

**Cardiff and Vale of Glamorgan
Regional Safeguarding Adults Board**

ANNUAL PLAN

2017 – 2018

The Cardiff and the Vale of Glamorgan RSAB brings together representatives of each of the main agencies and professionals responsible for safeguarding adults in our region.

This Annual Plan sets out the strategic priorities, key actions, milestones and performance measures, along with the responsible partners and structure for the period April 2017 to March 2018. It takes into account both the current requirements placed on Safeguarding Adult Boards by Welsh Government and the statutory guidance in relation to Part 7 of the Social Services and Well-being (Wales) Act 2014. Under that guidance, Safeguarding Adult Boards are required to produce annual plans, to be published prior to the beginning of each financial year, and to produce and publish an annual report each July evidencing progress made against the previous year's Annual Plan. The Act, supplemented by the regulations, provides for when and how the annual plans and reports are to be published and prescribes the content of both the annual plans and the annual reports.

The Safeguarding Adults Regional Board Cardiff and the Vale of Glamorgan is still in its infancy, and over the last year work has been progressing on developing a robust and cohesive board for the region. In moving forward it is recommended that, from this point on, the Board shall be known as the **Cardiff and the Vale of Glamorgan Regional Safeguarding Adults Board**. This will ensure that the work of the board captures the geographical and demographic nature of the area and its aspirations to safeguard the population within that area.

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

MEMBERSHIP

The membership complies with the guidance issued under Part 7 (Section 134(2) of the SS&WB Act 2014). A list of members is below:

Name	Position
Local Authority	
Lance Carver CO-CHAIR	Director of Social Services, Vale of Glamorgan
Tony Young CO-CHAIR	Director of Social Services, Cardiff
Suzanne Clifton	Head of Service for Adults, Vale of Glamorgan
Amanda Phillips	Assistant Director of Adult Services, Cardiff
Alys Jones	Operational Manager of Safeguarding and Review, Cardiff
Natasha James	Operational Manager of Safeguarding & Service Outcomes, Vale of Glamorgan
Andy Cole	Operations Manager, Locality, Long Term Care, Vale of Glamorgan
National Health Service	
Ruth Walker	Executive Nurse Director, Cardiff and Vale University Health Board
Sheila Harrison	Acting Deputy Executive Nurse Director, Cardiff and Vale University Health Board
Linda Hughes-Jones	Head of Safeguarding, Cardiff and Vale University Health Board
Lynn Davison	Lead Nurse, Abertawe Bro Morgannwg Health Board
Suzanne Wood	Consultant, Cardiff & Vale Public Health Medicine
Velindre NHS Trust	
Jayne Elias	Assistant Director of Nursing & Service Improvement, Velindre NHS Trust
National Safeguarding Team, Public Health	
Linda Davies	Designated Nurse for NHS Wales National Safeguarding Team, Public Health Wales
South Wales Police	
Claire Evans	Superintendent, Central BCU, South Wales Police
Stephen Jones	Superintendent, Eastern BCU, South Wales Police
Beth Aynsley	Independent Protecting Vulnerable Services Manager, South Wales Police
National Probation Service	
Hannah Williams	LDU Head for National Probation Service

Welsh Ambulance Service Trust	
Nikki Harvey	Named Professional for Safeguarding
South Wales Fire and Rescue	
Shaun Moody	Group Manager Community Safety and Partnerships
Third Sector	
Sandra Roberts	Vale Centre for Voluntary Services
Jeff Hawkins	Age Connects Cardiff
Care Providers	
Brian West	Care Homes Association
Mandy Evans	Learning Disability & Supported Living Care Providers
Advisors in Attendance	
Carolyn Goodall	Senior Lawyer, Legal Services, Vale of Glamorgan Council

Additional representatives form the following Sub Groups:

- **CPR/APR Practice Review Sub Group**
- **Policies, procedures and protocols Sub Group**
- **Training Sub Group**
- **Adult Audit Sub Group**
- **Communication and Engagement Sub Group**
- **Task and Finish Groups (as required)**

