

Rotherham Safeguarding Adults Board - Peer Review Action Plan



Last Update:

22/02/24

the groups and mechanisms which already exist in your partner organisations to start the work to increase voice in the work of the Board. Take time to think what questions you would want to ask these groups

Action Ref No	Priority Action	What we will do	Lead	Progress to Date	Target Date	What will success look like	BRAG Status
U1	Raising the profile and extending the reach of the SAB through a communication campaign, improved digital presence and engaging with the public.	<ul style="list-style-type: none"> •Improve the RSAB Website. •Promote the work of the SAB across the partnership. •Deliver RSAB awareness sessions to customer and partner forums. 6 per year. •SAW24 public awareness campaign. 	SAB Manager/Comms leads	Work has began to develop the SAB website. Two awareness sessions have been delivered.	Jul-24	Colleagues across the partnership will have awareness and knowledge of the SAB. The residents of Rotherham will have an awareness of the SAB	On track
U2	Developing a User Voice subgroup/mechanism.	<ul style="list-style-type: none"> •Create a Task and Finish group to focus on customer voice. •Develop an action plan to deliver specific tasks to improve the customer voice presence at Board. •Make a recommendation to the Board on how customer voice will be heard at the SAB. 	Customer Voice Working Group	Task and Finish group established, membership includes representation from the partnership including the Voluntary Sector. Action plan developed and second meeting planned for March 15th 23.	May-24	The Safeguarding Adults Board will have a strong Customer Voice presence through the subgroups to the Board. Co-produce safeguarding material to be used by partners and the public to raise awareness and offer advice.	On track
U3	Mapping across all partner agencies how service users are engaged and their voices captured.	<ul style="list-style-type: none"> •Contact all SAB partners to share customer forum details and how the RASB can interact with the group and how the voice of the group can be heard at Board. •Work with VAR to engage with the voluntary sector and customer groups. •Ensure all customer groups can make contact with the SAB through the website. 	Customer Voice Working Group	Contact has been made with partners of the SAB to share details of their customer groups.	Sep-24	The RSAB will receive regular information and updates from customer groups to share at Board. Customer groups will be able to access the Board to ensure their voices are heard.	On track
U4	Building on how MSP outcomes are recorded to capture User Voice.	<ul style="list-style-type: none"> •Work with the Performance Team to ensure MSP information is reported to the Board. •Audit MSP across the partnership. •Work with the Voluntary Sector to develop a way of gaining further insight on how the safeguarding process is for the person involved. 	Performance and Quality subgroup/Andrew Wells HoS Safeguarding		Sep-24	The Board will be assured that all safeguarding enquires are carried out with the person at the centre of the process and advocates are used at all times when needed. The Board will hear the voice of the person when things have gone well or when things have not gone to plan.	Not started

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Review how the SAB sets its agendas to encourage oversight of broader safeguarding related matters arising from partnership working.
Ensure you have robust SMART plans which you can track and monitor. Look to other Boards for good practice and templates in this area.

