|  |  |  |
| --- | --- | --- |
| Terms of Reference: HSAB Training and Workforce Development Sub GroupA multi-agency Sub Group focussing on workforce development for people who work and volunteer with adults who are at risk or may have care and support needs. | | |
| Approved by: | HSAB |  |
| Date: | January 2023 |
| Date of Review: | January 2024 |
| Chairperson: | Michelle Jones, Head of Business Delivery and Practice Improvements, Adults and Communities, Herefordshire Council | |
| Vice Chair: | Stephen Weller, Head of Commercial Development, Hoople LTD | |
| Meeting Frequency: | Quarterly |  |
| Quorum: | One representatives from each of the statutory partners (Herefordshire Council – Community Wellbeing Directorate, Health, Police), plus 1 other agency | |

**Overall Purpose**

* to agree and maintain a collective HSAB competency framework that will provide a common understanding of training and competency requirements, and that HSAB will refer to when seeking assurance of professional competencies across agencies.
* to hold scheme of delegations and declarations of agency approval of the HSAB competency framework
* to respond to any identified gaps in training provision or professional competencies, e.g. by completing a peer review on training provision if required
* to analyse whether the HSAB competency framework standards are being met through reviewing self-assessment returns
* to make a recommendation to the HSAB Board of current professional standards, competency and confidence in the sector, based on self-assessment returns
* to discuss and disseminate within members’ own organisations the learning outcomes from case reviews, performance, auditing activities and other themes that arise
* to empower the workforce to be skilled and confident in adult safeguarding, by providing shared practice learning tools and guidance
* to promote the sharing of commissioned single agency training with other agencies, as appropriate, to promote good practice, shared learning and collaborative/partnership working

**Role of Training and Workforce Development Group Members**

Overarching role and responsibilities of group members:

* promote and facilitate sharing of good workforce development offers and practice recording, reporting and policy
* promote collaboration and partnership working across the agencies
* encourage workforce and volunteers to develop their skills, confidence and professional curiosity by empowering them to:
  + encourage adults to make their own decisions and provide informed consent
  + provide clear and simple information on what abuse is, how to recognise it and what people can do to seek help
  + provide clear and simple information on desired outcomes and understand the role of everyone wanting to be involved in their life
  + use the least intrusive response appropriate to the risk presented and work in the interest of the adult
  + protect adults with care and support needs from harm to gain the support to report abuse and neglect and help so that the adult is able to take part in the process to the extent in which they want
* share learning on meeting the HSAB competency framework and where assistance is required
* share workforce development offers that allow adults with different learning styles to hear and accommodate good practice
* share workforce development ideas and needs including how you have considered minimal operational impact that adds value to your agency
* identify opportunities which HSAB can provide to meet the agencies workforce needs:
  + identifying value for money
  + eligibility criteria for use of HSAB funding streams
  + possibility to generate income from workforce development offers to sustain availability
* receive and respond to learning needs identified by safeguarding adult reviews and/or other case audits learning events and develop opportunities and briefings as required
* share free workforce development opportunities found; develop an annual work plan
* define subjects for and regularity for a practitioner forum
* learn from experience in order to improve performance over time.

**Role of the Partnership Team to support the Sub Group**

The Partnership Team will:

* facilitate the Multi-Agency Workforce Development Sub Group – e.g. work with the Chair to prepare the agenda and papers, minute meetings, track the work plan and actions, and coordinate communication with sub group members
* facilitate the development of training and learning resources as required
* operate a learning management system to promote offers, hold a database of learners and their training records, provide a training course booking system, offer a course charging/ payment facility
* implement a booking and cancellation policy, gain and analyse feedback from opportunities facilitated

**Governance, accountability and reporting arrangements**

The group is accountable to Herefordshire Safeguarding Adults Board and the Chair (or Vice Chair) will attend to present progress and barriers to delivering actions against work plans.

Agency representatives have the duty to disseminate information to their workforce about developments and opportunities.

**Chairing Arrangements**

Chair and Vice Chair will be elected annually.

**Group Membership:**

The following organisations/sectors will be represented within the core membership of the group. All group members should be in roles where they have responsibility for ensuring the management and delivery of safeguarding adult services are effective and efficient. In addition they will have oversight of the development of system, policies and procedures within their organisation to facilitate good working relationship with partner agencies to ensure consistency in approach and quality of service. This is consistent with Level 4 safeguarding, or can be delegated, if needed, to an officer at Level 3 safeguarding.

Statutory partners

NB: Statutory partners are those agencies that are identified in the Care Act 2014 as the three principal partners of a Safeguarding Adults Board.

**Health**

* Herefordshire & Worcestershire Health and Care NHS Trust - Integrated Safeguarding Team
* NHS Herefordshire and Worcestershire Integrated Care Board (NHSHWICB)
* Wye Valley NHS Trust

**Local Authority**

* Herefordshire Council
  + Adult Social Care representative
  + Public Health (as required)
  + Prevention / Community Cohesion Officer (as required)

**West Mercia Police**

* West Mercia Police representative

Non-statutory group members

NB: Non-statutory group members are organisations that are key partners in keeping adults safe, but are not one of the three statutory partners as defined in the Care Act 2014.

* Turning Point
* Herefordshire Community and Voluntary Sector – HVOSS
* Hoople Care
* Provider agencies – Home Care, and Care Homes

**In attendance from Business Unit**

* Partnership Officer
* Partnership Support Officer

Members should declare any conflict of interest where it exists for any item on the agenda prior to the item. Should there be a conflict of interest, the group will ask the member to leave the room while that discussion is undertaken.

**Attendance**

If a representative cannot attend it is their responsibility to appoint a deputy to attend on their behalf. Deputies should be briefed and prepared as appropriate.

**Monitoring effectiveness**

The group will monitor performance against these terms of reference and the annual work plan on a yearly basis. The Chair will evaluate attendance by members and the achievement of the group, this will form an annual report.

**Agendas and papers**

Agendas and papers should be with the members of the group five working days before the meeting. It is the responsibility of the person producing a report to ensure it is with Partnership Team ten working days before the meeting.

Subject to approval by the Chair, actions will be circulated to group members within 24 hours of a meeting. The record of meeting and updated action log will be circulated to members within 10 working days of the meeting. The record of meeting must be an accurate record of the meeting which capture key points, decisions and actions.

**Communication**

Any messages arising from the work of this Sub Group for a wider audience, such as learning from audits, offers and competency developments, examples of best practise or areas for common consideration will be communicated through various organisations by the Partnership Team and Disseminated by Sub Group representatives.

The Sub Group has the responsibility for ensuring all messages are disseminated in a consistent and comprehensive manner and are routed through the most effective means, using existing networks where possible.

It will be the responsibility of the Chair and the Partnership Officer to ensure that any messages are disseminated effectively and assurance is sought from agencies that these have been cascaded through their internal means.