

APPENDIX 2

Version 3: August 2012

Peer Review Action Plan

Recommendation	Desired Outcome	Action	Timescale	Measurable Indicator	Lead	Progress	
Theme 1: Outcomes for and the experiences of people who use services							
1.	Investigate ways of increasing the level of service user and carer involvement in safeguarding as a service	<ul style="list-style-type: none"> It can be evidenced that service users are at the centre of safeguarding investigations 	<ol style="list-style-type: none"> Involvement of service users to be promoted during training courses Review safeguarding process to ensure service users are fully involved, i.e. in meetings and review how we feed back to them Develop mechanisms for post abuse feedback, including the feedback form for service users Develop a model of best practice and disseminate to staff Develop practice workshops for practitioners, focusing on how we involve service users Develop a safeguarding reference group with key stakeholders, i.e. Healthwatch Review information provided to people who are the subject of safeguarding alerts 	<p>Ongoing from October 2012 October 2012</p> <p>February 2013</p> <p>February 2013</p> <p>February 2013</p> <p>February 2013</p> <p>February 2013</p>	<ul style="list-style-type: none"> Feedback from service users and carers Programme of audits demonstrates increased levels of service user involvement in the safeguarding process Workshops for practitioners are delivered 	Head of Adult Safeguarding Heads of Service	
2.	Review advocacy arrangements to improve engagement with Advocacy groups in the safeguarding process	<ul style="list-style-type: none"> Improved relationship with Advocacy groups and greater levels of engagement Increased profile of advocacy amongst practitioners 	<ol style="list-style-type: none"> Develop a safeguarding reference group with key stakeholders, i.e. Healthwatch Develop a 'working together' plan/ Advocacy strategy 	To be agreed with the Strategic Commissioning Unit	<ul style="list-style-type: none"> Increased level of engagement with Advocacy groups can be evidenced 	Head of Community Support	
Theme 2: Leadership, strategy and commissioning							
1.	Investigate the possibility of increased elected Member involvement in the safeguarding process	<ul style="list-style-type: none"> Members are more fully involved in the safeguarding process 	<ol style="list-style-type: none"> Discuss with Members at Cabinet Committee on 14th September how involvement can be increased – see Cabinet Committee report 	September 2012	<ul style="list-style-type: none"> Discussion with Members takes place 	Head of Adult Safeguarding	
2.	Develop a universal safeguarding training package for use across	<ul style="list-style-type: none"> All Directorates receive the same Adult Protection 	<ol style="list-style-type: none"> E-learning safeguarding training is advertised KCC wide Monitor uptake of this training 	<p>August 2012</p> <p>December 2012</p>	<ul style="list-style-type: none"> Uptake of e-learning training is monitored 	Head of Adult Safeguarding Training Manager	

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	all Directorates	training	<ol style="list-style-type: none"> Analyse feedback to establish if this meets training needs Investigate the possibility of developing a universal training course 	<p>December 2012</p> <p>February 2013</p>	<ul style="list-style-type: none"> Feedback on the e-learning course is analysed 		
3.	Develop Risk Management Forums to discuss high profile cases	<ul style="list-style-type: none"> Risk Management Forums are an effective arena to discuss high profile cases and share good practice 	<ol style="list-style-type: none"> Review current mechanisms to ensure they are effective and establish how they can be better used Develop Risk Management Forums to ensure they are fit for purpose 	<p>October 2012</p> <p>December 2012</p>	<ul style="list-style-type: none"> Risk Management Forums can be evidenced as being effective arenas for discussing high profile cases 	Head of Adult Safeguarding	
4.	Improve cross-Directorate working in relation to safeguarding	<ul style="list-style-type: none"> Improved cross-Directorate working in relation to safeguarding 	<ol style="list-style-type: none"> Investigate the possibility of establishing a Corporate Safeguarding Group to share ideas and issues Re-establish links with Community Safety Investigate the possibility of Safeguarding Champions for each Directorate 	<p>December 2012</p> <p>August 2012</p> <p>December 2012</p>	<ul style="list-style-type: none"> The possibility of developing of a Corporate Safeguarding Group is investigated The possibility of each Directorate having a Safeguarding Champion is investigated 	Head of Adult Safeguarding	<ol style="list-style-type: none"> It has been agreed that the Head of Adult Safeguarding or the Safeguarding Adults Policy and Standards Manager will attend Community Safety Team Meetings every six weeks
5.	Develop a needs assessment for safeguarding	<ul style="list-style-type: none"> Needs assessment for safeguarding is developed 	<ol style="list-style-type: none"> Benchmark safeguarding performance in relation to Kent demographics Benchmark safeguarding activity against other Local Authorities JSNA for safeguarding is developed and delivered 	<p>December 2012</p>	<ul style="list-style-type: none"> Needs assessment for safeguarding is delivered 	Head of Adult Safeguarding	
Theme 3: Service delivery, performance and resource management							
1.	Review the SG1	<ul style="list-style-type: none"> A more streamlined SG1 form is developed 	<ol style="list-style-type: none"> Streamline the SG1 Investigate the possibility of merging the SG1 and AP1 Investigate the possibility of developing a public facing element 	<p>December 2012</p>	<ul style="list-style-type: none"> The SG1 is streamlined 	Head of Adult Safeguarding Safeguarding Adults Policy and Standards Manager	
2.	Develop the mentoring role of the Safeguarding Vulnerable Adults Co-ordinators for practitioners and ensure Safeguarding Vulnerable Adults Co-ordinators have	<ul style="list-style-type: none"> Practitioners gain further experience of complex investigations through co-working Safeguarding Vulnerable Adults Co-ordinators maintain 	<ol style="list-style-type: none"> Consult Safeguarding Vulnerable Adults Co-ordinators regarding options to develop their mentoring role Implement chosen option Safeguarding Vulnerable Adults Co-ordinators provide details of specific areas for training Method to deliver training is identified 	<p>November 2012</p> <p>January 2013</p> <p>November 2012</p> <p>December 2012</p>	<ul style="list-style-type: none"> Options to develop mentoring role are discussed and preferred method is implemented Areas for 	Head of Adult Safeguarding Heads of Service Training Manager	

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	opportunities for training and development as experts in their field	knowledge and have opportunities to share good practice	5. Bespoke training is delivered	January 2013	training are identified <ul style="list-style-type: none"> • Method to deliver training is established • Bespoke training is delivered 		
Theme 4: Working together							
1.	The Kent and Medway Safeguarding Vulnerable Adults Executive Board should investigate ways of increasing its profile with partner agencies and members of the public	<ul style="list-style-type: none"> • The Kent and Medway Safeguarding Vulnerable Adults Executive Board has an increased profile with partner agencies and members of the public 	1. Decision by the Kent and Medway Safeguarding Vulnerable Adults Executive Board	November 2012	<ul style="list-style-type: none"> • Decision taken by the Kent and Medway Safeguarding Vulnerable Adults Executive Board 	Kent and Medway Safeguarding Vulnerable Adults Executive Board Manager	1. This recommendation is being considered as part of the governance review currently underway
2.	The membership of the Kent and Medway Safeguarding Vulnerable Adults Executive Board should be reviewed	<ul style="list-style-type: none"> • The Kent and Medway Safeguarding Vulnerable Adults Executive Board has a wider membership 	1. Decision by the Kent and Medway Safeguarding Vulnerable Adults Executive Board	November 2012	<ul style="list-style-type: none"> • Decision taken by the Kent and Medway Safeguarding Vulnerable Adults Executive Board 	Kent and Medway Safeguarding Vulnerable Adults Executive Board Manager	1. This recommendation is being considered as part of the governance review currently underway