STRUCTURE

Regional Safeguarding Adult/Children Boards

Safeguarding Adults Business Planning Group

Safeguarding Children Business Planning Group

Adult's Audit Sub Group

Joint Training Sub Group

Joint Policies, Procedures and Protocols Sub Group

Joint CPR/APR Sub Group

Joint Communication and Engagement Sub Group

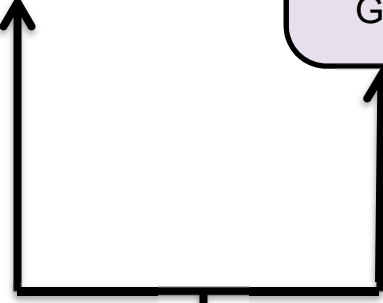
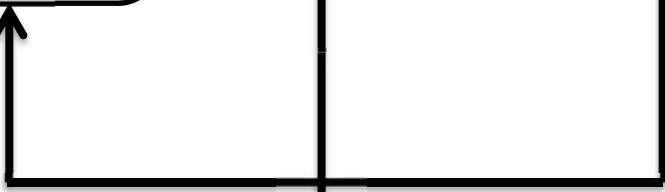
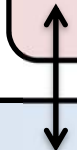
Children's Audit Sub Group

Adult's Thematic Group

CPR/APR Panels

Children's Thematic Group

Task and Finish Groups (as required)



PRIORITY AREAS FOR 2017- 2020

The two overarching priority areas of Cardiff and Vale of Glamorgan Regional Safeguarding Adult Board for 2017/2018 are:

Priority 1	Domiciliary and Nursing Home Care
Priority 2	Safeguarding People with Dementia

Key:

OJAP – Operation Jasmine Action Plan

CASSC – Recommendations from the Community and Adult Services Scrutiny Committee

Priority 1 – Domiciliary and Nursing Home Care

Year One

No.	Outcomes	Actions needed	Timeline	Responsible	OJAP	CASSC
1	A clear picture on what good Domiciliary and Nursing Home care looks like	Engage with the sector via Domiciliary Care and Residential/Nursing Home Forums	March 2018	Amanda Phillips Suzanne Clifton Alys Jones Rachel Jones (<i>Integrating Health and Social Care Manager, Cardiff</i>)		
		Align the two local authority protocols and adopt a RSAB wide single Provider Performance protocol thus ensuring a consistent and robust approach across the board's area.	November 2017	Gaynor Jones (<i>Operational Manager, Commissioning & Information, Vale of Glamorgan</i>) Peter Lawrence (<i>Contracts & Service Development Manager, Commissioning Support, Cardiff</i>)		
		Develop a Board wide Quality Assurance meeting as opposed to individual local authority area based meetings.	March 2018	Gaynor Jones (<i>Operational Manager, Commissioning & Information, Vale of Glamorgan</i>) Peter Lawrence (<i>Contracts & Service Development Manager, Commissioning Support, Cardiff</i>) Andy Cole		
		Develop a statement of strategic intent – 'what matters to me' for Cardiff	January 2018	Joanne Phillips (<i>Project Manager, Organisational Development, Cardiff</i>)		
2	A suite of performance management indicators.	Pull together data and analysis from Registration and Inspection Reports – CSSIW & Regional Contract Monitoring arrangements	March 2018	Business Unit, Cardiff & Vale of Glamorgan Safeguarding Boards Gaynor Jones (<i>Operational Manager, Commissioning & Information, Vale of</i>		

		Report of performance indicator for adult safeguarding.		<i>Glamorgan</i> Angela Bourge (OM, Resources Family Intervention Supp Serv /CAMHS, Cardiff)		
3	Health and Social care staff are fully aware of their duty to report. Appropriate arrangements to be in place in accordance with Part 7 Guidance of the new Act.	Embed feedback from service users and carers about the quality of care they experience within the case review process.	March 2018	Sue Schelewa (OM, Locality Services, Long Term Care, Cardiff) Andy Cole		
		Refresh feedback forms within the Contracts arrangement to ensure that analysis of good quality is captured.		Laura Eddins (VoG QA Officer, Vale of Glamorgan) Gaynor Jones (Operational Manager, Commissioning & Information, Vale of Glamorgan)		
		Present overview of escalating concerns activity to the Board quarterly.		Peter Lawrence (Contracts & Service Development Manager, Commissioning Support, Cardiff) Angela Bourge (OM, Resources Family Intervention Supp Serv /CAMHS, Cardiff)		
	Robust joint training to ensure that all staff who are involved in investigations are able to gather and record evidence to PACE standards, whether or not a criminal investigation results.	Training Sub Group to develop Training Plan.	March 2018	Alys Jones Cardiff & Vale of Glamorgan RSB Training Sub Group Elizabeth Begg, (Interim Workforce Development & Training Manager, Cardiff)		
4	Challenges faced across the Domiciliary Care sector	Identify the current capacity within the marketplace		Gaynor Jones (Operational Manager, Commissioning & Information, Vale of		

