

What we will do	How we will do it	How we will know it has been done	When we think we will do it by (date)	How this helps the Board plan	Update
Help the Board to produce an annual report that can be read/watched and understood by more people	We will do a video for 2017/18 and will suggest how we might do something different in 2018/19	We will see the video and our input in the 2017/18 annual report Our ideas for 2018/2019 will be talked about at a Board meeting not later than Sept 2018	May 2018 By September 18	Helps the Board talk to and get feedback from people and customers in Barnsley	Date for video agreed and three volunteers identified
Take key messages and questions back to other groups we are involved with to help us reach more people	We will ask the Board to give us some key things to share and we will share key messages from our SAFE meeting and add them to the agenda for all the customer groups we go to	We will be involved in discussions in customer groups and will see it in the minutes/notes from these meeting	June 18 and ongoing	As above	Some customer groups are already getting this information
Make sure that any publicity materials – posters/leaflets can be read and understood	We will be look at draft publicity materials and make suggestions to make them more understandable. We will ask other customer groups to tell us what they think about them	The publicity materials will have been approved by SAFE and other customer groups	Ongoing	As above and may help prevent harm and abuse	We have provided comments on a general poster and we have worked with the Deaf Forum to agree a new poster to advertise the new text number to tell the Council about safeguarding concerns

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Look at the safeguarding adults website and suggest changes to make it more understandable to the general public	We will do sections at and between meetings and then work with the Board manager and webteam to agree changes	The Board will agree to changes	March 2019	As above	
Be involved in Safeguarding Awareness week from 2018 onwards	We will be involved in the launch event and will discuss how we can help in 2019	We will be at the launch	July 18	As above	
Work with the Board and the sub groups to help us understand what they are doing so we can help deliver the plan.	Look at different ways to get information about the Board – not minutes and lots of papers	We will be actively involved in the Board and its work	Dec 2018	As above	We talked about this at the last Board meeting. We need to meet with the Chair to agree how we will do it?
Hear from adults who have been safeguarded to make sure that they felt listened to and now feel safer	We will get case examples and data. Possibly the opportunity to talk to people about their experience, if they are willing to talk to us	We will hear people's stories and this will help us to know if people are at the centre of safeguarding and feel listened to?	March 19		
Look at the information available to people who buy their own care – respite/home care/personal assistants etc and suggest changes to help them keep themselves or their loved ones safe	We will ask all agencies to give us their information sheets and suggest changes	Information will be changed to help people keep safe	March 19		

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Tell the Board about Good News stories and about problems to see if we need to help to sort them out	We will share experiences with the Board when we attend or by our updates	The Board will discuss if they can help with problems and tell the SAFE group	Ongoing		
Hear from the Board about learning and what will be done to share it – e.g learning from deaths, case reviews, learning from learning disability deaths (LeDeR) etc	The Board will let us know so we can help share the learning and give our views	It will be discussed at SAFE and other meetings	ongoing		