



## LEARNING AND DEVELOPMENT GROUP TERMS OF REFERENCE

### 1. Context

The Learning and Development Group is a sub-group of the West of Berkshire Safeguarding Adults Board (the Board). The Group covers activities in the west of the county of Berkshire (Reading, Wokingham and West Berkshire).

### 2. Terms of Reference

- Ensure that the Berkshire Multi-agency Safeguarding Adults Policy and Procedures (the Procedures) are used within training delivery
- Report to the Board any issues related to the Procedures identified through training
- Develop and regularly review the training standards
- Develop and review an annual action plan to support the work of Board
- Produce a Workforce Development Strategy, updated every 3 years
- Advise the Board on learning and development and contribute to the Board’s annual business plan
- Produce information on learning opportunity provision for the Board’s annual report
- Promote best practice and support the Board to raise awareness of safeguarding adults through training
- Provide advice and guidance to support a range of learning solutions to meet identified learning needs
- Maintain good links across member agencies and with external partners to ensure learning information is shared appropriately
- Ensure multi-agency representation at meetings and to report any concerns regarding membership to the Board
- Meet four times a year
- Chair/minute taking arrangements to be agreed by the group
- Review terms of reference and chairing arrangements a minimum of every 3 years
- Each meeting is quorate if a minimum of 3 organisations are represented, including one local authority safeguarding lead and a representative for learning/training (can be same as LA safeguarding lead if has a training delivery role).

### 3. Membership

Membership is also open to all members of the Board. Meetings are regularly attended by:

	Safeguarding lead	Learning/dev rep
Berkshire Healthcare NHS Foundation Trust	√	√
Royal Berkshire Hospital NHS Foundation Trust	√	
Reading Borough Council	√	√
West Berkshire Council	√	√
Wokingham Borough Council	√	√
West of Berkshire SAPB Business Manager	√	
Provider representatives (from Train the Trainer programmes)		√