

## **Dudley Safeguarding Adults Board**

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### **Terms of Reference for Policy and Workforce Sub-group**

#### **Purpose**

To lead the development, implementation, monitoring, evaluation, promotion and review of Dudley Safeguarding Adults Board multi-agency policies and procedures.

To lead the implementation and delivery of a strategic approach to both workforce development and learning and development activities.

To support partner agencies in raising the skills and competences of staff and volunteers to promote inter-agency collaboration.

#### **Key Responsibilities**

- To ensure that the safeguard policies and procedures within Dudley reflect national and regional guidance, legislation and best practice.
- To ensure that consultation for each policy and procedure is undertaken with the relevant organisations, stakeholders and forums.
- To ensure that policies and procedures are presented to the Executive Group of the Board for agreement and adoption.
- To receive updates from partner agencies regarding the application of all policies and procedures and take account of any suggestions for improvement.
- To ensure linkages with other relevant sub-groups concerning implementation of policies and procedures.
- To develop and maintain a safeguarding workforce development strategy to provide assurance to the DSAB that partner agencies are meeting the requirement laid out.
- To ensure that multi-agency development opportunities exist for all practitioners who work with people with care and support needs to raise the skills and competencies the workforce requires.
- To evaluate the impact of multi-agency development opportunities.

#### **Reporting Arrangements**

The sub-group chair will report to the Executive Group of the Board outlining achievements of the group regarding the Business Plan objectives for the Board.

#### **Core Membership**

The membership of this sub-group will need to ensure that local measurements of policy and workforce are developed.

Membership will compromise representation from:

- Dudley Assessment and Independence Team
- Dudley Trading Standards Team
- Dudley Safeguarding Adults Team
- Dudley Housing, Directorate of Place
- Dudley Community Safety
- West Midlands Fire Service
- Dudley and Walsall Mental Health Partnership NHS Trust
- Dudley Group of Hospitals Foundation Trust
- Black Country Partnership NHS Foundation Trust

- Dudley Clinical Commissioning Group

### **Extended Group Membership**

The sub-group will also draw in the expertise of a range of other people where this will assist it to meet its delegated responsibilities.

### **Working Arrangements**

The group will meet quarterly and will report to each Executive group

### **Management of the Group**

The group will be chaired by the Head of Adult Safeguarding Social Care.

### **Minutes distribution**

The minutes will be distributed within 10 working days of the meeting. Agenda papers will be distributed within three days of the meeting date.