



WSCP Training & Workforce Development (T&WD) Terms of Reference

Introduction

The Training & Workforce Development sub-committee's role is to oversee the WSCP training offer.

Voice of the child

Safeguarding children is everybody's priority and the voice of the child is centre to the work and therefore the executive and each sub-committee will get feedback on positive outcomes for children

Anti-racist / discriminatory practice

This is a standing item at MQ&P – sub-committees to bring issues/items as appropriate to meetings

1. Governance / Accountability

The T&WD subcommittee is accountable to the Monitoring Quality & Performance (MQ&P) sub-committee and the chair will send a report on a bi-monthly basis to the MQ&P. Chairs are also required to provide a report and attend WSCP Executive meeting to provide update on key things they want to bring to the executive's attention for information /commentary or decision making.

2. Chairing

The Chair will be identified via the partnership and a co-chair will be appointed.
Chairing to be reviewed annually by the subcommittee or more frequent, as necessary.

The chair will provide a chairs report to the quarterly executive meeting.

3. Quoracy

Meeting is quorate when three statutory agencies are in attendance. In the event of a meeting not being quorate the Chair will decide as whether to reconvene the meeting or proceed, mindful that decision making, and approval of papers and reports is compromised by the absence of members.

4. Membership

All relevant agencies must be represented by one member. Members must be of enough seniority to make decisions on behalf of their organisation. Each member has a responsibility to provide scrutiny and challenge individually and collectively as the T&WD subcommittee must provide assurance to WSCP that it operates effectively.

Education	Safeguarding Lead in Education Deputy Head of Education Inclusion Service (Attendance and Behaviour) Training and Development Officer - Safeguarding (Schools) Headteacher – Eveline Day School
Health	
ICB	Designated Nurse Safeguarding Children Wandsworth NHS SW London ICB
St Georges Hospital	Named Nurse for Safeguarding Children St Georges Hospital
CLCH	Named Nurse for Safeguarding Children (0-19) CLCH Wandsworth
Mental Health	Named Nurse for Safeguarding SWL & St Georges Mental Health NHS Trust
Wandsworth Police (CAIT and Borough police)	DI South West BCU Safeguarding Hub - MASH/CAIT Referrals/PCLO/CSE/ART Detective Sergeant ART and CSE Team South West BCU
WSCP Partnership	WSCP Business Manager WSCP Senior Business Support Officer WSCP Multi-Agency Safeguarding Training Lead
CSC	Training and Development Manager (Childrens Services) Head of Children's Social Care Academy / Principal Social Worker
Housing	Policy & Performance Officer – Housing Strategy
Probation	Head of Service for Probation in Wandsworth
Community Sector	To be invited / identified

5. Attendance / Frequency

The meetings will take place for 1.5 hours on a bimonthly basis or more frequently as required. The subcommittee members will commit to attending all meetings and will delegate to their deputy when

unable to attend. Attendance should be regular with 80% or above being the standard. Attendance should be regular, in the event of regular absence members will be asked to locate a permanent substitute

6. Purpose/ Scope

To oversee the WSCP training offer ensuring the provision of high-quality multi-agency training programmes, which support professionals and volunteers working in the local statutory, private, voluntary, and independent sectors to safeguard and promote the welfare of children and young people in line with WSCP Key Priorities

7. Roles and Responsibility

The subcommittee will review and evaluate the quality, scope, and effectiveness of the WSCP multi-agency training offer to ensure objectives and competencies are demonstrated and evidenced as aligned with current local and national guidance and legislation. The T&WD will undertake the review of the WSCP Training strategy and Annual report

8. Process

The Training & Workforce Development subcommittee will:

- Review performance and address any concerns.
- Evaluate performance against agreed outcomes and ensure changes are implemented where necessary.
- Ensure full partnership contribution to the decision-making process.
- The subcommittee will work to promote the involvement of service users and young people in the development, delivery, and evaluation of the WSCP training offer.
- Respond to research findings, good practice learning, national policy, and legislative change to ensure practice remains pertinent.

If a subcommittee has identified work for another subcommittee actions to be taken:

- The chair will write to the chair of the intended subcommittee informing them of the reason for the work to be transferred and intended outcomes
- Receiving chair will confirm (in writing) whether work will be undertaken and if not, why not
- Disagreement around how work moves between subcommittees should be escalated to chair of MQ&P for agreement

If a subcommittee identifies training for the Training & Workforce Development subcommittee

- Proposal of the training including link to the WSCP priority areas, projected costs to be submitted to the T&WD for consideration
- Receiving chair will confirm (in writing) whether work will be undertaken and if not, why not
- Disagreement around how work moves between sub-committees should be escalated to chair of MQ&P.

9. Decision Making / Dispute Resolution

The Chair will be asked to mediate and negotiate a satisfactory solution, based on the best interest of children. Following this if a dispute remains unresolved then a final decision will be reached by the Chair of the MQ&P subcommittee.

10. Escalation

See [escalation guidance](#)

11. Conflict of Interest

All panel members must declare at the start of the meeting any issue that may present as conflict of interest e.g., where bias may affect decision making, member representing and having scrutinising role for their own agency, lack of independence. In such situations the conflict will be recorded for the minutes and the panel /chair if not person in question will agree how to progress and mitigate against the conflict.

12. Review

To be reviewed annually or more frequent as appropriate

13. Business Process

The business team is responsible for all aspects of administration to ensure smooth running of the partnership. Additional resources to be identified as necessary. Meetings will be recorded, and minutes of the meeting agenda and papers will be circulated to all members of the group following each meeting for consideration at the next meeting.

The MA Training lead is responsible for co-ordinating all training activity on behalf of the partnership.

14. Expectation of members

Members are expected:

- To prepare for the meeting including reading papers in advance.
- To have copy of papers as distributed prior to the meeting.
- Send timely papers / reports to be included with the agenda
- To attend all meetings. Where necessary to send apologies in advance and arrange an appropriate representative if they are unable to attend
- To ensure that any matters that need to be raised at the meeting have been raised with appropriate managers prior to the meeting.
- Follow up actions arising from meetings in a timely way.
- Keep up to date with relevant research, policy, and legislative changes

Date Signed off: December 2022

Date for review: December 2023

Chair: Louise Jones: Head of Children's Social Care Academy / Principal Social Worker