

## **Learning & Development Subgroup Terms of Reference**

### **Purpose**

The West of Berkshire Safeguarding Adults Board (SAB) is committed to ensuring that all agencies work together to minimise abuse or neglect to vulnerable adults at risk and to safeguard effectively where abuse or neglect has, or may have, occurred.

The SAB aims to ensure that there are effective mechanisms in place, to ensure that there is a consistent approach to learning, and promotion of best practise.

### **Remit of the subgroup**

- Ensure there is a skilled workforce to help protect adults at risk and ensure there is awareness across all organisations, including independent and voluntary sectors
- Develop the training competency framework, ensuring this remains up to date and is informed by practice
- Ensure learning from SARs is embedded in training and that a range of methods are used to disseminate the learning to organisations and the workforce
- Ensure organisations and the workforce are kept informed on the work of the SAB, awareness around relevant information and issues is maintained and that promotional learning messages are delivered ('soft touch learning')

### **Functions of the Group**

The Learning & Development Sub Group is responsible for the following:

- Ensure that the Berkshire Multi-agency Safeguarding Adults Policy and Procedures (the Procedures) are used within training delivery
- Report to the Board any issues related to the Procedures identified through training
- Develop and regularly review the training standards
- Develop and review an annual action plan to support the work of Board, in conjunction with the Boards business plan
- Produce a Workforce Development Strategy, updated every 3 years
- Advise the Board on learning and development and contribute to the Board's business plan
- Produce information on learning opportunity provision for the Board's annual report
- Promote best practice and support the Board to raise awareness of safeguarding adults through training
- Provide advice and guidance to support a range of learning solutions to meet identified learning needs
- Maintain good links across member agencies and with external partners to ensure learning information is shared appropriately
- Ensure multi-agency representation at meetings and to report any concerns regarding membership to the Board
- Research and evaluate the work of the Subgroup against good practice.

### **Reporting and Governance Arrangements**

The subgroup, through the Chair, will:

- Report to the SAB on a quarterly basis, including identified risks.
- Attend SAB Sub Group Chairs Meeting
- Review the subgroup's work plan annually.
- Contribute to the SAB Annual Report.
- Review the Terms of Reference and propose amendments to the SAB.

## Membership

Membership is also open to all members of the Board. Meetings are regularly attended by:

	Safeguarding lead	Learning/dev rep
Clinical Commissioning Groups (CCGs)	√	
Berkshire Healthcare NHS Foundation Trust	√	√
Royal Berkshire Hospital NHS Foundation Trust	√	
Reading Borough Council	√	√
West Berkshire Council	√	√
Wokingham Borough Council	√	√
West of Berkshire SAPB Business Manager	√	
Provider representatives (from Train the Trainer programmes)		√
Thames Valley Police		
Healthwatch Development Officer		

Co-ordination and support will be provided by the SAB Business Manager.

Each meeting is quorate if a minimum of 3 organisations are represented, including one local authority safeguarding lead and a representative for learning/training (can be same as LA safeguarding lead if has a training delivery role).

### Roles and Responsibilities of Group Members

- To attend a minimum of 3 meetings a year.
- If a member for a particular agency/forum cannot attend, to identify a suitable replacement.
- To ensure that they promote their role and receive information about good practice and problems in inter-agency work from those they represent.
- To contribute to the annual report providing a summary of work achieved.
- Develop and regularly review an annual work plan.

### Frequency of meetings

A minimum of four times per year, with additional meetings as required. Meetings will be scheduled to ensure work feeds into the SAB Subgroup Chair and SAB Board meetings in a timely manner.

### Sign Off Dates

- Sub Group Chairs - None
- L&DD Sub Group – September 2019
- SAB - 26<sup>th</sup> September 2019

### Review Date

October 2020