



Staffordshire and Stoke-on-Trent  
Adult Safeguarding Partnership Board

**Abuse must stop**

**SAR 5a: SAR ACTION PLAN TEMPLATE**

<b>Recommendation</b>  <i>Recommendation from the Safeguarding Adults Review</i>  <i>(To be completed by SSASPB)</i>	<b>Relevant Agencies</b>  <i>List all agencies relevant to this action</i>  <i>(To be completed by SSASPB)</i>	<b>Action</b>  <i>Clearly explain actions to be undertaken to implement the recommendation. Use a different line for each separate action i.e. development of new guidance, dissemination of guidance, monitoring etc.</i>  <i>(To be completed by SSASPB/ agency as appropriate)</i>	<b>Deadline</b>  <i>Indicate when action is likely to be completed. Explain any progress that has been made to complete the action.</i>  <i>(To be completed by agency)</i>	<b>Supporting Evidence</b>  <i>List evidence that will be sent to SSASPB to demonstrate action has been completed.</i>  <i>E.g. dates of training held, titles of documents that have been updated, details of systems that have been put in place, summary findings/outcomes of audits that have been undertake.</i>  <i>(To be completed by agency)</i>	<b>Critical Friend comments</b>  <b>(including agency scrutiny panels where appropriate)</b>	<b>RAG Status</b>

