

WAKEFIELD & DISTRICT
**safeguarding
adults board**

Wakefield and District

Safeguarding Adults Board

Strategic Plan 2021 to 2022

Introduction

This Strategic Plan for 2021-22 sets out the aims of the Wakefield and District Safeguarding Adults Board during this time period.

The Strategic Plan has four parts:

- The Vision of the Safeguarding Adults Board
- The Statement of Intent
- Strategic objectives
- The Work Plan for the next twelve months

The Vision

THE VISION FOR ADULT SAFEGUARDING

Safeguarding means protecting an adults' right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adults' wellbeing is promoted, including where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

To make this vision a reality it is essential that agencies that support adults at risk of harm work together to:

- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- safeguard adults in a way that supports them in making choices and having control about how they want to live;
- promote an approach that concentrates on improving life for the adults concerned;
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;
- provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and
- address what has caused the abuse or neglect.

Statement of Intent

The Wakefield and District Safeguarding Adult Board will provide strong and effective leadership to co-ordinate and ensure the effectiveness of the work done by agencies for the purpose of safeguarding and promoting the wellbeing of adults who have needs for care and support (whether or not the local authority is meeting any of those needs).

Wakefield and District Safeguarding Adult Board is clear that safeguarding and promoting the wellbeing of adults is 'Everyone's Business'. We will achieve our vision through:

- Ensuring that everyone, both individuals and organisations, are clear about their roles and responsibilities
- Working collaboratively between agencies to improve safeguarding practice and creating strong multi-agency partnerships that provide timely and effective prevention of and responses to abuse or neglect
- Monitoring, and where necessary, challenging the performance of agencies in relation to safeguarding and responding effectively to safeguarding concerns deriving from the poor quality or inadequacy of service provision
- Developing and implementing effective policies, guidance and procedures and supporting the development of a positive learning environment across the partnerships
- Carrying out effective Reviews when required to inform practice.
- Promote awareness of safeguarding within agencies and in the wider community as a preventative measure. Enabling people to access community resources that can reduce their social and physical isolation and reduce the risk to their safety
- Promote both accessibility and understanding of the principles of safeguarding through a dialogue with the differing communities that Wakefield Local Authority serves. Ensuring that these actions are grounded in an understanding of the different perspectives of these communities in relation to the concept of safeguarding.

Strategic Objectives

The following are our key objectives. As well as ensuring compliance with the Care Act 2014 they are designed to enable us to achieve our vision by developing ways of working that are focused on the best interests of adults with care and support needs. The objectives are:

Long term

1. Board members will champion active and effective adult safeguarding within their own organisations and ensure that commissioning processes have strong safeguarding themes.
2. Board partners to have an approach to safeguarding that is firmly based on the outcomes that adults want to achieve in their lives.

3. Use information and data to have an overview on how well adult safeguarding is working and taking responsibility for actions to make any improvements needed
4. Making sure that the local workforce is skilled and knowledgeable and that there is a culture of continuous learning and development to ensure service delivery is effective
5. Effective governance and close working relationships with the Children's Safeguarding Board, the Health and Wellbeing Board and the Community Safety Partnership.

Short Term

- Use technology to continue WDSAB work in Covid19 compliant manner.
- Agree a new safeguarding adults' assessment tool for 2021/22.
- Agree an update for the strategic plan for 2021/24
- In support of long term objective 5 and following the 2019/20 SAB review - Seek reassurance from other partnerships that none Care Act eligible vulnerable groups are safeguarded.
- Continue work to consider the feasibility of an adult MASH.

The Role of the WDSAB Sub Groups and Task and Finish Groups

The Wakefield and District Safeguarding Adult Board has three standing Sub Groups that co-ordinate and/or implement the work that the Board has chosen to undertake. The Sub Groups are as follows:

- Quality and Performance Sub Group (Q&P)
- Learning & Development Sub Group (L&D)
- Quality Intelligence Group (QIG)
- Safeguarding Adults Review (SAR) Sub Group (only convened when required)
- Prisons Sub Group

Each is chaired by a WDSAB member or nominated representative approved by the Board. The Q&P and L&D sub groups formally report to the Safeguarding Adult Board at every meeting. The QIG reports to the Q&P and provides an annual report to the Board. In addition there are Task and Finish Groups set up to carry out short term pieces of work as required by the WDSAB or its Sub Groups.

Actions within the Strategic Plan are 'owned' by the board members or the relevant Sub Group, which will be responsible, through its Chair, for driving progress, monitoring implementation and reporting to the WDSAB either directly or through the 'parent' Sub Group. Relevant actions will be incorporated into the work plan for each Sub Group.