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G1	Review how the Exec functions, this should be a very small group who can collectively agree Board agendas and oversee delivery against the Board Strategy and Delivery Plan.	<ul style="list-style-type: none"> Reduce the membership of the Exec to statutory partners. 	Executive Subgroup	The Executive group has been reviewed and the membership has been amended to statutory partners. Meetings will be held 4-6 weeks prior to the Board meeting so agendas can be developed. The Exec will be sighted on all current action plans. Subgroup chairs will update the Exec on progress and share delivery plans. All Terms of Reference are currently under review.	Apr-24	The Executive subgroup of the SAB will ensure that Board members are aware of all safeguarding matters in a timely manner. The Executive will ensure the Board have sight of all delivery plans and information is up to date and on track.	On track
G2	Review the TOR and attendees at the Exec, Board and Subgroups to ensure appropriate representation. Consider a 'contract' for board members	<ul style="list-style-type: none"> Review Terms of Reference for the Executive Group and the Board Review Terms of Reference for all subgroups 	All Subgroup Chairs	The TOR for the Exec and Board have been shared with partners for comment. TORs for each subgroup have been shared for comment and refresh.	Apr-24	The Board and all subgroups will have strong governance and partnership representation. The members of each group will represent the partnership,	On track
G3	Strengthen governance across other strategic partnerships.	<ul style="list-style-type: none"> Ensure strong links with the Childrens Safeguarding Partnership. Ensure strong links with the Safer Rotherham Partnership. Attend the Safeguarding Chairs meeting. Attendance at partnership safeguarding strategic meetings including Health and the Police. 	Independent Chair/ Board manager and Partnership Managers	Map attendance at all strategic meetings and provide assurance that the RSAB has attendance at all necessary meetings. Develop a way of reporting relevant issues in to the SAB	Sep-24	Strong Partnership links across the Borough and assurance that safeguarding issues and learning are shared.	On track
G4	Raise the profile of the SAB, consider a "Who's who" and publicise internally to front line staff.	<ul style="list-style-type: none"> Improve the SAB Website to include a partnership professional page. Use SAW24 to promote the work of the SAB. Develop a quarterly Newsletter. Provide partners with information for their internal comms 	Board Manager/safeguarding Co ordinator	Website restructure has begun. SAW24 timeline in progress.	May-24	Improved awareness of the business of the SAB and its subgroups.	On track
G5	Ensure the SAB has robust SMART plans which can be tracked and monitored.	<ul style="list-style-type: none"> Involve the partnership in the development of action plans. Develop reporting timescales. Named leads to assure ownership. 	Independent Chair/Subgroup Chairs	Planned update meetings with subgroup chairs and the Independent Chair to discuss current action plans and progress to date. Meeting planned for March 23	Apr-24	Clear action plans that are delivered in a timely manner with shared learning and deliver the 'so what' factor.	On track

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Explore how best you can use the data and information to identify areas for improvement, celebrate successes and answer the 'so what' questions

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D1	Ensuring the data set is truly partnership data rather than ASC data.	<ul style="list-style-type: none"> Develop a performance page for partner contribution to be included in the quarterly performance dashboard. Ensure partner performance is relevant to the Board and informs the partnership. 	Performance and Quality Subgroup Chair	Discussions with partners have begun via the sub-group to ensure performance takes an holistic partnership view.	Jul-24	The SAB will receive a Performance Dashboard that contains information from all partners. This will allow the SAB to discuss and challenge all partners on aspects of safeguarding compliance.	On track
D2	Ensuring data is qualitative not just quantitative with an accompanying narrative that puts it into context. Not just the 'what' but the 'so what' in order that there can be meaningful discussion as to determining the 'now what'.	<ul style="list-style-type: none"> Realign dates of meetings to ensure performance data is available and up to date. The Performance Dashboard will include context that will inform Board where possible issues may be present, this will inform further work including audits to provide assurance. 	Performance and Quality Subgroup Chair	Qtr. 3 2023/24 data presented to SAB will include deep dive information on Mental Capacity and Domestic Violence.	Jul-24	The SAB Performance Dashboard will inform the Board of future work programmes.	On track
D3	Performance and Quality Subgroup to review data and information first and undertake any further work required (e.g. single/multi agency audit) to identify 'What's working well', 'What we are worried about' and make recommendations to the Board about 'What needs to happen'.	<ul style="list-style-type: none"> Realign dates of meetings to ensure performance data is available and up to date. Develop an audit schedule to include requests for partner internal audit reports. Develop a reporting mechanism for all audits. 	Performance and Quality Subgroup Chair		Jul-24	Following the Signs of Safety method of reporting the Board will be assured and aware of all safeguarding issues across the partnership.	Not started

Not started	Not started
Action started and on track to be delivered by the original deadline	On track
Action has some risk/delay to delivery or is behind the original schedule by less than three months	Risk of Delay
Action will not be/has not been met within three months of the original target date	Overdue
The action is fully complete and/or operational	Complete