

Norfolk Adult Safeguarding Action Plan

Ref	Task	Expected benefit	Priority	Senior Sponsor	Completion date	Status
1.10	Continue to plan for the new statutory duties under the Care Act					
	Ensure the Transformation plan takes account of the Safeguarding Adults Board		2	Janice Dane	15.09.14	
	Project to report to the Board as appropriate		2	Janice Dane	15.09.14	
1.11	Develop a multi-agency training strategy <i>(Practice)</i>					
	Review existing training programme		2	Debbie Olley / Lucy Hohnen	15.09.14	
	Hold workshops to identify what staff need		3	Debbie Olley / Lucy Hohnen	15.12.14	
	Draft strategy		3	Debbie Olley / Lucy Hohnen	15.12.14	
	Implement strategy		3	Debbie Olley / Lucy Hohnen	15.12.14	

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1.12	Improve consistency of information sharing needed with and across District Councils <i>(crossover with Systems and processes)</i>					
	LSAPs to approach local district Councils to raise awareness		3	Debbie Olley	15.12.14	
2.	Practice					
2.1	Train social care workers in outcome focused practice					
	With Children's Services, develop a new social work standard which focuses on outcomes.		2	Debbie Olley / Lucy Hohnen	15.09.14	
	Take Peer Review findings to Making It Real group, Carers Council and Older Persons forums		2	Debbie Olley / Lucy Hohnen	15.09.14	
	Set out a clear safeguarding pathway for people		3		15.12.14	
2.2	Build the principles of MSP into safeguarding practice and processes					

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	Review processes and CareFirst forms to include reference to MSP principles		2	Debbie Olley	15.09.14	
	Investigate Learning and Development needs of practitioners		2	Debbie Olley	15.09.14	
	Implement new processes		3	Debbie Olley	15.12.14	
	Deliver training in new processes		3	Debbie Olley	15.12.14	
2.3	Ensure the asset based community development work includes safeguarding (<i>crossover with Leadership</i>)					
	Ensure that the new model of social work under development includes a community approach to adult safeguarding.		3	Janice Dane	15.12.14	
2.6	Ensure Community Groups are aware of the MASH (link to the communications plan, asset based development)					
			2	Janice Dane	15.09.14	
2.7	Review duplication of Practice Consultant's role in the light of ACMR					

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	Produce competency framework for safeguarding case oversight		3	Debbie Olley	15.12.14	
	Pilot competency framework in one locality		3	Debbie Olley	15.12.14	
	Roll out competency framework to all teams		4	Debbie Olley	15.06.15	
2.8	Change local policy so that police are only consulted where required					
	Consult with senior managers in NCC and Police		3	Debbie Olley	15.12.14	Underway
	SAB to agree pilot		3	Debbie Olley	15.12.14	Underway
	Monitor evaluation of pilot – take decision whether to roll out.		4	Debbie Olley	15.06.15	Underway
3.	Systems and Processes					
3.1	Review file audit procedure and develop other QA measures (<i>crossover with Leadership & Systems and processes</i>)					
	Review current processes for file checking by QA Team and by operational managers, including the need for a safeguarding case closure process.		2	Catherine Underwood	15.09.14	
	Implement systematic random auditing of files by Heads of Social Care and members of SMT		2	Catherine Underwood /	15.09.14	

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				Debbie Olley		
	Implement new framework with operational teams		3	Catherine Underwood / Debbie Olley	15.12.14	
3.2	Develop a system to record outcomes					
	Develop CareFirst to enable recording		2	John Perrott	15.09.14	
3.3	Develop a dashboard of outcome measures <i>(crossover with Leadership & Systems and processes)</i>					
	Research how this is done by other local authorities		2	Harold Bodmer to discuss with Debbie Bartlett	15.09.14	
	Identify set of measures – outputs, outcomes and subjective measures		2	“ “	15.09.14	
	Develop recording and reporting mechanisms		3	“ “	15.12.14	

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	Standing item on Safeguarding Board agenda		3	“ “	15.12.14	
3.4	Gather users' and carers' views and feed them into planning <i>(crossover with Leadership)</i>					
	Research how this is done by other local authorities		2	Catherine Underwood	15.09.14	
	Develop feedback mechanism		3	Catherine Underwood	15.12.14	
	Report findings to SAB		3	Catherine Underwood	15.12.14	
3.5	Give carers more assurance on how complaints about care providers will be addressed <i>(crossover with Leadership)</i>					
			3	Catherine Underwood	15.12.14	
3.6	Develop a system to feed back to the referrer					

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			1	Debbie Olley	07.07.14	
3.7	Admin support for CSC to avoid specialist time being spent inputting and checking data					
	Investigate if additional support is available.		1	John Perrott	07.07.14	

Priority key

- 1 = within 4 weeks
- 2 = within 3 months
- 3 = within 6 months
- 4 = within 12 months