

## **SAR Action Plan Guidance**

The action plan arising from the review will need to identify in clear and measurable terms:

- 1) What each agency proposes to do in response to each applicable recommendation**
- 2) Who will be responsible for each action**
- 3) A timescale for the completion of each action**
- 4) The desired outcome from effective implementation of the actions**
- 5) Each participating agency will identify how it plans to share learning among its own employees, with services it commissions and with the users of its direct services.**

The SAB itself may wish to accept responsibility for some aspects of this dissemination of learning, via its Learning and Development Subgroup.

As part of its annual report, the SAB will need to comment upon how effectively learning from SCRs has been disseminated.

Monitoring of SCR action plans will be undertaken by the Learning Lessons sub-group on behalf of the SAB.

The sub-group will provide the Board with progress reports at agreed intervals and highlight any notable areas of progress or delay.

The monitoring of implementation will involve requesting reports from agencies about what progress they have made as well as conducting focused audit exercises.

One year after the completion of a SAR the sub-group will provide the Board with a report on the effectiveness of implementation. The Board will make this information public as part of its annual report.