

Making Safeguarding Personal (MSP) Action Plan 2022-23

Version control: 6th May 2022

Ref	Activity	Lead Officer(s)	By When	Status
1	Review existing Safeguarding Adult Concern Form and implement updated version: To allow distinction between Information and Concerns and to enable MSP reporting	Head of Adult Safeguarding	30-Jun-22	In progress
2	Develop and Implement a Digital Referral Form: To improve efficiency and effectiveness of referral process	Head of Adult Safeguarding	31-Mar-23	Not yet started
3	Senior Responsible Officer within each LSAB Partner to be agreed to lead improvement work in their organisation: Accountable for improving MSP practice, oversight of QA and ensuring appropriate training	LSAB Chair	30-Jun-22	Not yet started
4	Findings from Recent QA work of Quality of Referrals to be shared with LSAB Exec and identified SRO's: LSAB Business Manager will co-ordinate a summary findings document to be signed off by JH/LM/RP before circulation	LSAB Business Manager / Supported by LCC QA team and partners	30-Jun-22	Not yet started
5	Complete Multi-Agency Quality Audit on Concerns received where the person had been spoken to before raising the concern: LSAB Business Manager to co-ordinate in liaison with Chair and Head of Adult Safeguarding. To report findings to Chair and SRO's in summary report.	LSAB Business Manager	30-Jul-22	Not yet started
6	Complete joint work with Lincolnshire Police to improve referral mechanisms for information and raising concerns. To include a report with agreed actions for improve outcomes.	LSAB Chair with Head of Adult Safeguarding	30-Oct-22	Not yet started
7	Re-Launch of "What to do before raising a safeguarding concern" guidance across partners: LSAB Business Manager in liaison with LM to re-launch the guidance that is within the policies and procedures alongside some agreed key messages e.g. Make sure you speak to the person before you raise a concern.	LSAB Business Manager	31-Jul-22	Not yet started
8	Review of MSP Training Uptake: LSAB Business Manager and Training Manager to do review of uptake of MSP training and do summary report to share with Chair and SRO's	LSAB Business Manager/ LSAB Training Manager	31-Jul-22	Not yet started
9	SRO's to work LSAB Chair, Board Manager and Training Manager to develop tailored training and awareness: to their organisations referrers (this may take different format)	Senior Responsible Officers	30-Sep-22	Not yet started
10	Complete targeted piece of work with Residential and Nursing Homes on reducing inappropriate referrals: scope of work to be drawn up and agreed at LSAB Exec and with LINCA Chair. To run from August to December.	LINCA Chair with Gail BT and LCC Commercial Team	01-Dec-22	Not yet started
11	Complete a targeted piece of work with EMAS to reduce inappropriate safeguarding referrals: scope of work to be drawn up and agreed with LSAB Exec. To run from Oct to Feb 2023.	LSAB Chair and Head of Adult Safeguarding	28-Feb-23	Not yet started
12	Develop and Implement a co-ordinated Communications campaign across LSAB Partners: To explain what MSP is, why it is essential and key messages of what is expected. To run from July to October 2022	LSAB Chair working with SRO's	30-Oct-22	Not yet started
13	Develop Monthly Reporting of MSP Performance based on concerns received: Reporting to commence from August to year end. Monthly reports for Chair and SRO's and include in LSAB Exec Dashboard reports	LSAB Business Manger working with Head of Safeguarding	31-Aug-22	Not yet started
14	Complete Multi-Agency Quality Audit on decisions made in LCC Adult Safeguarding Triage: To assure and inform learning on whether referrals meet Section 42 criteria or not. Report with findings to LSAB Exec.	Head of Adult Safeguarding with LSAB Chair and including wider LSAB Rep	30-Nov-22	Not yet started

Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23

15	Agree Continuous Improvement Targets for each partner MSP performance: Chair to agree ambitions for continuous improvement with each SRO	LSAB Chair with SRO's	30-Nov-22	Not yet started
16	LSAB Exec to develop and implement an MSP engagement exercise: This should seek to establish what is important to people who are subject to Adult Safeguarding Processes and procedures as well as some engagement on our strategic plan and priorities. The engagement exercise should also seek to raise profile of the LSAB's information and advice offer in relation to how people can help to keep themselves and their families and friends safe from harm. To also engage with LCC teams on MSP but also wider strategy and priorities so these are well understood.	Agency SRO and LSAB	31-Mar-23	Not yet started
