

**Learning and Development Sub-Group**

**Terms of Reference**

**Purpose**

On behalf of The Bradford Partnership to coordinate and ensure effectiveness of safeguarding children learning and development activity in the Bradford District, so that those working with children and families are appropriately skilled and competent.

**Remit**

1. Ensure the delivery of accessible multi-agency training that complements the training available to the staff in single agency or professional settings.
2. Ensure that the learning and development opportunities provided respect diversity, are child centred, promote partnerships with children and families, and recognise families’ strengths in responding to the needs of their children.
3. Ensure that the learning and development opportunities delivered and commissioned are of a consistently high standard.
4. Ensure that training provided is evaluated and to analyse that evaluation leading to recommendations about course content and/or organisation of the courses.
5. Ensure that the learning opportunities provided are accessible and use all appropriate delivery methods.
6. Ensure that links are made with any relevant district workforce strategies and developments within the learning and development framework, including the SAB and Domestic Abuse and Sexual Violence Board.
7. Ensure that training is compliant with national and local guidelines and procedures
8. Contribute to the development and design of the annual training programme.
9. Identify where there are gaps in training provision.
10. Assist with the delivery of the training programme where this is deemed advisable and necessary.
11. Ensure the annual training programme is made available to relevant staff/volunteers in their agency.
12. Dissemination of learning from Case Reviews in an appropriate format and timely manner.
13. Assurance that learning has been disseminated within individual settings.

**Accountability**

The Sub Group is accountable to The Bradford Partnership. The Sub Group will raise issues with the Board that need resolution beyond the remit of its members.

**Membership**

The agencies forming the core membership of the Group are:

* Children’s Social Care
* Health
* Police
* Education
* VCS
* Children’s Social Care
* University of Bradford
* Probation
* Bradford Safeguarding Children Board
* Bradford Council Workforce Development

The Group may co-opt additional or specialist members as required for the purposes of specific issues.

The current list of named representatives is shown at appendix 1.

On behalf of their agencies, members of this group will provide The Bradford Partnership Learning and Development Coordinator with information about their single agency training for approval to agreed standards as part of the annual Section 11 audit.

**Operational arrangements**

* The Group will select its own chair and deputy chair. The Chairperson automatically becomes a member of The Bradford Partnership Group.
* Meetings will be regarded as quorate or otherwise, in the light of material to be considered and decisions to be taken, at the discretion of the Chair.
* Standing meetings of this Sub Group will be held bi-monthly and additionally as required.
* Administrative support will be provided by The Bradford Partnership. Agendas and associated papers will be circulated at least 7 days in advance of the meeting.

**Voice of the child**

The Bradford Partnership is committed to listening to the views of children and young people who use services and benefit from our protocols. We will involve them wherever possible in identifying needs and in planning, developing and improving policy and training.

**Reporting and Governance Arrangements**

Through its chair the Sub Group will:

* Provide a highlight report to each (quarterly) meeting of The Bradford Partnership
* Review the business/work plan annually
* Produce an annual report which will be incorporated into The Bradford Partnership Annual Report
* Review the Terms of Reference every 3 years (unless appropriate do sooner) and propose amendments to the Partnership

**Dispute**

In the event of a dispute or conflict of interest arising between agencies across or within groups, which cannot be resolved, the Chair will draw this to the attention of The Bradford Partnership Chair for appropriate action and The Bradford Partnership Escalation Policy for Resolving Professional Disagreements will be invoked.

**Date agreed and revised: 16th December 2019**

**Date to be reviewed:**

**Appendix 1**

**Current agency representation**

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| --- | --- | --- |
| **Organisation** | **Name** | **Role** |
| CCGs | Ruth Skelton | CHAIR |
| National Probation Service | Louise Mullaney |  |
| Bradford District Care Foundation Trust | Alison Wright | Named Nurse |
| CBMDC: Work Force Development, Corporate Services | Chris Farquhar | Member Development Manager |
| CBMDC: Social Care | Traci Taylor | Principal Social Worker |
| Bradford University School of Nursing: Faculty & Health Studies | Fiona Knox | Children’s Field Nursing Lecturer |
| West Yorkshire Police |  |  |
| Bradford Teaching Hospital FT | Jo Sims | Named Doctor |
| CCGs | Jude MacDonald | Deputy Designated Nurse |
| CBMDC: Safeguarding Children Board | Julie Evans | Learning & Development Co-ordinator |
| CAFCASS | Linda Skidmore | Children’s Guardian |
| CBMDC: The Bradford Partnership | Mark Griffin | Board Manager |
| CBMDC: Safeguarding Children Board | Michelle Jones | Administrators |
| PRISM | Tricia Stevens | Managing Director |
| Bradford Teaching Hospital FT | Vicky Cotter | Safeguarding Children: Specialist Nurse Practitioner |
| CBMDC: The Bradford Partnership | Lawrence Bone | Deputy Manager |

**Deputies**

In exceptional circumstances, where a member is unable to attend, another appropriate person may attend in their stead. The Vice-chair may deputise for the Chair.