

Learning and Development Sub Group

Terms of Reference – July 2017

1 Purpose

The Learning and Development Sub Group seeks to make sure that the children and young people's workforce in Buckinghamshire has the necessary skills to ensure children and young people access the right help at the right time.

2 Functions

- To maintain a training strategy and multi-agency training programme for the BSCB which is responsive to the needs of the workforce and in line with available resources.
- To ensure that training provided by the BSCB is effective and meets identified needs.
- To work within the Learning and Improvement Framework of the BSCB to support a culture of continuous improvement across Board partners and the frontline workforce.
- To steer the development of BSCB multi-agency training in safeguarding and promoting the welfare of children that includes the required knowledge, skills and attitudes in line with national requirements, Serious Case Reviews and good practice.
- To support the BSCB Training Manager to offer guidance, upon request from non-statutory agencies and organisations, on developing appropriate training for their members.
- To work in partnership to promote training provision outside the multi-agency programme that supports the development of the workforce in relation to safeguarding and promoting the welfare of children.
- To monitor and evaluate the quantity, quality and effectiveness of BSCB and single agency safeguarding training.
- To provide regular reports to the Board on the work of the Sub Group, and ensure that areas of risk or concern are escalated to the Board.
- To agree an annual work plan with the Board as part of the business planning process.
- To ensure that all BSCB training is carried out with due regard to issues relating to equality and diversity.
- To ensure that, where appropriate, the views of children, young people, parents and professionals inform the work of the Sub Group.
- To provide an annual report on the work of the Sub Group.

3 Membership

- BSCB
- Buckinghamshire County Council (Child & Family Service)
- Buckinghamshire County Council (ESAS)
- Buckinghamshire Healthcare NHS Trust
- Bucks Learning Trust
- Clinical Commissioning Groups (CCG's)
- District Councils
- Early Years
- National Probation Service
- Oxford Health NHS Foundation Trust
- Voluntary

A chair and vice chair should be elected from within the Sub Group membership. These roles will be reviewed on an annual basis.

4 Operational Arrangements

The Sub Group will work to an agenda which the Chair will co-ordinate and distribute at least five working days prior to the meeting.

Recommendations will, wherever possible, be made by consensus.

Any member with a conflict of interest or who seeks to benefit as an individual, group or organisation (financially or any other individual benefit) in an agenda item must declare their vested interest and leave the meeting for that item and take no part in the discussion, agreement or recommendations.

Frequency of meetings: Board meetings are held every quarter.

Quorum: The meeting will be deemed quorate if either the Chair or the Vice Chair is present plus three other members.

Terms of Reference: The Terms of Reference will be reviewed on an annual basis.

5 Support from the BSCB Admin Team

The BSCB Admin Team will provide the following support:

- a) Agree the agenda with the Chair two weeks before each meeting.
- b) Send out the agenda and supporting papers at least one week in advance of each meeting.
- c) Maintain an up to date list of members and their contact details.
- d) Take minutes and circulate these within two weeks of each meeting.
- e) Organise and provide administrative support for any task and finish groups commissioned.
- f) Support with other administrative tasks relating directly to the activity set out in the Sub Group work plan.

To be reviewed in July 2018