



West of Berkshire Learning & Development Sub Group Terms of Reference

Purpose

This group leads the strategic planning of Learning and Development (L&D) opportunities and oversees operational delivery of interventions, which underpins the priorities of the Local Safeguarding Children's Boards (LSCBs) and needs of the relevant stakeholder organisations across the west of Berkshire.

Aim

The aim is to monitor provision of L&D across the west of Berkshire, while coordinating a response to learning needs, to ensure people have the skills and knowledge necessary to have a positive impact on safeguarding outcomes.

Key Priorities for 2016

In the coming year, the key priorities for the sub group will include;

- Create training programme to meet assessed training needs and LSCB priorities
- Review course pricing arrangements to make the training affordable, accessible and appropriate to the financial position of the individual or organisation
- Establish an effective mechanism of communicating opportunities to enable organisations and those within them, to easily access the L&D offer
- Develop effective arrangements to collect and collate management information related to training needs, outcomes and offer (single and multi-agency)
- Work with partners to implement organisational-led mechanisms to obtain training needs and outcomes, as well as appropriateness of L&D interventions.

Strategic functions and objectives

The LSCB has a statutory duty under the Children Act 2004 and the statutory regulations, which came into force on April 1st 2006 to ensure that its functions are discharged having regard to the need to safeguard children and young people and promote their welfare.

Working Together to Safeguard Children 2013 states: 'Local Safeguarding Children Boards (LSCBs) should monitor and evaluate the effectiveness of training, including multi-agency training, for all professionals in the area. Training should cover how to identify and respond early to the needs of all vulnerable children...' 'Professionals working in universal services... should have access to training to identify and respond early to abuse and neglect, and to the latest research showing what types of interventions are the most effective.'

The Learning & Development Sub Group will use LSCB Business Plans and Organisational Training Needs Assessments (TNAs) to set out an appropriate offer each year, holding partner organisations to account for delivering their responsibilities, which include;

- Undertake training needs assessment
- Considering sufficiency of training to be offered
- Commissioning of learning and development to meet TNA

- Incorporate local, national and Serious Case Review (SCR) learning in to L&D offer
- Retain and share information in relation to learning and development (specification, performance, commissioning, uptake)
- Undertake quality assurance of learning and development (observation)
- Undertake evaluation of learning and development (happy sheets)
- Evaluate impact of learning and development (post training feedback from staff and managers)

Membership

Membership will comprise of relevant individuals from the stakeholder and partner organisation. These will be volunteers from the relevant organisation. Core members are expected to attend meetings wherever possible, or provide an appropriate substitute. Other members are invited to all meetings but not expected to attend.

Core membership includes:

Full Name	Role	Organisation	Status
Becky Tyler	CSE Coordinator	Reading Borough Council	Vice Chair
Ben Cross	Development Worker	Reading Children's & Voluntary Youth Services	Board Member
Billy Webster	Head of Support Services	Wokingham Borough Council	Chair
Catherine Hiskett	Named Midwife Child Protection	Royal Berkshire Hospital	Board Member
Sabrina Kelly	WB LSCB Business Manager	West Berkshire Borough Council	Board Member
Rashida Baig	Principal Social Worker	West Berkshire Borough Council	Board Member
Amanda De Mendonca	L&D Manager	Wokingham Borough Council	Board Member
Esther Blake	LSCB Business Manager	Reading Borough Council	For Information
Hannah Powell	Senior Probation Officer	Reading Probation Service	Virtual Member
Heather Christie	Named Nurse, Child Protection	Berkshire Healthcare NHS Foundation Trust	Board Member
James Upton	Detective Inspector for Investigative Skills	Thames Valley Police	Virtual Member
Jessica Higson	Senior Nurse for Children and Safeguarding	Royal Berkshire Hospital	Board Member
Jo Jolly	Impact and Inspection Team Leader	Wokingham Borough Council	For Information
Joanne Horsburgh	Named Nurse Child Protection	Royal Berkshire Hospital	Board Member
Linda Grover	Learning and Workforce Development Officer	Reading Borough Council	Board Member
Liz Stead	Named Professional Safeguarding Children for Primary Care	Berkshire West Clinical Commissioning Groups	Board Member
Louise Connelly	LSCB Business Manager	Wokingham Borough Council	Board Member
Melissa Butler	HR Assistant - Training	West Berkshire Borough Council	For Information
Nicola Webb	Assistant Chief Officer	National Probation Service	Virtual Member
Paula Gibbs	Berkshire Independent Hospital	Berkshire Independent Hospital	Board Member
Pat Leroy	Service Manager for Improvement	Reading Borough Council	Board Member
Tracey Coppard	Administrative Support	Wokingham Borough Council	Administrator
Claire Page	Training Coordinator	Involve	Virtual Member
TBC	TBC	Royal Berkshire Fire and Rescue	TBC

		Service	
Tony Heselton	Named Professional for Safeguarding & Prevent Lead	South Central Ambulance NHS Foundation Trust	Virtual Member

- The chair will lead the sub group and provide an administrator to support the administration of the group.
- The vice chair will provide cover and joint leadership of the group.
- Members will have appropriate seniority within, or delegated authority from their organisation to contribute to the meeting and make necessary commitments.
- Members are responsible for communicating sub group outcomes to their organisation, and other relevant stakeholders as required to ensure the success of the sub group.
- The sub group may co-opt other agencies and representatives to complete or contribute to specific pieces of work.

Operational arrangements

The chair and vice chair of the Learning and Development Sub Group (West) will be nominated on an annual basis. If the Chair is unable to attend then the vice chair will chair the meeting. Should neither the chair or vice chair be able to attend then a delegated member of the group will be sought to chair the meeting.

The meeting will be held, and decisions made (deemed quorate), where the majority of core members are in attendance. Should only a minority be able to attend, the meeting will be cancelled or will be held for information sharing only.

Meetings will be held at least quarterly with associated papers circulated in advance of the meeting. Occasionally, meetings may be held 'virtually' via email to meet deadlines or if it is deemed a meeting is not necessary.

Actions from meetings will be undertaken by the individual or group stated in the meeting. In addition, working groups, including their membership, will be agreed by the sub group to lead the delivery of specified activities that assist in the delivery of the key priorities. These working groups can include those from outside the sub group where specific skills, competencies or knowledge is required to add value to the outcomes.

Influence and impact of children, young people and families

A commitment exists to listening to the views of children and young people who use our services and benefit from our protocols, and we will involve them wherever possible in planning, developing and improving policy and training. The sub group will seek and use feedback from children, young people and families in order to continually review and improve our learning and development, and resultant impact on safeguarding outcomes.

Accountability

The group is accountable to the LSCBs within West Berkshire, including; Reading, West Berkshire and Wokingham, reporting regularly on progress and providing relevant information as necessary e.g. for inclusion within the LSCB Annual Report.

Confidentiality

Information will be handled with the necessary levels of confidentiality in line with local arrangements and organisation information governance practices.

Accessibility

The board will seek to ensure that all information and materials are fully accessible, as required by users and stakeholders and that learning and development opportunities do not exclude any group, user or stakeholder.

Review

Performance will be monitored quarterly, considering progress against key priorities, and delivery of the training programme which will be shared with sub group members and other sub groups as appropriate. A formal review of governance, membership, outcomes and achievements will be undertaken annually and reported to LSCB Boards. Additional input may be required to meet the needs of statutory LSCB reporting.