Luton Adult Social Care Training Partnership

The Luton Adult Social Care (ASC) Training Partnership is a membership group, hosted by Luton Borough Council and comprised of organisations that provide social care services to the adult residents of Luton. The purpose of the Partnership is to support employers in developing their workforce to provide for the even changing needs of Luton’s residents, with the aim also to attain local and/or national standards by following best practice. Membership of the group includes organisations from the Private, Voluntary and Independent sectors as well as agencies from statutory services.

Partnership Aims
The Partnership aims to support organisations in producing the Government vision for a ‘Capable, Confident and Skilled Adult Social Care Workforce’ incorporating the values and ideals identified in the 6 C’s of Social Care (Department of Health-Workforce Development Strategy-May 2011)

We aim to do this by:
- Providing access to funding streams including the Skills for Care Workforce Development Fund (WDF) and information about any other funding resources e.g. Health education England
- Providing information, advice and guidance for employers on Government Strategies and legislation, ensuring also that organisations are up to date with current sector practice
- Providing organisations with access to local author training programmes
- Conducting annual Partnership workforce needs analysis
- Supporting organisations with their Skills for Care (SFC) National Minimum Data Set for Social Care (NMDS-SC) records
- Offering bespoke training and development opportunities, including organisational workforce development planning, such as Skills Audits as well as coaching and mentoring
- Providing organisations/employers with networking opportunities in order to share best practice

Membership
Membership of the Partnership is open to all organisations/employers that provide support and/or social care services to resident of Luton aged 18 or over; this includes organisations that are geographically based outside of Luton. Membership of the group is free of charge, however partners will be charged on a pay as you go basis for additional services such as attendance on local authority training courses and bespoke workforce solutions for their organisations.

Workforce Development Funding (WDF)
Organisations wishing to make WDF claims must achieve compliance on their NMDS-SC records and link their NMDS-SC number to the Luton Adult Social Care Training Partnership before they are able to submit a claim for funding.
Organisations that cover geographical areas outside of Luton must ensure that claims processed though the Luton Training Partnership are for staff working with Luton residents and/or working in the Luton area.
Terms of Reference
Final Document (v2.1 April 2016) for implementation April 2016

Partnership Arrangements

Management
The Partnership will be managed by Luton Borough councils Corporate Learning and Development Team (CLDT) and is accountable to...(INSERT HERE) the CLDT will be responsible for providing administrative support to the Partnership.
Alongside Luton Borough Councils CLDT there will also be involvement from the Partnership members in the form of the Partnership Chair and Vice Chair, who will be appointed by the partners and will be in post for a maximum of two years. Furthermore, a membership place is given to a representative from SFC

Partnership Roles
Partnership Chair and Vice Chair will work alongside the CLDT to develop and implement the action plan and priorities for the Partnership.

The Chair will be responsible for:
➢ Chairing meetings
➢ Develop the partnership agenda in conjunction with the management team
➢ Providing leadership for the Partnership in conjunction with the management team by devising and implementing the Partnership Action Plan
➢ Ensuring that decisions made at meetings are implemented by CLDT
➢ Acting as spokesperson for the Partnership and/or the governing body

The Vice Chair will be responsible for:
➢ Working with the Chair to achieve the above
➢ Standing in for the Chairperson if s/he is unavailable
➢ Assist the Chairperson with matters between meetings

Meetings
Partnership meetings will be held Bi-Monthly. Agenda items will be gathered from the wider partnership group and will include updates on SFC initiatives, information on the WDF grant as well as training for partnership members and broader agenda items that focus on identifying training and development needs.

Communication
The main method of communication within the partnership will be via e-mail as this represents the best value for money and is the most efficient and environmentally friendly method of communication. Additional and supporting Local and National sector relevant information can be found on the Training Partnership website which can be accessed by:
1) Go to www.luton.gov.uk
2) Select the ‘Health and Social Care’ option from the Information Menu
3) Select Adult Social Care from the options
4) Select ‘Luton Training Partnership’ under the ‘related links’ menu

Contact details for each organisation in the partnership will be held on a central database with the CLDT, partners are responsible for ensuring that the CLDT are notified of any change of details. Partners will be encouraged to share contact details. Permission will be sought from all partners and will be on an OPT OUT arrangement should they not wish other members to access their details.
Should partners wish to receive their information by an alternative source they must notify CLDT.