Governance

The WDSAB governance framework holds the Sub Groups to account for the development of work plans aligned to this business plan, requiring provision of assurance and ongoing risk assessment. The SAB submits the annual report which sets out the objectives and work done to achieve them

through the members own governance process, other partnership boards and the Overview and Scrutiny Committee process.

Financial Arrangements

The Local Authority funds a board Business Manager and Administrator at a FTE cost of £73,613.00.

In addition to this the Care Act Statutory partners to the Board have agreed the following contributions to ensure the Board can fulfil its statutory functions and achieve the objectives of the partnership strategic safeguarding plan.

- Local Authority £20,000
- Wakefield Clinical Commissioning Group £20,000
- West Yorkshire Police. £5,680 (5% of the WDSAB total budget)

A financial report is presented to each quarterly SAB meeting regarding the financial position of the board.

Strategic Objective 1:

Board members will champion active and effective adult safeguarding within their own organisations and ensure that commissioning processes have strong safeguarding themes.

Outcomes: Achievement of Board Vision; capacity building; greater collaboration; improved safeguarding practice

Lead Responsibility: WDSAB Chair and WDSAB members

Sub-Objective	Actions Required	Responsible Person	Monitoring Mechanism	Target Date	Completion Date	Progress
1.1 The WDSAB must have representation from the Care Act statutory members and other relevant partners committed to the Board objectives.	Constitution which reflects how the WDSAB operates to be signed off annually by the WDSAB member representing agency at the meeting.	WDSAB Business Manager WDSAB Members	Constitution to be standing agenda item for sign-off at the January WDSAB meeting. Evidence: minutes of relevant SAB meeting.	January 2022	Updated Constitution signed off by Board members February 2022.	Completed. Delay due to change in date of SAB meeting date.
1.2 The Board members will champion adult safeguarding within their organisations.	Board members to ensure all statutory requirements for adult safeguarding are addressed within their respective organisations. This includes awareness, understanding procedures, and where necessary progressive and specialist training.	WDSAB members WDSAB Chair to ensure progress on this action.	WDSAB audit tool and challenge events.	March 2022	Outstanding action.	Note; Challenge events put on hold due to consideration of new audit tool approach (aim to undertake a joint approach with Children's partnership/ or be part of development of new regional adult audit approach.
1.3 Agree a new self-assessment and challenge tool.	Consider feasibility of joint assessment tool with children's or use a stand -	All members WDSAB Chair to ensure progress on this action.	Minutes of WDSAB Evidence of new audit tool/ approach to	October 2021 October 2022	Outstanding action	See 1.2 WDSAB BM/Chair to ensure audit/ new app is in place/ in use

	alone tool for adult safeguarding only.		be available/ plus outcome			
1.4 Budget	The WDSAB is funded by the statutory partners to an agreed level	WDSAB statutory partners & SABBM	Quarterly budget reports to the WDSAB	April 2021	Complete. Ongoing action	Reports produced in line with expectation.
			SABBM authorised to make spending decisions on behalf of the WDSAB up to £5k. Anything above this to be a statutory partner / Board decision.	April 2021 All spends to be reflected in the quarterly budget reports.	Ongoing	Evidence of all spends available within budget paper/s
1.5 Produce an annual report for 2020/21 before the end of September 2021.	Board members to provide a brief summary of their adult safeguarding activity for the year by April 2021. Report to go to July Board for approval and final version available by September.	SABBM	Report to WDSAB and through governance process	September 2021 Ongoing action	Annual Report 2020/21 complete and available on SAB website	2021/22 report is in progress and due to go to the SAB may 2022.
1.6 Undertake adult safeguarding Reviews when required as per the Care Act guidance.	Written SAR procedures keeping up to date on regional developments regarding SAR processes.	Chair of WDSAB	All decisions and updates on Reviews to be reported to the WDSAB.	April 2021 onwards	Ongoing action/s Roll over as a key area of work for 22/23	Review the SAB's approach to SAR requests Ensure written guidance is easily accessible.
1.7 Produce an interim one year strategic plan.	Produce a one year plan agreed by members as an interim measure due to Covid19 restrictions on normal processes.	SABBM and all members	Minutes of SAB meetings. Plan available on web site.	April 2021		In place and actions being progressed.
	RAG rated plan to be considered at	SABBM and all members	RAG rated plan and minutes of meetings.	October 2021	Outstanding action/s work ongoing	This strategic plan to be updated and provided to

	each October meeting.					SAB at May 2022 board. Work to commence on 3 year strategic plan for 2022/25
1.8. Partners work together on most effective virtual meeting format.	Partners to support each other with use of best virtual system available.	SAB co-ordinator and chairs of all WDSAB meetings		April 2021	Completed	Resolved all on MSTeams
1.9. Review feasibility of Adult MASH	Relevant partners to discuss ideas and bring back to full WDSAB meetings	Police led discussion and presentation supported by other relevant partners.	WDSAB minutes	April 2021	Ongoing action	Delay in progress due to C19. Evidence of closure work with police and LA Safeguarding team. Task and Finish Group in place

Strategic Objective 2:

Board partners to have an approach to safeguarding that is firmly based on the outcomes that adults want to achieve in their lives.

