

North Somerset Safeguarding Boards



NSSCB SUB-GROUP Terms of Reference

TRAINING AND DEVELOPMENT SUB-GROUP

1. AIM

The aim of the Sub-group is to drive forward the strategic priorities of the Board.

Statutory Objectives and functions of LSCBs

Section 14 of the Children Act 2004 sets out the objectives of LSCBs, which are:

- a) to coordinate what is done by each person or body represented on the Board for the purposes of safeguarding promoting the welfare of children in the area; and
- b) to ensure the effectiveness of what is done by each such person or body for those purposes.

2. PURPOSE

The purpose of the sub-group is to coordinate matters arising from Board meetings. The aim of the sub-group is to drive forward the strategic priorities of the Board.

The purpose of the Learning and Development Group is to develop and implement the Learning and Improvement Strategy in line with 'Working Together to Safeguard Children' (DfE 2015) and other local and national policies, procedures and practice guidelines.

Terms of Reference:

- Contribute to the development of the LSCB Annual Business Plan
- Produce an annual work plan ensuring that it contributes to the objectives of the LSCB Annual Business Plan
- Ensure that other sub groups are tasked with relevant work and communicate relevant information to other sub groups, the Executive and the Board
- Ensure that the voice of children and young people is central to the work of the group
- Identify learning and improvement responses for North Somerset to national and local developments, findings from audits, internal and external challenge and scrutiny
- Ensure the co-ordination and provision of inter-agency training which complements the professional development activities available to staff in single agency or professional settings.

- Quality assure NSSCB and partner agency training and professional development activities. To include an evaluation of the impact of training.
- Ensure that partner agencies are kept abreast of developing safeguarding agendas and opportunities for learning and improvement.
- Ensure that the learning Improvement Framework is monitored and maintained as an effective tool
- Maintain an overarching log of training delivered (multi agency and single agency) and the impact and difference these are making professionals are making in the work they do.
- Receive reports from single agencies on their safeguarding training

3. KEY PRIORITIES

(These will change yearly and be directly linked to the Business Plan)

- Neglect
- Sexual Exploitation
- Missing/Missing from Education
- Domestic Abuse
- Early Intervention
- Bullying

4. ACCOUNTABILITY AND RESPONSIBILITY

- The group is accountable to the LSCB. The group will report to the LSCB Executive Group.
- All members will be responsible for linking to their senior management teams within their agencies and will take on projects/tasks as appropriate to their role on behalf of the group.

5. STRUCTURE

The Training and Development Sub-Group will have two co-chairs who will share the responsibilities of the group.

In accordance with Working Together 2015 “all LSCB member organisations have an obligation to provide LSCBs with reliable resources which enable the LSCB to be strong and effective.” This obligation includes financial and other resources such as administrative support.

6. MEMBERSHIP, QUORACY, AUTHORITY

- 6.1 The co-chairs of the sub-group will be Board members and will automatically attend both the Board and the Executive in that capacity.
- 6.2 Professional advisers may be co-opted as necessary.
- 6.3 To be quorate all meetings of the sub-group must have at least five members from at least three agencies.
- 6.4 The Training and Development Sub-Group is authorised by the NSSCB to undertake the activities described in these Terms of Reference.

7. FREQUENCY OF MEETINGS

A minimum of every quarter with additional meetings to be held as necessary.

8. REPORTING AND GOVERNANCE ARRANGEMENTS

Governance and challenge will be provided by the NSSCB to support the work of delivering the actions. All sub-group members are responsible for ensuring proactive support and delivery of the Business Plan (*appendix 1*). The Board will hold all members to account.

8.1 Principle accountabilities for members of the Training and Development Sub-Group

- there is an expectation to attend the Training and Development sub-group quarterly or send a nominated deputy
- to familiarise themselves with the group's terms of reference
- to undertake a commitment to support the group's work plan by carrying out actions in-between meetings, on occasions working with other group partners in short time working groups.

8.2 The co-chairs of the Training and Development Sub-Group will be appointed by the NSSCB for a term of three years.

9. REVIEW OF THE TERMS OF REFERENCE

Terms of reference will be reviewed annually.

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	Nov '17	

[Appendix 1: NSSCB Annual Report and Business Plan](#)