

EAST RIDING

SAFEGUARDING ADULTS BOARD



*Safeguarding
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business*

Training and Development Sub Group

Terms of Reference



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Revision History:

Version	Date	Summary of Changes	Approved
1.0	02/2014	Training Sub-Group Final Document Agreed	ERSAB
1.1	02/2017	Updates to group names and membership	N/A
2.0	01/2019	Full ToR for re-instatement of newly titled Learning and Improvement Sub-Group	BIG
2.1	03/2019	Updates to group names and membership	N/A
2.2	04/2019	Update following SARG ToR Review to page 4: Learning and Improvement Group Responsibilities: To lead on reviewing learning from national SARs.	BIG
2.3	01/2020	Updates to group names and membership	N/A
3.0	06/01/2021	Update following restructure of ERSAB Sub-Groups; change of name to Training and Development Sub-Group and revision to remit.	Training and Development Sub-Group

Review Date: Annually after main revision.

1 Introduction

- 1.1 These terms of reference are intended to enable the East Riding Safeguarding Adults Board (ERSAB) to deliver its responsibilities set out within the Care Act 2014.
- 1.2 The Training and Development Group is a Sub-Group of the ERSAB and will advise the Board on matters relating to learning, development and training and the implementation of the East Riding Multi-agency Training Strategy.
- 1.3 All decision made by the Sub-Group are underpinned by the East Riding Integrated Multi-Agency Procedure for Safeguarding Adults and the East Riding Multi-Agency Training Strategy
- 1.4 The membership of the Sub-Group includes representatives from partner organisations and the independent care sector.

2 Key Aims of the Sub-Group

- 2.1 The key aims of the Sub-Group are to:
 - Develop and maintain an effective Multi-Agency Training Strategy that promotes the learning, development and training of safeguarding adult's knowledge and skills.
 - Encourage, increase and monitor the take-up of safeguarding adults learning, development and training across partner organisations in line with the Multi-Agency Training Strategy.
 - Support the work of the Learning, Audit and Improvement Sub-Group and Safeguarding Adults Review Sub-Group in the sharing of lessons learnt in order to improve the quality of service delivery and outcomes for all adults at risk of harm and abuse.

3 Key Objectives of the Sub-Group

- 3.1 The key objectives of the Sub-group are to:
 - Maintain the Multi-Agency Training Strategy by ensuring it is reflective of local, national and legal standards, expectations and best practice and it fit for purpose for the partnership.
 - Monitor partner's compliance against the Multi-Agency Training Strategy through the collation of quarterly updates on learning, development and training delivered and the production of an annual update to the ERSAB.

- Proactively identify areas / topics for shared and / or multi-agency learning, development and training that improves the knowledge and skills of the partnership's collective workforce.
- Work in partnership to deliver shared and / or multi-agency learning, development and training through the pooling of resources to achieve positive outcomes.
- Evaluate learning, development and training activities and interventions to ensure they are of high quality, effective and reflective of current standards, expectations and best practice.
- Share knowledge and learning from local and national sources to enhance and / or improve learning, development and training provision; e.g. Safeguarding Adult Review, national guidance, lessons learnt, etc.
- Support the development and implementation of learning, development and training updates on effective practice and emerging issues identified by the Learning, Audit and Improvement Sub-Group and Safeguarding Adults Review Sub-Group.
- Maintain links and identify potential joint working opportunities with the East Riding Safeguarding Children Partnership on cross-cutting and emerging issues relevant to the ERSAB and Partnership.
- Oversee the cascade learning, development and training resources.

4 Individual Member Responsibilities

- 4.1 Individual members undertaking the role on the Sub-group are expected to:
- Contribute to the effective working of the Sub-Group and the implementation of the Multi-Agency Training Strategy.
 - Attend, or provide a deputy, for a minimum of 75% of the planned meetings.
 - Represent their organisation on the Sub-Group.
 - Provide a channel of communication between the Sub-Group and their organisation.
 - Be an objective member in undertaking scrutiny of performance of the Sub-Group and the services provided by all organisations.
 - Provide feedback on any agreed actions.
 - Act as an advocate for adult safeguarding and the promotion no tolerance of abuse.

5 Individual Agency / Partner Organisation Responsibilities

- 5.1 Individual agency / partner organisations are required to support their Sub-Group member in carrying out their responsibilities by providing:
- Dedicated time to fulfil their role.

- An agreed Learning, Development and / or Training Plan on how they will deliver the Multi-Agency Training Strategy and assure the competence of their workforce in the area of safeguarding adults.
- The necessary resources to deliver the agreed Learning, Development and / or Training Plan.

6 Accountability

- 6.1 The Sub-Group is accountable to the Chairs Assurance and Advisory Group.
- 6.2 Individual members of the Sub-Group are accountable to their own organisations.
- 6.3 The Sub-Group is not accountable for the day-to-day operational safeguarding adults work, this remains the duty of individual partner organisations.

