

**BOURNEMOUTH AND POOLE and DORSET  
SAFEGUARDING ADULTS BOARDS  
STRATEGIC TRAINING AND WORKFORCE DEVELOPMENT WORKING GROUP  
TERMS OF REFERENCE**

**October 2017**

**PURPOSE**

The pan Dorset Training and Workforce Development Working Group will work on behalf of the Bournemouth and Poole and the Dorset Safeguarding Adults Boards to:

- Ensure that the Safeguarding Adults Boards (SABs) have an Action Plan (and to deliver that action plan) which identifies, plans, implements, and evaluates the learning and development needs of staff of agencies both represented on the SABs and staff and volunteers who work in other sectors in respect of their responsibilities to Safeguarding Adults.
- It is the responsibility of the relevant agencies to deliver the actions in the Action Plan and commit resources to do so in line with the SABs Memorandum of Agreement.
- Ensure the Action Plan reflects each agency's responsibility to address the training needs of all relevant staff and members of the community in a planned, organised and cost-effective manner.
- Ensure the Action Plan reflects the need for each agency to have sufficient staff trained at the appropriate level to respond effectively and efficiently to safeguarding concerns and to protect people from harm.

**FURTHER OBJECTIVES**

1. To work closely with the SAB Policy and Procedures working group by ensuring training is developed in response to changes in policy & procedures, and feeding back about any concerns identified during the training.
2. To work with the SAB Quality Assurance Working Group in establishing appropriate quality assurance methodology for monitoring the standards & impact of safeguarding adults training. Report any issues or concerns to the QA Group & SABs.
3. To work with the SAB SAR subgroup to act on recommendations and learning coming from SARs to ensure learning is delivered and embedded to the relevant agencies.

4. To determine standards of safeguarding adults training and agree skill competencies for all relevant staff involved in working with adults at risk as outlined in the National Competency Framework. Ensure skills and practice are audited against the competencies. To support effective approaches across all agencies.
5. To inform the Commission and Quality Assurance of suitable cost effective safeguarding adults training which meets agreed standards.
6. To offer guidance and support to the wider network of safeguarding agencies in developing suitable training programmes which meet agreed standards for their staff.
7. To research and learn from best practice of safeguarding adults training nationally. Establish links with other suitable training officers and groups, including LSCBs, and domestic abuse strategy groups throughout South West region in order to share and learn from best practice.
8. To ensure feedback from service users & carers influences training courses, staff competencies & training plans.
9. To provide an annual report to the Bournemouth and Poole, and Dorset Safeguarding Adults Boards to be incorporated in their respective Annual Reports.
10. To develop and work to an agreed annual development programme and action plan.

### **SPECIFIC REMIT, DUTIES**

- To ensure the action plan is delivered.

### **CHAIR, MEMBERS, SECRETARY, DEPUTIES**

Membership will comprise:

- Chair of the TW&D subgroup (CCG DASM)
- Training and workforce Coordinators for Dorset, B&P adult safeguarding boards
- Vice Chair – (Business Manager - Dorset Adult Safeguarding Board)
- Training representation from the police
- Business Managers

At least one Representative from each of the following:

- Dorset CCG
- Bournemouth Borough Council
- Borough of Poole Council
- Dorset County Council
- District Councils
- DHUFT
- Royal Bournemouth and Christchurch Hospital
- Poole Hospital
- Dorset County Hospital
- SW Ambulance Service
- Dorset Fire & rescue
- Dorset Probation
- Representation from the Local Safeguarding Children's Boards
- Representation from the Local Community Safety Partnership

### **MEMBERSHIP AND ATTENDANCE**

Administrative support has been agreed

### **ORGANISATION, FREQUENCY OF MEETINGS, ADMINISTRATION**

Members are required to attend meetings. If they cannot attend then they are required to read minutes, carry out actions, read papers and feed into discussion via the Chair.

Meetings to occur quarterly.

### **QUORUM/VOTING**

The group acts as a working group of the Board and therefore no voting is required.

### **STANDING AGENDA ITEMS**

Minutes and Matters arising  
 ASB workplan and workplan items for TW&D  
 Policy updates  
 Data Collection  
 SAR training  
 Training  
 Communication materials  
 Board feedback  
 Any other Business  
 Date and Time of next meeting

## **RELATIONSHIP WITH OTHER COMMITTEES/REPORTING ARRANGEMENTS**

This group is a working subgroup of the Bournemouth and Poole Safeguarding Adults Board and the Dorset Safeguarding Adults Board. Work from this group to be reported to the Exec. group and the Safeguarding Adults Boards quarterly and through the Chairs/Executive group of the Board as requested.

## **MONITORING, EFFECTIVENESS, REVIEW DATE**

These terms of reference will be reviewed one year after they have been approved by the group

## **Date and document owner**

Reviewed October 2017

Verena Cooper

Chair of the Training, Workforce and Development Group