



**DORSET and BOURNEMOUTH, CHRISTCHURCH & POOLE  
SAFEGUARDING ADULTS BOARDS  
STRATEGIC TRAINING AND WORKFORCE DEVELOPMENT WORKING GROUP  
TERMS OF REFERENCE**

**June 2020**

**PURPOSE**

The pan Dorset Training and Workforce Development (TWD) Working Group will work on behalf of Dorset and Bournemouth, Christchurch and Poole (BCP) Safeguarding Adults Boards to:

- To develop a Work Plan that identifies, the learning and development needs of all agencies represented on the SABs and staff and volunteers who work in other sectors in respect of their responsibilities to Safeguarding Adults.
- It is the responsibility of the relevant agencies to deliver the actions in the Work Plan and commit resources to do so in line with the SAB's Memorandum of Agreement.
- Ensure the Work Plan reflects the need for each agency to have sufficient staff trained, at the appropriate level, to respond effectively and efficiently to safeguarding concerns and to protect people from harm.

**FURTHER OBJECTIVES**

1. To work closely with the SAB Policy and Procedures working group by ensuring training is developed in response to changes in policy & procedures and feeding back about any concerns identified during the training.
2. To work in collaboration with the Quality Assurance sub-group in ensuring training is developed in response to any findings from this sub-group.
3. To work with the SAB SAR subgroup to act on recommendations and learning coming from SARs to ensure learning is delivered and embedded to the relevant agencies.
4. To monitor the delivery of adult safeguarding training to ensure it supports the Standards for Essential Safeguarding Adults Skills.

5. To receive feedback from partner agencies over the delivery of safeguarding adults training.
6. Provide support to the wider network of safeguarding agencies in developing suitable training programmes.
7. To ensure the voice of Service Users, carers and relevant professionals influence their training programmes.
8. To provide an annual report to the Dorset and Bournemouth, Christchurch and Poole Safeguarding Adults Boards to be incorporated in their respective Annual Reports.
9. To develop and work to an agreed annual Work Plan programme.

### **SPECIFIC REMIT, DUTIES**

- To ensure the action plan is delivered.

### **MEMBERSHIP AND ATTENDANCE**

Membership will comprise:

- Chair of the TW&D subgroup
- Training and workforce coordinators for Dorset Council and BCP Council
- Representation from Dorset CCG (Chair)
- Training representation from Dorset Police
- SAB Business Managers
- Training representation from one Health partner<sup>i</sup>

### **ORGANISATION, FREQUENCY OF MEETINGS, ADMINISTRATION**

Members are required to attend meetings. If they cannot attend then they are required to read minutes, carry out actions, read papers and feed into discussion via the Chair.

Meetings to occur quarterly.

### **QUORUM/VOTING**

The group acts as a working group of the Board. To be quorate there should be at least three members from different agencies attend meetings, decisions will be by consensus.

## **STANDING AGENDA ITEMS**

Minutes and Matters arising  
Workplan and workplan items  
Board and subgroup feedback  
Training including SAR's  
Any other Business  
Date and Time of next meeting

## **RELATIONSHIP WITH OTHER COMMITTEES/REPORTING ARRANGEMENTS**

This group is a working subgroup of the Dorset Safeguarding Adults Board and the Bournemouth, Christchurch and Poole Safeguarding Adults Board. Work from this group to be reported to the Boards quarterly and through the Executive group of the Board as requested.

## **MONITORING, EFFECTIVENESS, REVIEW DATE**

These terms of reference will be reviewed one year after they have been approved by the group

## **Date and document owner**

June 2020

Liz Plastow  
Chair of the Training, Workforce and Development Group

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<sup>i</sup> Endnote added October 2020 re membership

On 1<sup>st</sup> October 2020 Poole Hospital NHS Foundation Trust and the Royal Bournemouth and Christchurch NHS Foundation Trust merged to create University Hospitals Dorset NHS Foundation Trust.