

WBSAB



WESTERN BAY SAFEGUARDING ADULTS BOARD

Business Action Plan 2017 - 2018

Introduction

The Western Bay Safeguarding Adults Board has been established since April 2013 and each year since, has developed a business and action plan which outlines the Board's strategic priorities and how they align with its core business. On 6th April 2016, the Social Services and Wellbeing (Wales) Act (SSWWA) 2014 became law and sections 134 – 141 (Part 7) replaces the requirements for Local Safeguarding Adults Boards with new provisions for Safeguarding Boards. Following the implementation of the SSWWA, the Western Bay Safeguarding Adults Board held a workshop to enable business planning and identification of strategic priorities to inform the Board's annual plan. The workshop made clear the responsibilities and requirements placed on the Board to have an effective outcomes focussed annual plan published before the end of each financial year. Working Together to Safeguard People Volume 1 prescribes the requirements of a Safeguarding Board annual plan. In order to fulfil these requirements a list of membership (appendix 1) and expenditure (appendix 2) are attached this plan.

Core Business

The Board recognises its functions under Section 139 of the Safeguarding Board Regulations within the Social Services and Wellbeing (Wales) Act 2014 as core business. Core Business/core functions underpin the effectiveness of a Safeguarding Adults Board and are therefore written into the Terms of Reference for the Board and its management/sub groups. Membership and structures are regularly reviewed and updated

within the Safeguarding Board arrangements and work plans will be aligned with this business plan and include core business functions to monitor effectiveness. These plans are regularly reviewed and amended throughout the year.

Strategic Priorities

One of the major challenges for this, or any other Safeguarding Board is to get everyone's attention and thus make a difference. For this reason, the WBSAB is run in a very business-like way, with a streamlined, priority-driven programme; and emphasis upon results and outcomes, not process.

The Board is not a provider organisation; it is an Enabler. That is to say it is there to make sure that things happen and vice versa. So for example, the Board cannot and should not 'provide' training; but it ensures that where required, agencies do.

The WBSAB must demonstrate that it makes a definite, positive impact upon safeguarding and prioritises the wellbeing of Adults at Risk. The business action plan will be reviewed against its outcomes at each quarter during 2017-18 to monitor progress and in order to meet the requirements of the Social Services and Wellbeing (Wales) Act 2014 to publish an annual business plan and annual report in July each year.

The Western Bay Safeguarding Adults Board has identified 3 strategic priorities within its Business Plan for 2017 – 18 They are as follows:

| Priority | Outcome |
|---|--|
| 1. Governance | The Board clearly identifies which specific group(s) of adults require focus at safeguarding level. The outcome should be clear decision making structures and each statutory partner held to account in terms of the way that they safeguard vulnerable adults. |
| 2. Establish links with Partner Agencies | The Board will pursue collaborative working with other Boards, partnerships and persons/bodies engaged in activities relating to the Board's objectives. |
| 3. Engaging with Citizens, Carers, Providers and Staff | The Board is proactive in engaging with its community and people are given the opportunity to participate in the work of the Board. |

Summary of Improvement Actions for 2017/18

| Strategic Priority 1 – Governance | | | | | |
|---|--|--|-----------------|--|--|
| Priority Area | Actions | Who is responsible? | Timeline | Outcome | Status (April 2017) |
| 1.1 Develop a performance Framework | <ul style="list-style-type: none"> Establish what an effective performance framework looks like Develop a draft performance framework Pilot the framework for usefulness | Quality and Performance Monitoring sub group | May 2017 | The WBSAB has a performance framework that allows for local audit, data collection, analysis & regularly reports to the Board. This will allow the Board to establish whether each statutory agency is performing well and effectively safeguarding vulnerable adults. | On Target – a draft performance framework is in place and ready for testing during the first quarter |
| 1.2 Effective data collection & analysis | <ul style="list-style-type: none"> The Quality and Performance Management Subgroup will collect data and analyse on a regular basis The subgroup will ensure data is collected from multi agencies on a range of themes such as DoLS, Anti Slavery, Human Trafficking, | Quality and Performance Monitoring sub group | September 2017 | The Board will be fully informed about the specific groups of adults which require safeguarding focus | On Target – awaiting outcomes of Performance Framework pilot |

