.	Approve and review access to Carefirst 6 and safeguarding field	Kate Jones		Amber – On track
3.	Map safeguarding alert pathways	Roslynn Azzam / Kate Jones / Ian Lightley		Amber – On track
4.	Align investigator training to Carefirst 6 process	Roslynn Azzam / Kate Jones / Ian Lightley		Amber – On track
5.	Review multi-agency policies and procedures, jointly with police and health	Interim arrangement in place		Amber
6	Business plan, budget, risk register and performance reporting to be approved by the Local Authority as lead agency and SAB Partners	Interim arrangement in place		Amber
7.	Appointment to Safeguarding Manager and Independent Chair	Out to advert		Green – in progress
8.	Review infrastructure for safeguarding within the Local Authority as lead agency	Interim arrangement in place		Amber

## Safeguarding Adults

### Governance

1. This project will come under the Governance of the Local Authority as lead partner via People Directorate Programme Board and reporting to CMT in relation to risk register.
2. There will be a local leadership group to ensure delivery of the project. Membership will include:

### SAB

**Project Owner: Debbie Butcher**

**Project Sponsor: Pam Marsden**

**Project Manager: Debbie Butcher**

**Operational Lead: Roslynn Azzam / Kate Jones**

### Terms of Reference

The role of this Steering Group (SAB) is to ensure that the multi-agency policies and procedure and infrastructure for safeguarding adults in Plymouth is successfully delivered:

- Providing leadership to the project team;
- Ensuring that the key deliverables are met;
- Provide advice and support on issues relating to delivery;
- Unblock problems within front line services;
- Ensure staff participate as required;
- Ensure that service user engagement takes place;
- Ensure that Equality Impact Assessments are completed on any proposed changes;
- Ensure safeguarding and risk enablement plans are in place for any service changes;
- Identify and act on carer specific issues;
- Identify workforce development issues to inform long term planning – The safeguarding adults training plan will identify key issues across the system, which may include areas such as domestic abuse awareness and child protection training for professional social workers to align with Ofsted;
- Ensure that audit informs future plans and changes to operational practice to reflect lessons learned.