

Dudley Safeguarding Adults Board

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.