

West Sussex Safeguarding Adults Board

Training Sub Group Terms of Reference

1. Purpose of the Sub Group

The purpose of the Training Sub Group, as part of the West Sussex Safeguarding Adults Board (SAB), is to establish systems for monitoring, reporting and evaluating training across organisations with regards to safeguarding adults; linking annual reporting to improvements and consistency in training and a measurable work programme.

The group will bring together managers from key agencies. Members will be responsible for ensuring safeguarding training is consistent and delivers the key messages and criteria required within their own organisations and those which they have influence over. Members will be committed to effective partnership working based on trust and open communication, as outlined in the Care Act 2014, and members will need to be aware of and understand organisational frameworks within which colleagues in different agencies work.

Key purposes of the group include:

- To be an effective decision making sub group, which can ultimately take forward work on behalf of the Board
- Support the development and implementation of the training strategy, ensuring links with other key strategies and Boards are effective, so members are aware how activities link to safeguarding training and awareness
- Ensure that multi-agencies work together and develop effective plans to deliver consistent safeguarding training standards
- Regularly review and audit multi-agency training to ensure consistency and standards
- Linking in learning and development from Safeguarding Adult Reviews (SAR) and Serious Case Reviews (SCR) to future training; and being involved in specific learning or training events where appropriate
- Regularly horizon scan to ensure members are aware of national and local tools and resources which have been developed
- Bring forward areas of concern or training gaps to the Sub Group and escalate as appropriate
- Collate training figures from all partners, and ensure training compliance is being adhered to and managed
- Be involved on planning roadshows and SAB training events across the county

2. Membership

Members represent key partners of the SAB and include the statutory agencies. Members must be able to make decisions and have links to resources regarding training. The chair and vice chair will be reviewed and agreed annually.

Chair: West Sussex Partners in Care

Vice Chair: Locality Manager, Skills for Care

SAB Representation:

Learning and Development Officer, SAB
Board Manager

Statutory Agencies:

Learning and Development Commissioner, WSCC
Principal Manager Safeguarding Adults Unit, WSCC
Senior Contracts Officer, WSCC
DCI, Head of Safeguarding Investigations Unit, Sussex Police

Non-Statutory Agencies:

Skills for Care
WSPIC and Voluntary Sector
District & Borough Councils representative
Aspire, Adult Education
Lead Nurse Safeguarding Adults, Queen Victoria Hospital Foundation Trust
Care and Business Support Team, WSCC

3. Accountability

The Training Sub-Group will take direction from, carry forward, and report progress to the West Sussex SAB. Links will be maintained between this sub group and the SAB via the Chair and the Board Manager/ Learning and Development Officer. The Chair will attend both the SAB meetings, to provide a formal update.

Regular consultation and links with:

- East Sussex and Brighton & Hove Safeguarding Adults Boards, leads & training leads
- West Sussex Safeguarding Children Board
- West Sussex Domestic and Sexual Abuse Board
- Pan Sussex Domestic Abuse meetings
- Other SAB sub groups, via Chairs meeting

4. Quorum

As a minimum, the meeting is deemed to be quorate when at least 4 members are present, and this must include 2 of the statutory agencies.

5. Attendance

It is expected that each agency will send their nominated sub group representative or a fully briefed representative as a deputy to every meeting.

6. Administration of the group

The Safeguarding Adults Board Co-ordinator will provide administration for the meeting. The Co-ordinator will organise dates, times and venues for the meeting and will coordinate the collection of agenda items.

Agenda items will be called for approximately one month in advance of the meetings. The final agenda will be sent out at least one week in advance. Notes

from the previous meeting and work plan will be circulated with the agenda for the next meeting.

7. Meetings

Meetings will be held on a bi-monthly basis for a minimum of 12 months, pending a review. Meetings will normally be booked for 2 hours.

The venue will alternate between Horsham and Worthing, however this will be flexible dependent on the needs of the group.

8. Terms of Reference Review

The terms of reference will be reviewed annually or sooner if warranted.