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| | <p>Domestic Abuse, Sex workers</p> <ul style="list-style-type: none"> • Analysis will be able to identify trends, peaks and themes within specific groups in order to make recommendations for audit and focus | | | | |
| <p>1.3 Develop consistency of practice across the work of the Safeguarding Board</p> | <ul style="list-style-type: none"> • Ensuring a consistent complaints policy. • Ensuring that we implement the new APSO and Adult at Risk procedures consistently • Consistency of approach in the application of DoLS | <p>Policy, Procedure & Practice Subgroup</p> | <p>March 2018</p> | <p>Consistency of Practice</p> | <p>In progress – Awaiting final versions of some safeguarding practice guidance following consultation from Welsh Government aligned with the SSWA 2014.</p> |

Strategic Priority 2: Establish Links with Partner Agencies

| Priority Area | Actions | Who is responsible? | Timeline | Outcome | Status |
|---|--|---|-------------------|---|--|
| <p>2.1 Ensure that the Board is informed of relevant reports local and national e.g. Older Persons Commissioner “A place called home”, Flynn Report “In search of Accountability” and makes necessary link with other Boards/partnership (WBSCB, Domestic Violence Forum, National Independent Safeguarding Board)</p> | <ul style="list-style-type: none"> Establish links with the National Independent Safeguarding Board Receive reports from other Boards/partnerships as appropriate in order to share good practice and area for learning and improvement Receive reports from agencies where safeguarding has been investigated and recommendations have been made Both WBSAB and WBSCB feed into the Business Management Unit as necessary | <p>Business Management Unit / Chair / Subgroup Chairs</p> | <p>March 2018</p> | <p>Improved collaboration, shared knowledge and understanding, transparency of agency working</p> | <p>On Target – NISB representative sits at WBSAB and is informed of our work. Partnership reporting is a standing agenda item for the Board. Agencies are empowered to share safeguarding reports for information and transparency</p> |
| <p>2.2 Ensure Adult Practice Reviews are undertaken appropriately, lessons learned</p> | <ul style="list-style-type: none"> Update the Board as appropriate Dissemination information Co-ordinate a learning event | <p>Strategic Training Management Group</p> | <p>Ongoing</p> | <p>Improved Learning and Sharing Information</p> | <p>On Target – Welsh Government has issued Adult Practice Review guidance which is being used across the region</p> |

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| and disseminated to all agencies as appropriate | <ul style="list-style-type: none"> • Ensure that we have a sufficient pool of suitably trained individuals to carry out Adult Practice Reviews. • Develop a complaints procedure for APRs | Policy Procedure & Practice Management Group | June 2017 | | to identify areas for improved practice. |
|---|---|--|-----------|--|--|

Strategic Priority 3: Engage with Citizens and Providers

| Priority Area | Actions | Who is responsible? | Timeline | Outcome | Status |
|--|---|--|----------|---|---|
| 3.1 The WBSAB ensures that citizens, providers and the wider workforce are fully informed & engaged in the work of the Safeguarding Board. | <ul style="list-style-type: none"> • Publicise the work of the Board – use safeguarding week as a vehicle to do this • Proactively recruit to the Board • Safeguarding Conference • Proactively encouraging the feedback from citizens and providers on policy development and proposed changes in practice | Business Management Unit / Chair / Subgroup Chairs | Ongoing | Greater engagement and consultation to service users, carers and providers. The Board need to be proactively seeking views and contributions and an appropriate representative to sit on the Board. | In progress – A communications plan is being developed to enable public engagement and the promotion of Safeguarding. It is intended that a launch will take place during Safeguarding Week Nov 2017. |

