LEARNING AND DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

August 2016
1. Purpose

Practitioner training and professional development is an essential feature to ensure children, young people and their families are safeguarded from abuse and neglect. Newcastle Safeguarding Children Board [NSCB] Learning and Development Committee [LDC] will ensure that everyone working with children in Newcastle are trained to a high standard through quality training consistently delivered across the children’s workforce.

The LDC acts on behalf of NSCB and has a dual function. This is to prioritise and monitor the effectiveness of multi-agency training to safeguard and promote the welfare of children and to monitor and evaluate the effectiveness of Board partners’ own internal training.

2. Function

To achieve this the LDC will:

1. Monitor the sufficiency of single and multi-agency training
2. Ensure single and multi-agency training plans and programmes are developed to consistent standards, incorporating findings from audit findings, local, regional and national learning, policy, practice and serious case reviews and other learning reviews
3. Collate single and multi-agency training data
4. Influence partner agencies to use supervision and appraisal systems to explore how learning has taken place in practice through case discussion and reflective practice
5. Monitor and review the work of the Trainers Group to ensure its work reflects NSCB priorities
6. Identify and report any challenges or gaps in training provision
7. Commission or provide training as directed by NSCB
8. Evaluate the quality and effectiveness of single and multi-agency training in accordance with its Evaluation Framework
9. Produce an annual Training Report
3. Membership
Key Board Members and other non-statutory and voluntary organisations.

4. Quoracy & attendance
A quorate meeting will have representation from three separate member organisations. The Committee chairperson will monitor the attendance of its members; any significant concerns will be reported to the organisation’s Board member and to NSCB.

5. Chair
The Committee will be chaired by a Board member and will appoint a vice chairperson from within its membership.

6. Expectation of the Chair and LDC members
The chair will ensure the membership reflects suitably skilled staff to take forward the training and development work of the Committee. They will also ensure that effective communication and reporting is maintained between the Training Group and other relevant training partnerships.

LDC members will represent their organisation on the committee. They will be expected to act on behalf of their organisation, have sufficient authority to make decisions in relation to training and be able to allocate resources, or ensure that required actions are implemented. Voluntary sector representatives will provide the Committee with a view from a voluntary sector perspective.

7. Budget
The Committee will provide an annual costed training plan to inform the Board annual budget and expenditure.

8. Declaration of interest
All Committee members will declare any interests at the beginning of each meeting.
9. Decision making
Decisions will be reached by a majority; disagreements will be escalated to the NSCB.

10. Key relationships and Accountability
The Committee reports directly to NSCB on a quarterly basis and monitors the work of the Trainers Group.

- **Related partnerships**
  - Safeguarding Adults Board Practice Improvement Group
  - Sexual Exploitation Learning and Development Group [M-SET sub group]
  - Safe Newcastle
  - Regional NESCT Group

11. Delegation
The committee delegate to the Trainers Group the design or delivery of training courses

12. Review
The terms of reference will be reviewed on an annual basis

13. Equality & diversity
Equality is at the heart of everything the LDC does.

14. Management and Administration
The Committee will be supported by the NSCB administrator who will ensure actions and minutes are circulated promptly and agenda and papers go out a week in advance of LDC meetings.