

# Brighton & Hove Safeguarding Adults Board (SAB)

## Learning & Development Subgroup

### Terms of Reference



#### Background

The Care & Support Statutory Guidance, updated 21 October 2016, provides SABs must, 'promote multi-agency training and consider any specialist training that may be required [to safeguard vulnerable adults], consider any scope to jointly commission some training with other partnerships, such as the Community Safety Partnership'.

#### Purpose

The Safeguarding Adults Learning & Development Subgroup will report to and support the work of the Safeguarding Adults Board.

The Subgroup is responsible for the strategy, development, quality assurance and co-ordination of multi-agency safeguarding adults training provision.

This will include making recommendations regarding the facilitation and commissioning of appropriate training resources and ensuring the regular review and evaluation of the training provision in line with the Brighton & Hove SAB Business Plan.

This subgroup will work closely with the other SAB Subgroups as necessary - Quality Assurance Subgroup, Participation & Engagement Subgroup, Pan Sussex Policy & Procedure Subgroup and the Multi-agency Mental Capacity Act and Deprivation of Liberty Safeguards Subgroup. This subgroup will also link into the Local Safeguarding Children Boards' Subcommittees, where appropriate.

#### Objectives

1. To support the implementation and monitoring of the Safeguarding Adults Learning & Development strategy, as agreed by the Safeguarding Adults Board.
2. Plan & develop an annual safeguarding adults' strategic multi-agency workforce development plan each year and submit it to the Safeguarding Adults Board for approval to ensure continuity of training provision.
3. Plan & develop a multi-agency training needs analysis to seek assurances that both single agency training, including the Community & Voluntary Sector, and multi-agency training, meets local needs.
  - Agency representatives on the Subgroup will be responsible for ensuring the completion of the training needs analysis and any training audits for their agencies.
  - Agency representatives on the Subgroup will be responsible for monitoring compliance/non compliance within their agency and reporting the results to the Subgroup.
4. Evaluate, quality assure and monitor multi-agency training offers to ensure they are reflective of SAB policy, procedure and practice.
5. Seek assurance that agencies are meeting statutory/contractual requirements for safeguarding training including MCA and Dols and the Care Act.

7. Jointly facilitate and commission multi-agency training which reflects priorities of the SAB business plan and which complements the training provided by each agency to their own staff.
8. Identify the resource allocation required to meet competencies in relation to adult safeguarding, in accordance with best practice guidance and models.
9. Ensure that cross-organisational learning takes place.
10. Agree evaluation methodology for multi-agency training and ensure appropriate links are in place with the Learning & Development Subcommittee of the Local Safeguarding Children Board to ensure the impact of training on front line practice and the outcomes for adults and children and their families is effectively evaluated and that findings inform future planning
11. Ensure appropriate links are in place with other relevant Safeguarding Adults Board subgroups and Local Safeguarding Children Boards Subcommittees, e.g Learning & Development, Joint Participation & Engagement Subcommittee to promote the multi-agency training offers and encourage agencies/teams to access training opportunities.
12. Disseminate information concerning training, relating to specialist or emerging areas in safeguarding and promoting the welfare of vulnerable adults.
13. Be responsive to new initiatives, research and local need as expressed by member agencies including recommendations from local and national Safeguarding Adult Reviews, Serious Case Reviews, and multi-agency quality assurance activity.
14. Identify future learning opportunities that will support the safeguarding agenda as identified by the Safeguarding Adults Board.

## Membership

The Subgroup shall be composed of senior officers nominated by each member agency. Members representing individual agencies must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency's behalf.

Agency	Confirmed Representative
Health	SPFT Mark Melling
	BSUH Jo Henderson and Andy Nuttall (as delegate)
	SCFT Alison Cooke / Patricia Obermayer
	CCG Candy Gallinagh
	Pavilions
Police	tbc
BHCC	BHCC Professional Standards Safeguarding & Quality Michelle Jenkins / Alison Laing
	BHCC Workforce Development / Tim Wilson
LSCB & SAB	Business Manager/ Mia Brown

	LSCB Learning & Development Officer Dave Hunt
PASA Rep	BHT / Simon Hughes
Probation Provider Services	Trudy Rich
Carer Representative	To be disseminated via PASA
Care Homes	TBC
Community Care	TBC
Community Safety	Domestic & Sexual Violence and Violence Against Women and Girls Training and Awareness Officer - Brighton & Hove / Luke Martin
Housing	Performance & Improvement Officer, Housing / James Pemberton

If a member is not able to attend, they are to send a suitable representative. Where this is not possible, information can be requested and sent electronically.

The group may invite additional members or presentations from time to time in line with identified priorities.

**Chair:**

David Kemp, Head of Community Safety, Safer Communities, East Sussex Fire & Rescue Service.

**Administration:**

The SAB Business Manager and ESFRS Administration will support the sub group.

**Frequency of Meetings:**

Meetings shall take place quarterly and shall be scheduled to allow reporting to the next Safeguarding Adults Board meeting. Members should note the expectation that additional meetings may be required in response to events or requests from the Safeguarding Adults Board Chair.

**Quorum**

To establish quoracy, 3 representatives, 1 from BHCC, 1 from Health and 1 other member must be present for decision making.

**Accountability:**

The sub group will operated under delegated authority from the SAB to act within the scope of the agreed terms of reference. The Subgroup is accountable to the SAB and must be prepared to provide updates for the Quarterly Safeguarding Adults Board meetings.

**Relationship to other subgroups of the SAB and Subcommittees of the B&H LSCB and Safe in the City Partnership Board**

Due to the nature and scope of this subgroup robust information/ task flow will be established with the following - Learning & Development (LSCB), Monitoring & Evaluation (LSCB), Joint Participation &Engagement (SAB & LSCB) Case Review (LSCB), Quality Assurance (SAB), Safeguarding Adult Review (SAB).

**Review:**

The Terms of Reference to be reviewed annually.

**Next Review due January 2018.**