	are identified.	Presentation to Board on the domiciliary care market and the fragility of current market position	March 2018	<i>Glamorgan</i> Peter Lawrence (<i>Contracts & Service Development Manager, Commissioning Support, Cardiff</i>) Angela Bourge (<i>OM, Resources Family Intervention Supp Serv /CAMHS, Cardiff</i>)		
5	Increased engagement and consultation exercises with service users, family, carers and service providers to establish a picture on experiences of Safeguarding Services	Learn from Gwent project 'CHAT' (Tanya Strange).	March 2018	Alys Jones Sue Schelewa Andy Cole		
		Develop a 'do you feel safe' tool with a clear link to contract monitoring arrangements		Gaynor Jones (<i>Operational Manager, Commissioning & Information, Vale of Glamorgan</i>) Peter Lawrence (<i>Contracts & Service Development Manager, Commissioning Support, Cardiff</i>) <i>Communication and Engagement Sub Group</i>		
6	Ensure interim Adult Safeguarding processes across Cardiff and the Vale of Glamorgan are consistent and fit for purpose pending agreed national review of the All Wales Procedures	Interim VA1 (A1) form to be developed and implemented	January 2018	Alys Jones Natasha James Linda Hughes-Jones Claire Evans Stephen Jones Performance Data Officers Cardiff & Vale of Glamorgan Councils Cardiff & Vale of Glamorgan RSB Business Unit		

Year Two

No.	Outcome	Actions needed	Timeline	Responsible	OJAP	CASSC
1	Performance is monitored and Quality Assurance Systems in place on a regional basis.	Develop a Board wide Quality Assurance meeting as opposed to individual local authority area based meetings.	December 2018	<p>Gaynor Jones (<i>Operational Manager, Commissioning & Information, Vale of Glamorgan</i>)</p> <p>Peter Lawrence (<i>Contracts & Service Development Manager, Commissioning Support, Cardiff</i>)</p> <p>Angela Bourge (<i>OM, Resources Family Intervention Supp Serv /CAMHS, Cardiff</i>)</p>		
2	Appropriately trained staff are in place across the region to identify adults at risk and ensure they are safeguarded.	Develop a regional workforce partnership training programme	December 2018	<p>Angela Bourge (<i>OM, Resources Family Intervention Supp Serv /CAMHS, Cardiff</i>)</p> <p>Elizabeth Begg, (<i>Interim Workforce Development & Training Manager, Cardiff</i>)</p>		
		Professional Concerns process to be strengthened – link to review of ‘In Safe Hands’		<p>Alys Jones</p> <p>Natasha James</p> <p>Lynda Gallagher (<i>Service Manager Safeguarding Adults, Cardiff</i>)</p> <p>Jayne Farr (<i>SCWDP Co-ordinator, Intake & Assessment, Cardiff</i>)</p> <p>Elizabeth Begg (<i>Interim Workforce Development & Training Manager, Cardiff</i>)</p>		
3	Full and consistent implementation of the ‘All Wales Guidance regarding Pressure Ulcer reporting and Investigation 2014’.	Multi-agency group in place to implement reporting process.	June 2018	<p>Linda Hughes-Jones</p> <p>Sheila Harrison</p> <p>Tina Hitt</p> <p>Alys Jones</p> <p>Natasha James</p>		
		Agreed regional Adult Safeguarding reporting and investigation process		<p>Lynda Gallagher (<i>Service Manager Safeguarding Adults, Cardiff</i>)</p> <p>Alys Jones</p> <p>Natasha James</p> <p>Linda Hughes-Jones</p>		

