

Wolverhampton Safeguarding Together Learning and Improvement Terms of Reference

1. Summary

To enhance the safeguarding skills of the children's and adults' workforces and embed a culture of continuous learning.

2. Overall aims

- To maintain a joint children and adults safeguarding training framework.
- To identify training requirements and provide and promote a relevant programme of multi and single agency training.
- To offer constructive feedback on locally designed single agency safeguarding training programmes.
- To refer to and develop training as directed by the Scrutiny and Assurance Group.
- To monitor single agency participation in multi-agency training and highlight concerns to the scrutiny and assurance group.
- To quality assure the delivery and impact of each training programme and learning events.
- To make joint decisions about spend against the learning and development budget.
- To influence and support the design and delivery of one-off learning events, conferences and awareness campaigns.

3. Membership

- **Head of Adult Education, CoWC**
- **Assistant Director, W-ton Homes**
- **Named Nurse for Safeguarding Children, RWT**
- **The Way Youth Zone**
- **WST Training Co-Ordinator, CoWC**
- **West Midlands Police**
- **Partnerships Manager, WMFS**
- **Named Nurse for Safeguarding, BCPFT**
- **Services Manager , The Haven**
- **Workforce Development, CoWC**
- **Head of Service Adults, CoWC**
- **The Haven**

- **Named Nurse for Safeguarding Adults, BCPFT**

4. Attendance

The attendance and contribution of members will be monitored throughout the year, any concerns around attendance will be escalated to the relevant senior officer.

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5. Frequency of Meetings

Meetings will be quarterly; task and finish groups will be established as and when required

6. Responsibilities of members/ group

As members, each individual is required to represent their professional background and the view of their agency and this will support decisions made by the group.

The work of this group will be steered by the Scrutiny and Assurance co-ordination group, reflecting the priorities and recommendations from One Panel and the Communities and Engagement group.

Each member of this group should take equal ownership and responsibility to support the activities of this group.

The chair of this group has the remit to escalate non-engagement of listed members to the Scrutiny and assurance group.

Members of the group are required to:

1. Read all relevant agenda and documentation.
2. Engage with colleagues to report from meetings and collate feedback for agenda items prior to the meeting.
3. Notify Chair or Safeguarding Partnership Manager (previously Safeguarding Board Manager) if unavailable to attend.
4. Nominated representatives must be fully briefed and accountable for decisions made
5. Be accountable for ensuring actions assigned are completed and fully reported upon.

7. Disagreements

Where members of the partnership find themselves to be in disagreement these are to be escalated to the Executive Group.

8. Risk Management

Identified risks need to be escalated to the Executive working Group, who will be responsible for record and manage these.

9. Agenda Items

Agenda items should be submitted 10 days in advance of the meeting to the designated officer who will subsequently ratify the next agenda with the Chair. The papers for the meeting will be circulated to enable members five days before the meeting.

10. Record of the meeting

At the start of the meeting a member of the group will be nominated to take action notes to share with the chair and distributed by the WST Business unit.

Papers may not be copied or distributed further without the written permission of the Chair.

11. Conflicts of Interest

All members of the group must complete a declaration of interest form if there are any conflicts of interest to ensure that they are appropriately managed. If any member becomes aware of a conflict of interest which has, is likely to have or could be perceived to have an adverse effect on any decision, this shall be declared and the Chair will determine whether the member concerned should withdraw from the meeting whilst the relevant discussion or decision related to the agenda item is in progress. All declarations and conflicts of interest and the action to manage the interest shall be minuted.

12. Confidentiality

Papers that are marked 'in confidence, not for publication or dissemination' shall remain confidential to the members of the committee unless the Chair indicates otherwise. Members, representative or any persons in attendance shall not reveal or disclose the contents of these papers without express permission of the Chair. This prohibition shall apply equally to the content of any discussion during the meeting which may take place on such papers.

13. Data Protection Act 2018

Executive members will give due regard to their responsibilities to comply with Data Protection Act 2018 and General Data Protection Regulation Principles (GDPR)

14. Freedom of Information Act 2000

All papers are subject to the Freedom of Information (FOI) Act. All papers that are exempt from public release under the FOI Act must be clearly marked 'in confidence, not for publication'. These papers may not be copied or distributed outside of the executive Group membership without the expressed permission of the Chair. FOI exemption 41 (duty of confidence) applies.

15. Review

After initial endorsement the Executive Group will review these terms of reference in April 2020 and annually thereafter.