

**Appendix A: Hertfordshire Safeguarding Adults Board**

**North Hertfordshire District Council (July 2019)**

**Safeguarding Adults at Risk – Action plan for recommendations arising from self assessment visit**

**(self assessment completed 2018, HSAB visit held Jan 2019)**

<b>Action No.</b>	<b>Recommendation agreed with Hertfordshire Safeguarding Adults Board</b>	<b>Full description of task and intended outcome</b>	<b>Responsible officer</b>	<b>Timescale for completion</b>	<b>Status</b>
1.	The Council needs to ensure that a significant number of its members are trained in adult safeguarding (B2).  (The HSAB will take forward the issue of members requiring adult safeguarding training across the county.)	Less than 10% of members have undertaken either generic or themed safeguarding training at NHDC.  Increase numbers of members completing e-learning, attending level one child and adult safeguarding or attending themed briefings.	Jeanette Thompson	TBC	In progress – our Service Director Legal & Community has written to all newly elected members to assess training needs and accreditation of prior learning. Awaiting further update from HSAB on their progress.
2.	To refresh prevent training, identifying the level of training appropriate to different roles. This should be undertaken every 3 years (B2).	Training on adult and child safeguarding, and modern slavery (MDS) have been deemed mandatory by senior management team (SMT).  Proposal to be taken to SMT for Prevent training (& County	Community Protection Manager (SMT approval)  Community Health and Wellbeing Team Leader & Safeguarding Support Officer (learning needs analysis, identification & development of e-	County Lines & Prevent presentations booked for senior managers group and Designated Safeguarding Officers September 2019.	In progress – MDS to be incorporated into e-learning July 19, County Lines & Prevent to be considered following Sept briefings.

		<p>Lines) to also be mandatory.</p> <p>Include Prevent &amp; County Lines content in current e-learning.</p> <p>Roll out mandatory e-learning / briefings in line with MDS process.</p>	learning and roll out of corporate programme).		
3.	The HR department to complete a volunteer recruitment policy (A1).	There is currently no corporate oversight of procedures used to recruit & supervise volunteers across the council.	Jo Keshishian (HR)	December 2019 – potentially much sooner	HR have identified a list of key documents to assist officers in the safe recruitment and management of volunteers. These are being edited and an intranet page created.
4.	Share best practice with other councils (A5).	Share best practice in areas such as domestic violence with other Hertfordshire Districts and Boroughs via the Hertfordshire District Safeguarding Group (DSG).	Community Health & Wellbeing Team Leader / Safeguarding Support Officer to ensure representation at quarterly DSG meetings.	Ongoing	Ongoing
5.	To undertake a survey monkey or similar to ascertain the impact of training (C3).	Currently the Council has no way of assessing the impact of training and the levels of understanding around referral procedures	Community Health & Wellbeing Team Leader	HSAB disseminated a survey to this effect April 2019 but it was not sent to District Councils. We only got it late June with one week to complete so	In progress – awaiting HSAB feedback

		and sources of support. Suggestion that we could use a survey monkey online survey to do so.		unclear what response level we will get.	
6.	To ensure that the HSAB business plan are part of the agenda at the relevant meeting (D1).	To ensure dissemination of information between the board and the council, relevant items from the HSAB business plan should be shared at the twice yearly Corporate Safeguarding (CSG) Meetings.	Community Health & Wellbeing Team Leader / Safeguarding Support Officer	CSG meeting June 14 <sup>th</sup> 2019 had updates from HSAB on agenda.	Ongoing – first meeting complete