

# Training and Improvement Sub Group

## Terms of Reference

### PURPOSE:

To work in partnership as a multi-agency forum to explore and implement the training and learning needs of partners in order to deliver a coordinated training programme. This programme will be focused on improving the outcomes for adults at risk in Croydon.

### OBJECTIVES:

- To lead the development and implementation of a comprehensive training programme that addresses the needs of multi-agency partners.
- To ensure that training provided is monitored and evaluated.
- To regularly review the training programme in line with emerging national legislation and guidance as well as acting in response to local issues raised at the CSAB.
- To have oversight of the multi-agency training taking place across all sectors and to identify gaps and duplication.
- To have strong links to the CSAB Safeguarding Adult Review Sub Group in order to share learning, plan learning events and ensure that recommendations from Safeguarding Adult Reviews are incorporated in frontline practice.
- To be aware of data trends identified by the Performance and Quality Assurance Sub Group
- To ensure there is sufficient and appropriate safeguarding adult training provision across the partnership, consistent standards in training and attendance by appropriate staff.
- To provide a forum where members can share good practice and highlight issues of concern.

## **GOVERNANCE:**

The Sub group will be accountable for its work through the Chair and update reports to the CSAB Chair's Sub group. The sub group will be required to provide reports and updates as required to the CSAB and to management teams of partner agencies.

## **MEMBERSHIP AND ACCOUNTABILITY:**

Core membership will comprise representatives from each of the CSAB partner organisations (local authority, health, police) who are responsible for training programmes. Membership includes:

Adult Social Care  
Age UK  
Care Support Team  
Commissioning  
Commissioning Care Group  
Croydon Health Services  
Housing  
Learning and Development  
London Fire Brigade  
Police  
SLaM

Members of the sub group are expected to:

- Attend and participate in all sub group meetings or arrange for a deputy to attend in their absence.
- Share good practice and highlight issues of concern.

There need to be representatives from the three statutory partners in order for the meeting to be quorate.

## **SUPPORT & FREQUENCY OF MEETINGS**

- Meetings will be held quarterly.
- Dates will be pre-set in advance for the year.
- Agenda and papers will be sent out one week prior to each meeting. Notes will be circulated within two weeks of the meeting date.
- The Chair will attend quarterly CSAB Sub Group Chair meetings.
- The Sub group must be prepared to meet at short notice to consider urgent or serious incidents or meet virtually between meeting dates.
- Support will be provided by the CSAB team.

## **REVIEW DATE:**

To be reviewed annually - September 2022