



WSCP Training & Workforce Development Terms of Reference (for annual review)

1. Introduction

The Training & Workforce Development subcommittee as part of the new arrangement's role is to oversee the WSCP training offer

2. Governance / Accountability

The T&WD subcommittee is accountable to the MQ&P and the chair will report on a bi - monthly basis to the MQ&P

3. Chairing

Chair should be someone who sits on the WSCP and is at a level of seniority to make decisions. Chairing to be reviewed annually by the subcommittee. In the chair's absence other members of the committee will nominate a chair.

4. 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.

5. 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 Training & WD must provide assurance to WSCP that it operates effectively.

Education

**Safeguarding in Education Officer
Deputy Head of Education Inclusion Service
(Attendance and Behaviour)
Training and Development Officer - Safeguarding
(Schools)**

Health

Designated Senior Nurse LAC
St Georges Hospital Named Nurse for Community

	Designated Nurse Safeguarding Children Wandsworth NHS SW London CCG Safeguarding Children Advisor CLCH Named Nurse for Safeguarding Children (0-19 years) CLCH Wandsworth Named Nurse for Safeguarding Children St Georges Hospital CLCH Children Safeguarding Advisor Associate Director of Safeguarding CLCH NHS Trust CLCH Children Safeguarding Advisor
Adult and community services	Training and Development Manager (Adults)
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
CSC	Training and Development Manager (Childrens Services) Head of Children's Social Care Academy Multi-Agency Safeguarding Training Lead for Children's Social Care Academy
Housing	Policy & Performance Officer – Housing Strategy
Early Years' Service	Head of Development and QA – Early Help Division

6. Attendance / Frequency

The meetings will take place for 3 hours on a quarterly basis or more frequent as required. The Sub-Committee members will commit to attending all meetings and will delegate to their deputy when unable to attend.

Attendance should be regular. Failure to attend regularly will be asked to locate a permanent substitute

7. 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 local statutory, private, voluntary and independent sectors to safeguard and promote the welfare of children and young people.

8. Roles and Responsibility

The Sub-committee 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. Will undertake the review of the WSCP Training strategy and Annual report

9. Process

The Training & Workforce Development sub-committee 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 sub-committee has identified work for another sub-committee actions to be taken:

- The chair will write to the chair of the intended sub-committee 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 sub-committees should be escalated to the Executive for agreement

If a sub-committee identifies training for the Training & Workforce Development sub committee

- Proposal of the training including link to the WSCP priority areas, including 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 the Executive for agreement

10. Decision Making / Dispute Resolution

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

11. Escalation

See [escalation guidance](#)

12. 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.

13. Voice of the child

Safeguarding children is every body's priority and the voice of the child is centre to the work and therefore the executive and each subcommittee will get feedback on positive outcomes for children

14. Anti-racist / discriminatory practice

Following Black Lives Matter (May 2020) the Executive and all sub committees will address and reassure each other what is happening in each agency and as a partnership will act as appropriate

15. Review

To be reviewed annually or more frequent as appropriate

16. 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

17. Expectation of members

Members are expected:

- To prepare for the meeting including reading papers in advance.
- To have copy of papers as distributed 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: 16th December 2020

Date for review: December 2021

Chair: Lin Graham-Ray