Outcomes: Consistent good practice and outcomes for service users

Lead Responsibility: Quality and Performance Sub Group Chair and all members of the Group

Sub-Objective	Actions Required	Responsible Person	Monitoring Mechanism	Target Date	Completion Date	Progress
2.1 To hear the voice of the adult.	Case history presentations by practitioners supporting adults who have consented for their story to be told.	Chair of Quality Sub Group SABBM	Presentation to the WDSAB	April 2021 onwards	Evidence that this has taken place adhoc during time of this strategy.	Being in a state of pandemic it has been difficult to engage with service users in the same way.
2.2 Adult voice via court decisions	Legal updates on interesting and relevant case histories.	SABBM	Papers presented to WDSAB.	April 2021 onwards	Outstanding action/s – due to lack of BM. Good evidence prior to C19 re	Being in a state of pandemic it has been difficult to engage with

					input from legal team.	<p>service users in the same way.</p> <p>Legal papers presented to SAB early in year. Same to be reinstated 22/25</p>
2.3 Ensure that the well-being of adults who have care and support needs and who are in residential or nursing settings is safeguarded.	Intelligence is shared between professionals so co-ordinated action can be taken to support providers to ensure a safe and effective quality service is provided.	Chair of Quality Intelligence Group and members	Annual report to SAB.	Ongoing January 2021	Complete. Ongoing work of the QIG and regular input of information to Q&P group.	<p>The QIG continued to meet virtually every 6 weeks during 2021/22 and attendance at these meetings continued to be good. The multi-agency approach ensures that intelligence continues to be shared in a timely fashion and the changes to the QIN form now means that the regulator (CQC) has access to this information as soon as it is submitted to Social Care Direct.</p> <p>QIN – annual report seen by WDSAB</p>

Strategic Objective 3:

Use information and data to have an overview in how well adult safeguarding is working and taking responsibility for actions to make any improvements needed.

Outcomes: WDSAB confidence that practice is in line with procedures and that outcomes for service users are good; a 'learning culture' is in place

Lead Responsibility: Quality and Performance Sub Group Chair and all members of the Group

Sub-Objective	Actions Required	Responsible Person	Monitoring Mechanism	Target Date	Completion Date	Progress
3.1 Performance information which contains both quantitative and qualitative data to be considered by the sub group with relevant performance information supplied for full WDSAB consideration.	Continued development of presenting relevant quantitative and qualitative data to both the Q&P and WDSAB.	Quality and Performance Sub Group Chair	Performance reports presented to WDSAB meetings	April 2021 onwards	Completed/ongoing	Performance reports seen and reviewed by Q&P sub group on quarterly basis. WDSAB receives quarterly performance reports at each board.
3.2 A multi-agency case file audit (MACFA) by which success and challenge areas can be identified.	Two MACFA to be conducted each reporting year with representation from the three statutory partners – Police CCG & LA.	Quality & Performance Sub Group Chair	Reports to Q&P and WDSAB meetings.	April 2021 onwards	Ongoing work – Board needs to be assured of outputs/ outcomes. Evidence	Meetings ongoing. Making amendments to carryout more meaningful audits and identify more complex cases.

Strategic Objective 4:

Making sure that the local workforce is skilled and knowledgeable and that there is a culture of continuous learning and development to ensure service delivery is effective.