Appendix 1
Membership of Western Bay Safeguarding Adults Board

| Organisation | Post | Area of Responsibility |
|--|--|--|
| Bridgend County Borough Council | Corporate Director for Social Services & Wellbeing | Chair of WBSAB |
| Neath Port Talbot Borough Council | Director of Social Services, Health & Housing | Local Authority representative for Neath Port Talbot CBC |
| City & Council of Swansea | Chief Social Services Officer | Local Authority representative for City & Council of Swansea |
| City & Council of Swansea | Head of Adult Services | Local Authority representative for City & Council of Swansea |
| Bridgend County Borough Council | Head of Adult Services | Local Authority representative for Bridgend CBC |
| ABMU Health Board | Corporate Lead for Safeguarding & Head/Deputy of Safeguarding Children | Head of Safeguarding |
| South Wales Police | Detective Chief Inspector / Superintendent | South Wales Police Public Protection |
| Wales Probation Trust NPS | Assistant Chief Executive | Head of Swansea, Neath Port Talbot and Bridgend |
| Wales Probation Trust CRC | Probation Service representative | Provider of Probation Services |
| ABMU Health Board Mental Health | Mental Capacity Act and Deprivation of Liberty Safeguards | Manager / Area Manager IMCA Service |
| South Wales Fire and Rescue | Safeguarding Officer | Safeguarding representative for Fire & Rescue |
| Swansea Council for Voluntary Services | Support Services Team Leader | Representative for SCVS |
| Age Cymru | Chief Executive Officer for Age Cymru Swansea Bay | Representative for Age Cymru |
| NPTCBC, BCBC, CCoS | Domestic Abuse Co-ordinator | Domestic Abuse Representative |
| Public Health Wales | Designated Doctor | Safeguarding representative for Public Health Wales |

Appendix 2

2017/18 projected budget and expenditure

| | Income and Expenditure | Original Budget 2017/18 |
|--|---|---|
| | <p>INCOME</p> <p>Funding</p> <p>Local Authority Contribution 60 % = £89,406</p> <p>Breakdown as per population:</p> <p>Swansea 46%</p> <p>NPT 27%</p> <p>Bridgend 27%</p> <p>ABMUHB</p> <p>South Wales Police</p> <p>National Probation Services</p> <p>Community Rehabilitation Services</p> <p>Total Funding</p> <p>Contribution from Reserve</p> <p>further contribution from reserve</p> | <p>41,127</p> <p>24,140</p> <p>24,140</p> <p>37,253</p> <p>14,901</p> <p>3,725</p> <p>3,725</p> <p>149,010</p> <p>18,288</p> <p>18,022</p> |
| | TOTAL INCOME | 185,326 |
| | <p>EXPENDITURE</p> <p>Staffing Costs:</p> <p>Strategic Business Manager</p> <p>Business Coordinator</p> <p>Business Coordinator</p> <p>WBSBs Administrator</p> | <p>49,779</p> <p>33,359</p> <p>32,940</p> <p>21,945</p> |

| | |
|--|----------------|
| Total Staffing Cost | 138,023 |
| Serious Case Reviews/CPRs | |
| Average 7 CPRs per year @ £1500 | 10,500 |
| Average 7 APRs per year @ £1500 | 10,500 |
| Chronolator Licence | 1,200 |
| Total SCR Costs | 22,200 |
| Development: | |
| Annual conference (SAB/SCB combined) | 12,000 |
| Multi agency practice learning workshops | 3,000 |
| Communication/Training | 5,000 |
| Total Development Costs | 20,000 |
| Admin | |
| Travel/Subsistence/Mobiles | 3,000 |
| office equipment/stationery/support & licences | 2,100 |
| Total Admin Costs: | 5,100 |
| TOTAL EXPENDITURE | 185,323 |

Note: This single budget sets out contributions and expenditure across both the Western Bay Safeguarding Adults Board and the Western Bay Safeguarding Children Board. The budget and projected expenditure is based on agreed contributions from agencies using the funding formula set out in Working Together to Safeguard People Volume 1 For the last 3 years the Boards have experienced an underspend which is highlighted as reserve contribution. It is agreed that any underspend is carried over to the next financial year allowing no increase in contributions from partners.

