



BARNSELY SAFEGUARDING ADULTS BOARD

Learning and Development Subgroup

Terms of Reference

The Learning and Development Subgroup is responsible to the Safeguarding Adult Board to provide assurance that all organisations with safeguarding adults responsibilities within Barnsley have the required learning and improvement strategies in place and that this is supported by the necessary education/training and development opportunities. This will support all workers/volunteers to keep adults safe. The subgroup will support the work of the Barnsley Safeguarding Adult Board with the implementation of the Board's strategic plan by agreeing an annual work plan

The Learning and Development sub group has delegated decision making responsibility on behalf of the Board. Exceptions include

- Expenditure above £1000,00 per annum
- Creation of a work stream outside the work plan agreed with the Board

Objective - To enhance the safeguarding of adults by the:

1. Establish and maintain systems, tools and processes to support effective monitoring of learning and development to work in partnership with PMQA to demonstrate impact on practice within individual organisations and across the Board
2. Deliver the agreed BSAB training strategy and core competencies in partnership with BSAB colleagues
3. Develop, embed and seek assurances via PMQA against the agreed competency framework
4. To maintain effective communication between the two sub groups and BSAB to inform the content of the learning and development strategy
5. Establish robust links with the IVP and Voluntary sectors to embed a minimum standard of safeguarding training

Reporting requirements and frequency of meetings

The sub group will meet on a bi monthly basis between board meetings, with additional meetings arranged as and when necessary to meet the reporting and delivery requirements.

The sub group will escalate to the Safeguarding Adult Board Chair urgent concerns in between quarterly reports.

The subgroup is required to maintain a forward plan of work and set time aside to

1. Review terms of reference
2. Review its achievements and challenges to assess and evaluate its effectiveness and to inform continuous improvement
3. Consider its future requirements including decision making parameters and budgetary responsibilities

The meeting will be structured to ensure the full participation of representatives from all partners. The subgroup chair or vice chair will provide a written report supported by contributions from subgroup members to every Safeguarding Adults Board meeting.

Members of the subgroup reserve the right to convene an extraordinary meeting if required.

Chair

The chair is endorsed by the Safeguarding Adults Board and must attend the Safeguarding Adults Board

The chair will retain tenure for three years; the deputy chair will replace the chair at the end of the third year. A new vice chair will be appointed from within the sub group membership.

The change in Chair will be co-ordinated with that of the Chair of the Performance Management and Quality Assurance Subgroup of the Safeguarding Adult Board to ensure that both Chairs do not change in the same year.

Membership and attendance

The learning and development sub group will consist of members nominated by the Safeguarding Adults Board member organisations. It will consist of a core group of statutory, independent and voluntary agencies with the ability to co-opt members for specific areas of activity.

Attendance at the subgroup will be monitored and recorded via a RAG rated attendance sheet. In the case of non-attendance by a member or deputy for two or more meetings, this will be brought to the attention of the Safeguarding Adult Board.

Quoracy

Decisions can only be taken if the meeting in quorate, quoracy will be achieved if the following criteria are met

Presence of Chair or Vice Chair

Representation of 50% of the Pathways and Partnership group membership, excluding the chair of the meeting.

The BSAB will be informed of all non-quorate meetings.

Co-ordination and Support

This will be provided by the Safeguarding Adults Service Manager and Safeguarding Adults Business Support.

Members will be given 7 days following the release of meeting minutes in which to give comments after which time the minutes will be classed as a true and accurate record of the meeting.

Date Terms of Reference agreed April 2018

Review date April 2019

Barnsley Safeguarding Adults Board

Pathways and Partnership Sub Group

Standing Members

Role	Organisation	Member	Substitute member
Organisation and Workforce Improvement Manager	BMBC	Chair	Vice Chair
Safeguarding Adults Board Manager	BMBC		No Substitute
PMQA Sub Group Chair	BMBC		No Substitute
Workforce Development Officer	BMBC		Workforce Development Officer
Housing Manager	Barneslai Homes		Housing Manager
Detective Inspector.	SYP		TBC
Commissioning Manager, Healthier Communities	BMBC		Commissioning Manager
Named Nurse Safeguarding Adults	BHNFT		Learning Disability Named Nurse
Specialist Safeguarding Advisor	SWYPFT		Safeguarding Adults Advisor
Safeguarding Representative	Barnsley College		Safeguarding Representative
Customer Forum Representative	TBC		

Experts by invitation (also to receive minutes)

Role	Organisation	Member	Deputy
Head of Safeguarding and QA	BMBC	Monica Green	
Communications & Marketing	BMBC	Hanna Bailey	Siobhan Dransfield
Head of Service, Joint Commissioning	BMBC	Kate Anderson Bratt	
Legal Services Representative	BMBC	Deborah Broadhurst	
Manager	Healthwatch		Jill Doy
Housing Representatives		TBC	
CAMHS (0 – 19 Services)	BMBC	TBC	
Third sector		TBC	
Safeguarding Children's Board Manager SY Fire and Rescue	BSCB	Nigel Leeder	
IVP and Voluntary organisations			
Skills for Care			
Training providers			
South Yorkshire CRC			
Barnsley College			
Northern College			

Minutes only