

# EAST RIDING SAFEGUARDING ADULTS BOARD



*Safeguarding  
is everybody's  
business*

## Learning and Development Sub Group Terms of Reference



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### **East Riding Safeguarding Adults Board version control template.**

All documents produced by the East Riding Safeguarding Adults Board support function, whether electronic or hard copy will be uniquely identifiable. In many instances, it is necessary to track the changes that occur to a document throughout the document's development and subsequent revision(s). Version Control is the Business of multiple revisions of documents via the use of a Document Control Sheet and Version Numbering incorporated into each document name.

The Version numbering system to be used by the East Riding Safeguarding Adults Board is the system that is based on the use of version numbers with points to reflect major and minor changes to a document.

The version number of a document in a draft format will start at 0.1 reflecting its draft status and then progress through revision by incrementing the number to the right of the point. The version number will convert to 01.0 upon the document/record receiving all required approvals, and deemed ready for publishing.

When the document has been approved and authorised ready for publishing the version number will start at 01.0, and the number will only be modified after the first minor amendment to become 01.1. A major revision to the document will result in the number to the left of the point incrementing by one and the number to the right of the dot point will return to zero e.g. 02.0.

#### **Revision History:**

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Approved</b>
Version 1.0	Feb 2014	Final Document Agreed	
Version 1.1	Feb 2017	Updates to group names and membership	BIG

Review Date: January 2019

## **Safeguarding Adult Board Learning & Development Group**

### **Terms of Reference**

#### **Overview.**

The Learning and Development group is a sub group of the East Riding Safeguarding Adults Board and will advise the Board (via the Business Implementation Group) on training matters and implement the training strategy agreed by the ERSAB. All decisions made by this group must be underpinned by the East Riding Integrated Multi-agency Procedure for the Safeguarding of Adults and the board Multi Agency Training Strategy.

#### **Learning and Development Group Responsibilities:**

- To seek assurance, on behalf of the SAB that the range and level of safeguarding adults training is available to relevant staff in all partner agencies that delivers the ERSAB long term Training Strategy and report to the Business Implementation Group for approval.
- monitor the range and level of the safeguarding adults' training plan on a multi-agency basis and provide quarterly updates to the Business Implementation Group and an annual update to the Safeguarding Adults Board.
- Agree and deliver an evaluation methodology for safeguarding adults learning, training and development that will examine transference of learning into practice.
- To seek assurance, on behalf of the SAB that all adult safeguarding training is delivered to a consistently high standard.
- Develop coordinate, monitor and publish relevant performance information in relation to safeguarding training as required by the Business Implementation Group.
- Ensure appropriate links are in place with other relevant Safeguarding Adults Board sub groups in order that future needs and developments for safeguarding training can be identified.

- Ensure actions allocated from the Business Implementation Group are prioritised and delivered.
- Monitor and report relevant national and local policy and guidance that may have an impact on the delivery of training locally .
- Establish and maintain links with Safeguarding Adults Learning and Development & development officers/trainers throughout the East Riding in order to share effective practice

### **Individual Member Responsibilities.**

Individual members undertaking the role of Learning and Development Group member are required:

- (1) To contribute to and take part in the effective working of the Learning and Development Group in delivering the boards Training strategy
- (2) To represent their organisation on the Learning and Development Group speaking with authority for that organisation when appropriate.
- (3) To provide a channel of communication between the Learning and Development Group and a members own organisation.
- (4) To be an objective member in undertaking scrutiny of performance of the Learning and Development Group and the services provided by all organisations.

### **Individual Agency Responsibilities.**

Member organisations are required to support their Learning and Development Group member in carrying out their responsibilities by providing:

- (1) Dedicated time to fulfil their role.
- (2) An agreed training plan on how they will deliver the SAB Training strategy and assure the competence of their staff in this area.
- (3) The necessary resources to deliver the agreed Training plan

### **Accountability.**

- The ERSAB Learning and Development Group is accountable to the East Riding Safeguarding Adults Board via its Business Implementation Group.
- Individual members of the Learning and Development Group remain accountable to their own organisations.
- The SAB Learning and Development Sub-Group is NOT accountable for the day to day training delivery; this remains the duty of individual partner agencies.

### **Membership.**

Membership will be drawn from the partner agencies and organisations that make up the Safeguarding Adults Board. Each board member will be invited to nominate someone to represent their agency on the Learning and Development Group.

Member Organisations are currently:

- East Riding of Yorkshire Council
- Clinical Commissioning Group
- Hull & East Yorkshire Hospitals
- Humber NHS Foundation Trust
- Humberside Fire and Rescue Service
- Independent Provider Representative

### **Meetings**

- Meetings will be held quarterly and scheduled to the most effective date in support of the Business Implementation Group meeting.
- Members of the group will elect annually a chair and vice chair from within its membership.
- Meetings will be deemed quorate when at least 3 agencies/organisations are present not including staff employed by the Safeguarding Adults Board or decisions will be agreed via an email vote. All services within the East Riding of Yorkshire Council are deemed to be one agency for the purpose of quoracy.

- Administration for the meeting will be supplied by the Safeguarding Adults Board support staff. Each meeting will have an agenda and minutes of the meeting produced and circulated following the meeting.
- 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 Learning and Development Group.

### **The Decision Making Process.**

- Decisions will normally be made through consensus between members; however, where there is a need for a vote to be taken to reach a decision, each member will have equal rights.
- Any member may ask for a decision that did not have consensus amongst members to be escalated to the next Business Implementation group meeting for further consideration, this must include a written rationale for making the request
- A quorum of members will be required to facilitate this process
- Where the Learning and Development Group is asked to make a decision on a particular issue detail of the matter will be circulated in writing to all members prior to the meeting.
- Decisions must be recorded appropriately and circulated to all group members.
- Decisions will routinely be recorded within the minutes of the meeting however where decisions also relate to an action for an individual or body these will also be recorded within an action schedule which will form part of the agenda for subsequent meetings.

### **Review**

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

### **Review and Amendment Process.**

Before being adopted, any proposed amendment to these Terms of Reference must:

- (1) Be circulated to all Learning and Development Group Members for consultation and comment at least 5 days prior to consideration at a Learning and Development group
- (2) Secure the approval of the majority of those present at a quorate Learning and Development Group Meeting.
- (3) Be agreed by the Business Implementation Group.

Appendix 1

**Safeguarding Adults Learning and Development sub-group Members (as at Jan 2017)**

<b>Members</b>	
East Riding of Yorkshire Council Training Principle Learning and Development Officer	Linda Tovey (Chair)
Safeguarding Adults Board Training Coordinator	Jackie Hutchinson
East Riding of Yorkshire Council BMU Quality Development Monitoring Officer	Hilary Spilsbury
East Riding of Yorkshire Council Childrens Safeguarding Training Officer	Meg Choules
East Riding Clinical Commissioning Group (CCG) Designated Professional for Adult Safeguarding	Olwen Fisher
Hull & East Yorkshire Hospitals NHS Trust Safeguarding Adults Specialist Nurse	Janet Page Ben Greenwood
Humber NHS Foundation Trust Named Nurse for Adult Safeguarding Training Coordinator	Wendy Proctor Vincent Knight
Humberside Fire & Rescue Service Safeguarding Officer	Steph Smith
Humberside, Lincolnshire and North Yorks Crime Rehabilitation Company Learning & Development Business Partner	James Prout
City Health Care Partnership Named Nurse for Safeguarding Adults and Children	Gail Mayes
Humberside Police PVP Crime Trainer Detective Constable	Andrea Carlill Robert Jones