				Kay Jeans (<i>Nurse Director, PCIC Clinical Board, Cardiff & Vale UHB</i>) Anna Mogie (<i>Locality Manager, PCIC Clinical Board, Cardiff & Vale UHB</i>)		
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Year Three

No.	Outcome	Actions needed	Timeline	Responsible	OJAP	CASSC
1	Consistent and clear regional approach to empowering families and carers and engaging them in safeguarding services across Cardiff and the Vale	Link to Year One outcome 4. Advocacy Contract Review	March 2020	Andy Cole Sue Schelewa Alys Jones Natasha James Gaynor Jones (<i>Operational Manager, Commissioning & Information, Vale of Glamorgan</i>) Peter Lawrence (<i>Contracts & Service Development Manager, Commissioning Support, Cardiff</i>)		
2	Consistent commissioning approach to residential Nursing Care across the regions under Part 9 of the SSWB(Wales)Act 2014	Review current practice	March 2020	Rachel Jones (<i>Integrating Health and Social Care Manager, Cardiff</i>) Amanda Phillips Suzanne Clifton		

Priority 2 – Safeguarding People with Dementia

Year One

No.	Outcome	Actions needed	Timeline	Responsible	OJAP	CASSC
1	Benchmark for measuring safe and effective Dementia support and services	Engagement with homes within the Board area:	3 year strategy	Amanda Phillips Suzanne Clifton Sue Schelewa Suzanne Wood Isabel Bull (<i>Service Manager, Assessment and Care Management, Cardiff</i>) Anna Mogie (<i>Locality Manager, PCIC Clinical Board, Cardiff & Vale UHB</i>) Kay Jeans (<i>Nurse Director, PCIC Clinical Board, Cardiff & Vale UHB</i>)		
		Admiral nurses				
		Sterling University				
2	Dementia Friendly status takes due regard to adult safeguarding	Awareness raising regarding the safeguarding needs of dementia sufferers.	March 2018	Amanda Phillips Suzanne Clifton Jointly with Primary Care and Alzheimer's Society		
		Achieve working towards Dementia Friendly Status				
		All key staff, partner agencies and businesses to attend the Dementia Friends training				
3	Clear understanding of demand regarding people with dementia.	National and local comparisons.	March 2018	Suzanne Wood		
		Local data				
		Measure how good each partner of the board is regarding Dementia				
		Measure demographic demand and growth				
5	Elected members are trained on adult	Training on adult safeguarding for all Elected Members elected in May	Training resource	Tony Young Lance Carver		

	safeguarding	2017 and that it forms part of the mandatory induction training so that all Members have to attend	available May 2017 Training of members in place September 2017	Alys Jones Natasha James		
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Year Two

No.	Outcome	Actions needed	Timeline	Responsible	OJAP	CASSC
1	Increased engagement and consultation exercises with dementia sufferers, family, carers and service providers to establish a picture on experiences of Safeguarding Services	Develop a questionnaire to gather experiences of people with dementia who have experienced harm.	March 2019	Alys Jones Natasha James C&V RSB Business Unit		
2	Minimised safeguarding risks to the Dementia sufferer	Develop and Asset Based approach in Cardiff	March 2019	Amanda Phillips Lisa Wood (<i>Operational Manager, Assessment and Care Management, Cardiff</i>) Paula Cornelius (<i>Council Re-ablement Service Locality Manager, Vale of Glamorgan</i>)		
		Undertake robust and effective re-ablement programmes across the Board area.				
		Promote the Dementia Friendly work across all areas of the Board region				
		Implement Positive Risk Taking approaches	March 2019	Suzanne Clifton Amanda Phillips		

BOARD BUDGET

Organisation	Proposed Contribution Combined (%)	Organisation Split	Current Contribution to RSCB Split (%)	Proposed Contribution Split (£)
Local Authorities	60%	Cardiff Council	67%	£60,000.00
		Vale of Glamorgan Council	33%	£30,000.00
SWP	10%	South Wales Police	100%	£15,000.00
Health	25%	Cardiff and Vale UHB	81.25%	£30,468.75
		Velindre NHS	18.75%	£7,031.25
Probation	5%	Wales CRC	50%	£3,750.00
		NOMS	50%	£3,750.00
TOTAL	100%			£150,000