

**Annex A**

**Adult Safeguarding - Assurance questions 2013**

<b>Requirements</b>	<b>Evidence of arrangements in place</b>	<b>Improvements planned</b>
<p>Clear and identifiable lead for Safeguarding Adults at senior level</p>	<p>Director of Adults Children and Education is a member of Safeguarding Adults Board. Assistant Director Assessment and Safeguarding holds operational and strategic lead for adults safeguarding agenda</p>	
<p>Multi agency partnership with all statutory agencies represented, with Terms of Reference</p>	<p>Safeguarding Adults Board meets quarterly. Terms of Reference in place. Membership includes Cabinet Member for Health Housing and Adult Social Care, Director Adults Children and Education, Assistant Director Adults Assessment and Safeguarding, health commissioners, NHS and Independent health providers, Police, Fire, and Independent Care Group.</p> <p>Partnerships Manager from CVS attended Board for first meeting June 2013.</p>	<p>TOR to be reviewed in light of Care Bill.</p> <p>Representation from Health Watch to be explored, to offer improved access to user voice</p>

	<p>Chair has reviewed attendance and followed up any absences with agencies</p> <p>2 CYC representatives have missed 1 meeting each over the past year</p>	
Clear links with Local Strategic Partnership	<p>Link with Safer York Board developed, with joint work on multi agency process for responses to perpetrators, and joint approaches to domestic homicide reviews between Community Safety, Adults and Children's Safeguarding Boards.</p> <p>Link with Health and Wellbeing Board through Cabinet Member, as Chair of Health and Wellbeing also being a member of Adult Safeguarding Board (ASB). New Independent Chair of ASB developing links across all partners</p>	Maintain the links and develop further joint work
Appropriate support and co-ordination in place for Safeguarding Adults Partnership	<p>Independent Chair, joint funded by CYC, PCT and Police.</p> <p>New Chair, Kevin McAleese jointly appointed with effect from April 2013</p>	

	<p>Administrative support provided by the Director's PA.</p> <p>Assistant Director Assessment and Safeguarding and Group and Service Manager support the Board</p>	
Multi Agency policy and procedures and strategic plan in place and regularly reviewed	<p>Multi Agency policy and procedures available on York Safeguarding Adults website (<a href="http://www.safeguardingadultsyork.org.uk">www.safeguardingadultsyork.org.uk</a>)</p> <p>Action plan in place</p>	<p>Updating of procedures in progress, with joint review team of all key partners, which will report to September Board meeting.</p> <p>Agreement at June 2013 Board to develop a 3 year strategy, with action plan, to replace the annual action plan</p>
Serious Case protocol in place	<p>This is in place and available on the website ( link above). Protocol updated in March 2013 to reflect joint approach to Domestic homicide Reviews, with Community Safety and Children's Safeguarding Board</p>	
Annual review of partners progress by Partnership	<p>Assurance Framework for the Board was developed in 2012, to ensure all partner agencies have appropriate governance and operational arrangements in place.</p>	

	<p>Annual report published March 2013 with review of activity, progress, and confirmation of assurance from all partners</p> <p>This report to HOSC and any recommendations from HOSC will constitute the CYC report for 2013</p>	
<p>Consultation arrangements with service users on policy and procedures</p>	<p>First survey of people who have undergone safeguarding procedures undertaken in 2012. Further surveys planned .</p> <p>Healthwatch will be consulted n updated multi agency procedures</p>	<p>CYC Safeguarding team are developing a 'Making Safeguarding Personal' Approach, and will sign up to the LGA programme at Bronze level. This will move practice toward an outcome based approach, which starts by finding out what the alleged victim wishes to happen</p>
<p>Active promotion of Safeguarding within the community and links to crime prevention and MAPPA (Multi Agency Protection Panel Arrangements)</p>	<p>Dedicated website <a href="http://www.safeguardingadultsyork.org.uk">www.safeguardingadultsyork.org.uk</a> with information for residents and professionals – content reviewed early 2013.</p> <p>My Life My Choice website went live in Autumn 2012 and signposts people to Safeguarding support and advice</p>	

	Safeguarding Manager is a member of MAPPA Panel	
Internal safeguarding policy and procedures regularly reviewed and in line with multi agency procedures	<p>No new complaints or Ombudsman's enquiries during the last year.</p> <p>Procedures implemented in 2012 are now embedded.</p>	Internal procedures will be reviewed again once the Multi Agency procedures been agreed.
Clear management arrangements in place to respond to safeguarding concerns	<p>Dedicated Safeguarding team in place since November 2011. Accountable through Service Manager and Group Manager to Assistant Director assessment and Safeguarding. All alerts are considered by Safeguarding Service Manager. All investigations are undertaken by Care Managers from the Safeguarding Team.</p> <p>Investigations are planned and overseen, on a rota basis, by service managers from across adult social care.</p>	Additional management capacity is needed to address increasing alerts and referrals and to improve performance on timeliness of management comments, and ensure safe practice. Resource for this will come from efficiencies in another part of the CYC service.

<p>Policy and procedures to reduce the risk of safeguarding and abuse incidents</p>	<p>Policies and procedures are in place for in house services regarding:          Serious incidents, accidents health and safety, challenging or violent behaviour, personal and intimate care, moving and handling, control and restraint medication, handling customers' money, risk assessment and management.</p> <p>Similar procedures are required of all commissioned services as part of service specifications.</p>	
<p>Criminal Record Bureau (CRB) and Protection of Vulnerable Adults (POVA) checks undertaken on relevant staff and volunteers, professional registration monitored and staff code of conduct setting standards of expected behaviour</p>	<p>HR advice in place for CRB and POVA checks for CYC staff on employment and provide reminders for updating checks.</p> <p>Professional registration for social workers successfully completed with liaison with HCPC. Professional registration to be reviewed through supervision and annual appraisals by line managers.</p>	

	<p>POVA notifications and HCPC reports are made by the Safeguarding manager where agreed through Safeguarding Conferences.</p>	
<p>Workforce development and training strategy in place and staff undertaking required safeguarding training</p>	<p>Framework for training is based on the roles of alerter, referrer, investigator, and conference chair. CYC ACE Workforce Development Unit have developed Strategy and programme for all partners. Training report reviewed at each Board meeting.</p> <p>New training provider secured 2012, with improved feedback from course participants.</p> <p>ADASS National Competency framework adopted in principle by SAB.</p> <p>Annual appraisals ensure staff are undertaking required training, and feed in to training plans.</p>	<p>National Safeguarding Competency framework to be mapped against Council and Social Work frameworks, and integrated wherever possible. Training plan for CYC staff to reflect competency framework.</p> <p>Reviewing financing model for multi agency training in light of increasing demand for CYC courses from partner agencies. This improves consistency of approach and understanding.</p>

<p>Support and advice available to customers using Direct payments to employ their own staff</p>	<p>Direct payment customers offered one off payment to undertake CRB checks.</p> <p>Support available from ILS (Independent living Scheme) on employment good practice.</p>	<p>York is part of a national research project looking at Safeguarding and Personalisation agendas in three local authorities expected to report in 2014.</p>
<p>Safeguarding requirements of contracted providers clear and monitored</p>	<p>Integral part of specification, including policies and procedures to prevent abuse.</p> <p>Commissioners and contract team informed of alerts /referrals involving commissioned providers with joint investigations where quality of care concerns. Repeat concerns addressed through contract monitoring and improvement plan requirements.</p>	