

Learning and Development Sub-Group

Terms of Reference

Document Version Control			
Version	Date	Changes Made By	Comments
0.1	July 2021	Cath Erine	Reviewed and revised
0.2	21/07/2021	Angie East	Reformatted
1.0	17/08/2021	Angie East	Added Document Version Control
1.1	06/10/2021	Angie East	Removed substitute member: Organisation and Workforce Development Advisor and replaced BSAB logo

The Learning and Development Sub-Group of the Barnsley Safeguarding Adults Board (BSAB) works to provide assurance to BSAB that all Barnsley organisations with safeguarding adult's responsibilities can either deliver or access the required learning and development opportunities to evidence compliance with the agreed safeguarding training strategy. The sub-group will lead on the identification and delivery of local, regional and national learning opportunities. The sub-group will support the work of the Barnsley Safeguarding Adults 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 £1,000.00 per annum
- Creation of a work stream outside the work plan agreed with the Board

Objective - To enhance the safeguarding of adults by:

1. Establishing and maintaining systems, tools and processes to support the creation and evaluation of both single agency and multi-agency learning and development opportunities. Deliver the agreed BSAB training strategy and core competencies in partnership with BSAB colleagues and the Pathways and Partnership sub-group.
2. Develop, embed and seek assurances via PMQA against the agreed competency framework.
3. To maintain effective communication between the three sub-groups and BSAB to inform the content of the learning and development strategy.
4. Establish robust links with the Independent, Voluntary and Private sectors to embed a minimum standard of safeguarding training.

5. Sharing information from/to L&D and other forums/meetings that members of L&D attend to increase our ability to respond to issues and more effectively cascade safeguarding information.

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 sub-group 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 sub-group Chair or Vice Chair will provide a written report supported by contributions from sub-group members to every Safeguarding Adults Board meeting.

Members of the sub-group reserve the right to convene an extraordinary meeting if required.

All meetings will be minuted and these will be provided to sub-group members and BSAB.

Chair and Vice Chair

The Chair will be endorsed by the Safeguarding Adults Board and must attend the Safeguarding Adults Board.

The Chair will retain tenure for three years; the Vice 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 and Pathways and Partnerships Sub-Groups of the Safeguarding Adult Board to reduce the incidence of Chairs changing 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 sub-group 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 is quorate; quoracy will be achieved if the following criteria are met

- Presence of Chair or Vice Chair,

and

- Representation of 50% of the Learning and Development sub-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 Board Manager and BMBC 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: July 2021

Review date: July 2022

Learning and Development Sub-Group

Membership

Standing Members		
Role	Organisation	Substitute member
Organisation and Workforce Development Manager (Chair)	BMBC	Vice Chair
Safeguarding Adults Board Manager	BMBC	No Substitute
Development and Training Manager	BMBC	No Substitute
Commissioning Officer, Healthier Communities (Vice Chair)	BMBC	Commissioning Officer, Healthier Communities
Professional Development Lead	BMBC	
Principal Social Worker	BMBC	BMBC Quality Team
Housing Management Team Leader	Berneslai Homes	Housing Management
Detective Chief Inspector	South Yorkshire Police	TBC
Safeguarding Adults at Risk Advisor	BHNFT	Named Nurse Safeguarding Adults
Specialist Safeguarding Advisor	SWYPFT	Safeguarding Adults Advisor
Safeguarding Representative	Barnsley College	Safeguarding Representative
Vice Chair	Healthwatch	Barnsley CVS Representative
Health and Wellbeing Principal, Public Health	BMBC	TBC
Customer Forum Representative		TBC
Organisation and Workforce Development Business Partner	BMBC	N/A
Head of Community Services	Barnsley Community and Voluntary Services (CVS)	

Standing Members		
Role	Organisation	Substitute member
Senior Commissioning Manager, Healthier Communities	BMBC	Commissioning Officer

Experts by invitation (also to receive minutes)			
Role	Organisation	Member	Deputy
Head of Service, Joint Commissioning	BMBC	Sharon Graham	Diane Swift-Baldock
Legal Services Representative	BMBC	Deborah Broadhurst	TBC