

Camden Safeguarding Adults Partnership Board Learning & Development Subgroup

Terms of Reference

Purpose and remit

To support the aim and implementation of the Camden SAPB 2018-2021 strategy by overseeing, supporting and monitoring multi agency partners, when delivering the Learning and Development (L&D) strategic outcomes.

To be assured that member organisations have cascaded and developed learning and training with regards to safeguarding adults. The subgroup is responsible for commissioning training on behalf of the SAPB to deliver L&D priorities in the delivery plan. The subgroup will recommend any relevant training and will also collate recurring themes and report them to the SAPB.

2. Objectives

- 2.1.** To ensure that all partners are fully aligned with national and London wide safeguarding adults and the Mental Capacity Act training agenda.
- 2.2** To ensure that there is a consistent & standard approach by multi agency partners when delivering the Board's Learning & Development objectives.
- 2.3** To prioritise promoting the understanding and awareness of risk of harm and abuse to specific groups to include informal carers and the BAME community groups.
- 2.4** Deliver all items on the annual subgroup work plan, and report regularly to the Board.
- 2.5** To identify financial and/or other resources required and/or available across the partnership for delivering on the specific development aims.
- 2.6** To identify training needs when reviewing and monitoring provision of training and Compliance throughout partner agencies, ensuring standardised approach.
- 2.8** To ensure that partners are supported to fulfil their responsibility to meet training compliance as required by CQC & other agencies/regulators.
- 2.9** To work in partnership with the other Board subgroups, and refer issues to them as necessary and appropriate.

3. Membership

Members represent the key partners on the SAB. Representatives are able to make decisions and have links to resources.

Learning & Development Lead – Camden Council, (Co-Chair)

Safeguarding Adults & MCA Advisor – University College London Hospitals (Co-Chair)

Safeguarding Adults and MCA Specialist – Central North West London NHS Trust

Safeguarding Adult Manager – Camden & Islington Mental Health Trust

Occupational Development & Learning & Development Advisor – Camden Council

Principal Social Worker for Adults – Camden Council

Information & Advice Manager – Age UK (Camden)

Clinical Nurse Specialist - Camden Learning Disabilities Service

Awaiting rep's name - Metropolitan Police

Joint Commissioning – Camden Council

We will engage and work with other subgroups and other individuals may be co-opted into the group and any working groups as and when specific needs are identified.

4. Roles and Responsibilities: *Members of the group are expected to:*

- Attend all sub group meetings or arrange for a deputy to attend and participate
- Share issues of good practise
- To fully engage in the development of the annual work plan
- Highlight issues of concern to the Board
- Ensure their organisation's policies are accessible

5. Quorum

A quorum of the Chair plus four sub-group members is required for each meeting.

6. Attendance

It is expected that at every meeting, each agency will send their nominated subgroup representative or, if that is not possible, a fully briefed representative with delegated responsibility to take decisions will attend.

7. Review

The subgroup's Terms of Reference will be reviewed annually (or sooner if warranted.)

8. Chairing

The Chair(s) will be a member of the SAPB. They are responsible for setting the agenda and work programme for this subgroup. They will ensure that members of the group contribute collectively to the work programme and that the group keeps a clear focus on delivering on both the specific and general aims outlined in these terms of reference.

9. Support

The work of the sub group will be supported by the SAPB Officer, SAPB Board Manager.

10. Meeting Arrangements

Meetings will be held quarterly, at least one month in advance of the SAPB meeting. The Chair may request additional meetings as and when required to progress the work of the Board. Where specific pieces of work are required, task and finish groups will be convened to complete individual pieces of work.

Minutes will be circulated within 2 weeks of each meeting and again before the next subgroup meeting. Request for agenda items will be sent out 6 weeks prior to each meeting.

Agenda and papers will be circulated two weeks prior to each meeting.

11. Reporting Arrangements

11.1 The chairs of the subgroup will update the SAPB on the work and progress of the group. The subgroup will provide a report to the SAPB on an annual basis on the works of the subgroup.

11.2 The chairs of the subgroup will be members of the SAPB chairs subgroup.