

Hampshire Safeguarding Adults Board

Workforce Development Subgroup - Terms of reference

1. Purpose of the Learning and Development Subgroup

The core function of the Safeguarding Adults Workforce Development Group is to:

- 1.1. Develop the 'Safeguarding Adults Workforce Development Framework' which has been cross referenced against national requirements such as the NHS England's intercollegiate Document, in order to support future safeguarding learning and ensure training meets required standards.
- 1.2. Develop and support a framework which will enable providers and other stakeholders to equip their organisations to meet the standards outlined in the pan Hampshire safeguarding policy and procedures.
- 1.3. Ensure the workforce is effective in safeguarding 'adults at risk' or experiencing abuse and neglect.
- 1.4. Enable and promote quality Safeguarding learning & development across partners and providers.
- 1.5. Ensuring staff are competent to respond to safeguarding concerns (at a level consistent with their role) via the provision of high quality cross sector training.
- 1.6. Review and support the implementation of the Safeguarding 'adults at risk' Multi-Agency Training Strategy to ensure it is fit for purpose in light of the current need.

2. Objectives

- 2.1. To ensure lessons from Safeguarding Adult Reviews/Multi Agency Reflective Workshops/Discretionary Reviews etc. are reflected in learning and development programmes, in order to promote evidence based practice.
- 2.2. To ensure the effectiveness of safeguarding adult learning and development, programmes are evaluated by liaising with other HSAB subgroups where required.
- 2.3. 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.
- 2.4. To submit a work plan annually to the HSAB reflecting the objectives and timetable in the LSAB business plan with HSAB managers/representatives providing progress reports as required.
- 2.5. To make recommendations about the most effect approaches and actions that will maximise the training resources and capacity available.
- 2.6. To consider the viability of establishing a multi-agency safeguarding adults training and development calendar, including the resource and funding implications required to deliver this.

- 2.7. 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
- 2.8. To review terms of reference and membership annually and revise as appropriate.

3. 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:

Chair	TBA
Sue Lee	Hampshire Safeguarding Adults Board - Manager
Debra Cole	Surrey and Borders Partnership NHS Foundation Trust
Jaki Metcalfe	Hampshire CCG Safeguarding Lead
Fran Williams	Hampshire Safeguarding Adults Board - Learning and Development Coordinator
Anne Taylor	Portsmouth Hospitals NHS Trust
Collette Kavanagh	Portsmouth Safeguarding Adults Board – Board Manager
Costin Matei	NHS England
David Sherwood	SCAS
Debbie McGregor	Southern Health Foundation Trust
Sharon McLoughlin	Solent NHS
Maria Hayward	Hampshire County Council – Adults Health & Care – Workforce Development
Louisa Rice	Test Valley Borough Council
Nila Murday	Hampshire County Council – Adults Health & Care

Paul Francis	Hampshire Fire & Rescue Service
Rachel Roberts	Portsmouth Safeguarding Adults Board
Catherine Rendle	Action Hampshire
Roland Bryant	Portsmouth
Simon Moore	Hampshire Constabulary
Steve Burrige	Hampshire Constabulary
Trish Dennison	NHS England
TBA	Independent Hospital Sector
TBA	Hampshire Safeguarding Childs' Board
Claire Davis	Hampshire Hospital
Gail Pussard	Hampshire Care Association

Quoracy

The Chair or Vice-Chair must be present; the following agencies would need to be represented:

- Hampshire Safeguarding Adults Board
- Hampshire County Council
- NHS CCG
- Health NHS Providers

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

Meeting arrangements

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