Outcomes: Staff are legally literate and operate in a person centred manner

Lead Responsibility: Learning and Development Sub Group Chair

Sub-Objective	Actions Required	Responsible Person	Monitoring Mechanism	Target Date	Completion Date	Progress
4.1 Support Multi-agency safeguarding training.	The board budget to be used for partnership training and members encouraged to release their staff to this training.	Chair L&D subgroup	Training return collated by L&D group.	April 2021 onwards	Ongoing/ Outstanding action due to inability to hold face to face training sessions	There have been no partnership training sessions during the year due to restrictions in face to face events due to Covid. Planning is underway to reintroduce these during 2022/23
4.2 Identify areas for shared learning which will support professionals to apply the skills and knowledge to achieve improved outcomes for service users.	Themed Network Events to promote Adult Safeguarding aimed at professionals and service provider staff. To include using WDSAB budget where necessary for key speakers.	Chair of Learning & Development Sub Group	Learning & Development Sub Group report to SAB on activities.	To hold two events by March 2022.	Outstanding actions due to C19.	This target date had been impacted by the restrictions due to Covid. Planning is underway for these to take place during 2022/23.
4.3 Members to ensure their safeguarding adult training meets recognised standards	Health / LA / Police have their own training. Other nationally recognised standards are available.	Members to submit their training returns to provide reassurance to the Board on effective training for staff.		On- going from April 2021	Ongoing action – ensure evidence is made available to L&D sub group that all training is to an agreed recognised standard.	Members who are able to do so provide returns around safeguarding adults compliance rates on a quarterly basis

Strategic Objective 5:

Effective governance and close working relationships with the Children's Safeguarding Board (Partnership), the Health and Wellbeing Board and the Community Safety Partnership.

Outcomes: Achievement of Board Vision; improved understanding and working relationships across agencies with a 'think family' mind-set

Lead Responsibility: WDSAB Chair, WDSAB members and WDSAB Business Manager

Sub-Objective	Actions Required	Responsible Person	Monitoring Mechanism	Target Date	Completion Date	Progress
5.1 Annual Report to be taken through relevant Governance process to ensure accountability and SAB promotion.	SAB members to take report through their own internal governance structures.	All SAB members	SAB minutes.	September 2021	SAB requested confirmation from members that this had happened	CCG Board members were asked to confirm that this has happened.
	Report to be presented to the Health and Well Being Board.	LA Corporate Director for Adults Health & Communities	HWB Board minutes and feedback to SAB.	November 2021	? any evidence of same	GS to check if this did happen
	Report to be presented to the Council Overview and scrutiny committee.	SAB chair and any support required by the chair	OSC minutes and feedback to SAB.	November 2020		Session planned to take annual report to OSC/ to have discussion with OSC as a development session. Same cancelled by OSC. Process in place to address this.
5.2. Effective working relationships between the WDSAB and other partnership boards contributing to activities supporting the wider safeguarding adult agenda	For the WDSAB to be represented at other relevant partnership forums.	SABBM	Minutes of respective meetings.	April 2021 onwards	Evidence of same limited due to having no BM in place for a number of months. Prior to retirement BM moved to carryout urgent work on behalf of LA. Administrator upgraded to enable her to	Attendance at meetings, making sure info is shared with board. This work needs to be more evident going forward with SAB receiving updates from

					carryout key BM actions.	partnership boards/ required actions etc
	Provide financial support to enable safeguarding work accessing the 'seldom heard' groups who may be particularly vulnerable to abuse and exploitation.	SABBM	Activity with 'seldom heard' groups to be reported upon in the annual report.	March 2022		Updates required at each board meeting as available. Need to identify an assurance process for SAB to be able to evidence 'outcomes' from any money spent.
5.3 Promote and support Safeguarding week.	Multi-agency planning-adults focussing on a large scale quality event.	Chair L&D Group	Report to Board	April 2021 onwards	Ongoing annual event. Need to identify evidence of same	Due to the restrictions on face to face events due to Covid a large scale event was not possible however individual agency events were promoted and supported by the L&D Sub Group

5.4 Seek reassurance from other partnerships that none Care Act eligible vulnerable groups are safeguarded.	Invite presentations to the WDSAB from agencies supporting the wider safeguarding agenda.	Chair of WDSAB	Presentations to WDSAB	April 2021 onwards	Ongoing	Evidence of attendance at SAB meetings – key topics impacting on vulnerable groups/ board offering challenge. Plus key learning for board partners.
---	---	----------------	------------------------	--------------------	---------	---

Note: The WDSAB strategic plan requires updating and a 3 year plan is being developed. Work will be underway to identify how we can access the voices of vulnerable people and their carers/ support groups. Healthwatch will be asked to be a key part of the development of the plan. A review of the WDSAB and its work has been undertaken and the outcomes will inform the revised strategy going forward.

The WDSAB works in conjunction with other partnership groups across the district and provides key oversight on challenging areas where safeguarding could become an issue.

Updating this strategic plan has identified that we need to ensure the current sub groups and board work in a way where we are continuously seeking evidence of assurance.

Thank you to those who have contributed to this strategy and the work around it. It has been difficult due to the absence of both a Business Manager (who was taken away to do 'other' important work on behalf of the LA during covid prior to retirement) and an experienced administrator who relocated in September 2021. Work has then fallen on key LA staff on top of their current busy roles.

Diane Hampshire
Chair WDSAB 5th May 2022.