

## Learning and Development Subgroup

### 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
2.0	19/07/2022	Cath Erine	Revised and circulated for approval by L&D

The Learning and Development Subgroup 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 subgroup will lead on the identification and delivery of local and, regional learning opportunities. It will circulate details of national learning events The subgroup 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 Subgroup 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 subgroup.
2. Develop, embed, and seek assurances via PMQA against the agreed competency framework.
3. To maintain effective communication between the three subgroups 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 subgroup 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 subgroup 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. All meetings will be minuted and these will be provided to subgroup 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 subgroup 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 Subgroups of the Safeguarding Adult Board to reduce the incidence of Chairs changing in the same year.

## **Membership and Attendance**

The Learning and Development subgroup 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 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 subgroup 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 of Terms of Reference:	July 2021
Review Date:	July 2022
Reviewed and approved:	July 2022
Next Review Date:	August 2023

## Learning and Development Subgroup

### Membership

Standing Members		
Role	Organisation	Substitute member
Safeguarding Representative	Barnsley College	Safeguarding Representative
Barnsley CVS Representative (Vice Chair)	Barnsley Community and Voluntary Services (CVS)	No Substitute
Housing Management Team Leader	Berneslai Homes	Housing Management Group Manager
Named Nurse Adult Safeguarding	BHNFT	Safeguarding Adults Advisor
Multi-Agency Trainer, Safeguarding Adults	BMBC	No Substitute
Health and Wellbeing Principal, Public Health	BMBC	No Substitute
Organisation and Workforce Development Business Partner (TBC)	BMBC	TBC
Organisation and Workforce Development Manager (TBC)	BMBC	TBC
Principal Social Worker	BMBC	BMBC Quality Team
Professional Development Lead	BMBC	
Safeguarding Adults Board Business Support Officer	BMBC	Safeguarding Adults Business Support Officer
Safeguarding Adults Board Manager	BMBC	No Substitute
Senior Commissioning Manager, Healthier Communities (Chair)	BMBC	Commissioning Officer, Healthier Communities
Advanced Customer Support Senior Leader	Department for Work and Pensions (DWP)	No Substitute

<b>Standing Members</b>		
<b>Role</b>	<b>Organisation</b>	<b>Substitute member</b>
Vice Chair	Healthwatch	Barnsley CVS Representative
Customer Forum Representative	N/A	No Substitute
Detective Chief Inspector	South Yorkshire Police (SYP)	Detective Inspector
Safeguarding Adults Advisor	SWYPFT	Named Nurse Safeguarding Adults

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