Kent and Medway Safeguarding Adults Board
Annual Plan 2017-2018

“Safeguarding is everyone’s responsibility”
Annual Plan 2017-18

The Kent and Medway Safeguarding Adults Board (KMSAB) Annual Plan provides information on specific key aims, supporting actions and target timescales required to deliver the Board’s vision and priorities.

The Annual Plan is informed by a number of different sources including:
- Legislation, specifically the requirements of the Care Act (2014);
- Performance information and data analysis;
- Learning from Safeguarding Adult Reviews.
- KMSAB Strategic Plan 2015-2018

Progress in relation to the plan will be reviewed by the KMSAB. A Red Amber Green (RAG) rating is used to assess progress in relation to each action area. The following index indicates how the rating is decided:

<table>
<thead>
<tr>
<th>Green</th>
<th>Action on track and progressing to plan, no problems that will impact on schedule. No action required from KMSAB.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber</td>
<td>Some problems and or delays with the action but expected to recover. Highlighted to inform KMSAB, to be monitored and reviewed</td>
</tr>
<tr>
<td>Red</td>
<td>Major problems and issues threatening the action, behind schedule and not expected to recover. Requires intervention from KMSAB</td>
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</table>

The Board will report against the delivery of the Annual Plan in their Annual Report.
## Aim 1: We will engage with residents of Kent and Medway, empowering and enabling them to contribute to safeguarding and the work of the Board

<table>
<thead>
<tr>
<th>Why this is Important to us?</th>
<th>Outcome – what will be different</th>
<th>Action(s)</th>
<th>Lead officer/group/agency</th>
<th>Timescale/Review date</th>
<th>Status (red/amber/green)</th>
<th>September 2017 review (Evidence to Support RAG rating)</th>
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</table>
| Compliance with Making Safeguarding Personal and Care Act 2014 requirements | The voices of Kent and Medway residents will be represented at KMSAB via a virtual citizens' panel | 1. Work with multiagency partners to detail how to effectively work with the residents of Kent and Medway by identifying existing user networks to consult with on a range of safeguarding issues.  
2. Feedback the outcomes of engagement and consultation through quarterly 'you said/we did' updates to the Board and user networks.  
3. Plan and deliver Multi-Agency Safeguarding Awareness week  
4. Develop a new website for the Kent and Medway Safeguarding Adults Board | 1. Quality Assurance Working Group  
2. Quality Assurance Working Group  
3. Safeguarding Awareness Task and Finish Group  
2. March 2018  
3. Dec 2017  
4. Dec 2017 |  |  |
and purpose of the Board
Residents of Kent and Medway will be clear on how to recognise and report abuse and neglect

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| 2.1     | Compliance with Care Act 2014 requirements | All multiagency partners are informed of the outcomes of reviews and share the learning across their agency to improve practice. Outcomes are improved for | a) Monitor the implementation of the multi-agency recommendations and action plans (once produced) of any local Safeguarding Adults Reviews. To include 6 monthly update reports to the Board  
b) Monitor progress of individual agencies’ SAR action plans at each QAWG meeting  
c) Develop a communication plan detailing how the lessons learnt from | a) Quality Assurance Working Group  
b) Quality Assurance Working Group  
c) Learning and Development | a) In line with the publication of SARs  
b) At each QAWG meeting  
c) September 2017 | ☒ Red  
☒ Amber  
☐ Green |
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<td>3.1 Compliance with Care Act 2014 requirements</td>
<td>KMSAB is well regarded and well respected</td>
<td>a) Implement the agreed revised Board Structure. b) Review and update Terms of Reference and membership for KMSAB Working Groups</td>
<td>a) Independent Board Chair, Board Coordinator b) All subgroup chairs</td>
<td>a) September 2017 b) May 2017</td>
<td></td>
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<tr>
<td>Aim 3: We will ensure our structure and governance arrangements enable us to meet our statutory duties effectively and efficiently.</td>
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| proportionality, prevention, partnership and accountability, as set out in the KMSAB Strategic Plan | clear on their roles and responsibilities KMSAB works with effectively with other Boards. | c) Develop the KMSAB strategic plan for 2018-2021, based on Annual Report and other KMSAB outcomes, with meaningful engagement and consultation with the following:  
- Healthwatch  
- local community  
- other relevant Boards  
- voluntary agencies  
- advocacy groups.  

d) Review the Board’s assurance processes, including the SAF, and develop a quality assurance framework. This is to incorporate partnership context for performance measurement.  
e) Each working to identify top 2-3 challenges and report these to the Board on a quarterly basis  
f) Consult with other Boards when developing the Strategic Plan to ensure that shared priorities are reflected and addressed in the annual delivery plans.  
g) Review the work programme for the multiagency risks threats and vulnerabilities subgroup | c) Quality Assurance Working Group  
d) Quality Assurance Working Group  
e) All working groups  
f) Task and Finish Group  
g) Risk threats and vulnerabilities working group | c) March 2018  
d) December 2017  
e) April 2017  
f) March 2017  
g) December 2017 |
Aim 4. We will ensure that our Policy, Procedures and Guidance documents are compliant, easy to use and reviewed and updated regularly.

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| 4.1 Compliance with Making Safeguarding Personal and Care Act 2014 requirements | Staff in contact with an adult at risk understand their role and responsibility in responding to abuse and neglect. | a) Set up a clear review process for all board policies, procedures and practice guidance.  
  b) Review policies, procedures and guidance to ensure that they reflect emerging legislation, policy and any learning from Safeguarding Adults Reviews/other case reviews. | a) and b) Practice policies and procedures working group | a) May 2017 | Red or Amber □ Red □ Amber □ Green |

Aim 5. We will provide a high quality multi-agency training offer

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| 5.1 Meet the priorities of; protection, proportionality, prevention, partnership and accountability, as set out in | Well informed and appropriately skilled workforce leads to practice improvements  
Course content is updated regularly to reflect best practice and | a) Implement the revised multi-agency training offer  
  b) Develop and implement a review process to evaluate the effectiveness of training. | a) Learning and Development Working Group  
  b) Learning and Development Working Group | a) June 2017  
  b) July 2017 | Red or Amber □ Red □ Amber □ Green |
| the KMSAB Strategic Plan | lessons learned from local and national SARs as well as relevant DHRs and SCRs |  |  |  |