7 Reporting

- 7.1 The Sub-Group work will be reported quarterly to the ERSAB via the Board Manager's quarterly update and in addition, will report progress on any bespoke requests as required.

8 Membership

- 8.1 Membership will be drawn from the partner organisations that make up the ERSAB and can make a significant professional contribution to the delivery of the Sub-Groups responsibilities.
- 8.2 Core membership:
- ERSAB - SAB Training Coordinator, SAB Training Officer, Meeting Administration.
 - East Riding of Yorkshire Council; Learning and Development (on behalf of Adult Social Care), Housing, Transportation and Public Protection (and Modern Slavery).
 - East Riding Safeguarding Children Partnership.
 - East Riding of Yorkshire Clinical Commissioning Group.
 - Hull University Teaching Hospitals NHS Trust.
 - Humber Teaching NHS Foundation Trust.
 - North Lincolnshire and Goole NHS Foundation Trust.
 - City Healthcare Partnership CIC.
 - Humberside Police.

- Humberside Fire and Rescue Service.
- Independent Care Sector Provider Representative – Residential and Domiciliary Care.
- HMP Humber.
- Humberside National Probation Service (Hull and East Yorkshire)

8 Meetings

- 8.1 The Sub-Group will be chaired by an elected chair who is a member of one of the partner organisations and the position will be reviewed annually.
- 8.2 Standard business meetings will be quarterly.
- 8.3 Meetings will be deemed quorate when at least 3 organisations are present not including staff employed by the Safeguarding Adults Board.
- 8.4 Administration for the meeting will be supplied by ERSAB. Each meeting will have an agenda and minutes of the meeting produced and circulated following the meeting.
- 8.5 Actions coming from meetings will be captured within an ‘Action Table’ and completion monitored in subsequent meetings. Actions will only be taken from the table with the approval of the Sub-Group.

9 Information Sharing

- 9.1 The appropriate exchange of information is essential to deliver effective and efficient services for our citizens, to meet their needs and ensure their welfare and protection. However there is a balance between the need to share sufficient information to deliver effective services, and preserving the privacy of the individual.
- 9.2 Members must at all times use the information shared for the purposes of the meeting only and for no other purpose.
- 9.3 The principles of the General Data Protection Regulation (GDPR), the Tier 1 Humber Information Sharing Charter and the East Riding Tier 2 Information Sharing Agreement must be followed.

10 Review

10.1 These Terms of Reference will be reviewed every two years, or sooner at the direction of the members of the group.

11 Review and Amendment Process

- 11.1 Before being adopted, any proposed amendment to these Terms of Reference must:
- Be circulated to all Sub-Group Members for consultation and comment at least 5 days before the planned meeting.
 - Secure the approval of the majority of those present at a quorate Sub-Group.
 - Be agreed by the ERSAB.

Appendix I

Safeguarding Adults Learning and Improvement sub-group Members (as at September 2020)

Organisation	Core Member
City Health Care Partnership	Named Nurse and Integrated Safeguarding Team Manager (Mags Shakesby)
East Riding of Yorkshire Clinical Commissioning Group	Designated Lead for Safeguarding (Mary Kearney)
East Riding of Yorkshire Clinical Commissioning Group	Designated Nurse (Sarah Gallagher)
East Riding of Yorkshire Council - Housing Public Protection and Modern Slavery / DVAP	DVAP Team Leader (Nicola Haslem)
East Riding of Yorkshire Council – Learning and Development (Social Care)	Principal Learning and Development Officer (Social Care) (Patrick Appleyard (Chair))
East Riding of Yorkshire Council – Learning and Development (Social Care)	Senior Learning and Development Officer (Social Care) (Julie Short)
East Riding Safeguarding Adults Board	ERSAB Training Coordinator (Sandy Hebdon)
East Riding Safeguarding Adults Board	Development and Implementation Lead (Catherine Law)
East Riding Safeguarding Adults Board	ERSAB Board Support Officer (Lorraine Clarke)
East Riding Safeguarding Children Partnership	ERSCP Training Officer (Meg Choules)
HMP Humber	Safer Prisons Hub Manager (Alice Robinson)
Hull University Teaching Hospitals NHS Trust	Education and Development Advisor (Ben Greenwood)
Hull University Teaching Hospitals NHS Trust	Safeguarding Specialist Nurse (Jayne Wilson)
Humber Teaching NHS Foundation Trust	Named Professional for Safeguarding Adults, MCA and Prevent Lead (Rachael Sharp)
Humberside Fire and Rescue Service	Public Safety Manager (Melanie Preskey)
Humberside Police	Inspector (Steve Littlewood)
Independent Care Sector – Domiciliary	Independent Care Sector Domiciliary Care Representative

Independent Care Sector – Residential	Independent Care Sector Residential Representative (Laura Harding)
National Probation Service (Humberside)	Senior Probation Officer (Caroline Elvidge)
North Lincolnshire and Goole NHS Foundation Trust	* To be confirmed