Hampshire and Isle of Wight Safeguarding Adults Workforce Development Group

Terms of Reference

Function

The Safeguarding Adults Workforce Development Group is a pan Hampshire partnership (comprising Southampton, Portsmouth, Hampshire and Isle of Wight). The core function of the group is to develop a framework which will enable the four LSABs to carry out their responsibilities to ensure that safeguarding learning and development activity equips the organisation and its staff to meet the standards outlined in the pan Hampshire safeguarding policy and procedures.

The group includes the safeguarding workforce development representatives from respective agencies as well as the safeguarding leads from all four LSABs in Hampshire and the Isle of Wight to ensure that a joint and consistent approach is applied. The work of the group will initially be focussed on the development of a Safeguarding Adults Workforce Development Framework that will inform future safeguarding learning and development activity.

Accountability

The Safeguarding Adults Workforce Development Group will operate as a sub group of the 4LSABs. It will be hosted by the HSAB and chaired by a member of its Board. In terms of decision making, the group will develop proposals and make recommendations but these will need to be endorsed by each LSAB prior to implementation. The group will provide regular progress reports to respective LSAB's via the LSAB managers/representatives who will also be responsible for reporting exceptions to their LSAB chairs and for escalating any unresolved issues which have the potential to delay or undermine the achievement of stated objectives.

Membership

Representatives on the group will be required to hold a level of delegated authority that will enable them to take decisions and commit resources on behalf of their organisation. They will also be responsible for sharing information about developments arising from the work of the group within their agency and any relevant networks they lead or participate in. Group members will nominate a designated person with delegated decision making authority to deputise for them at any meetings they are unable to attend. Members commit to attend or be represented at all meetings. Membership will be comprised as follows:

Julia Barton	Chief Quality Officer/Chief Nurse, Fareham and Gosport and South Eastern Hampshire CCG's (Chair)
Sue Lee	HSAB Manager
Carol Judge	SSAB Manager
Fleur Gardiner	IOWSAB Manager
Angela Dryer	PSAB
Dave Brown	Hampshire Police
Jaki Metcalfe	Hampshire CCG Safeguarding Lead (NHS Reference group)
Alan Jolly	Health Education England
Stephanie Bennett	Community Safety
Jim Clarke	Hampshire Fire and Rescue Service
David Rogers	HMP Winchester
Nikki Griffiths	HCC, ASC Head of Organisational and Workforce Development
Nicky Priest	NHS England Wessex Area Team
Tony Hesleton	South Central Ambulance Service
TBC	Hampshire Probation Trust
TBC	Hampshire Senior Housing Officer Group

Safeguarding Workforce Development Leads:

Maria Hayward	HCC
Jackie Robinson	SCC
Ruth King	IOW
Emma Sullivan	PCC
Simon Moore	Police
Jeff Cluff	Prison

Reference Groups

The workforce development group will ensure effective liaison with all key stakeholders including the following:

- NHS Health Reference group
- Health, social work and social care education providers
- Voluntary and independent sector
- Other relevant co-opted members as required

Meeting arrangements

The group will meet every two months at venues to be agreed.

Objectives

1. To identify single and inter-agency workforce development needs, taking into account respective LSAB priorities and resources.

2. To establish the current safeguarding and other relevant training capacity and provision that exists across the 4LSAB area.

3. To develop a 4LSAB inter-agency safeguarding adult workforce development framework and programme to meet identified needs.

4. To identify and prioritise what needs cannot be met and assess any potential riks involved and make recommendations to the LSAB.

5. To make recommendations about the most effective approaches and actions that will maximise the training resources and capacity available.

6. To consider the viability of establishing a 4LSAB wide multi agency safeguarding adults training and development calendar including the resource and funding implications required to deliver this.

7. To make recommendations about any areas of practice that may need to be targeted for workforce development interventions in order to ensure service users receive a consistent and appropriate safeguarding response across agencies.

8. To ensure lessons from Safeguarding Adult Reviews are reflected in learning ad development programmes in order to promote evidence based practice.

9. To ensure the effectiveness of safeguarding adult learning and development programmes are evaluated, liaising with other LSAB sub-groups.

10. To agree a framework of safeguarding learning and development standards and levels to inform the quality, consistency and delivery of all safeguarding adults learning and development activity.

11. To submit a work plan annually to the LSAB reflecting the objectives and timetable in the LSAB business plan with LSAB managers/representatives providing progress reports as required.

12. To review terms of reference and membership annually and revise as appropriate.

Administrative Support

- Administrative support to the group is provided by HSAB
- The group agenda and papers will be circulated no less than 7 working days prior to the meeting
- Agenda items need to be submitted to the chair no less than 10 working days before the next meeting.

- Minutes of the meeting proceedings and actions will be recorded and circulated within 2 weeks of the meeting.