

Learning Review Sub-group Terms of Reference



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1. Introduction

[The National Guidance for Child Protection Committees Undertaking Learning Reviews](#) provides the guidance for Child Protection Committees when the criteria for undertaking a Learning Review have been met. The [National Guidance for Adult Protection Committees Undertaking Learning Reviews](#) provides the guidance for Adult Protection Committees when the criteria for undertaking a Learning Review have been met. Both sets of guidance are aimed at:

- Supporting a consistent approach to undertaking Learning Reviews; and
- Creating the culture for inclusiveness, collective learning and practice improvement.

Both sets of guidance state that Child Protection Committees and Adult Protection Committees:

- Should have in place mechanisms for deciding whether or not to initiate a Learning Review;
- Are responsible for initiating the Learning Review and overseeing the process; and
- Implementing any agreed recommendations, including the development and monitoring of an action plan.

2. Purpose

East Lothian and Midlothian Public Protection Committee (EMPPC) provides leadership and oversight of the governance arrangements for Public Protection across East Lothian and Midlothian local authority areas on behalf of East Lothian and Midlothian Critical Services Oversight Group (CSOG). It discharges its responsibilities through its various sub-groups.

The 'Learning Review Sub-group' is a sub-group of EMPPC and is the delegated group that will discharge the responsibilities of Child Protection Committee and Adult Protection Committees as described in section 1 above. Its overall purpose is to provide strategic overview of the progress of Learning Reviews, and development and delivery of action plans arising from such. The group will provide the leadership to create a culture of transparency and openness to support learning and practice improvement, where a learning review has been considered and/or undertaken.

3. Remit

1. To provide leadership to build capacity for undertaking Learning Reviews that identify strengths and areas for improvement in practice in the protection of children and adults, with the opportunity for reflection on practice. To provide oversight to ensure that decision-making to progress Learning Reviews is not resource led or demand provision.
2. To maintain oversight of the effectiveness of pre-Learning Review processes, including Consideration Meetings¹ (the meeting to decide if a case should progress to a Learning Review).

¹ The Consideration Meeting operates on a local authority area basis, is chaired by the EMPPC Chair, and involves senior leaders from the core agencies and other attendees as determined by the Chair of EMPPC.

3. To maintain an overview of the progress of Learning Reviews – to ensure timescales for completion are on track and consider if any escalation is needed to address any drift/delay.
4. To oversee the development of action plans.
5. To monitor action plans arising from any Learning Reviews.
6. To ensure plans are progressed to disseminate learning from any national and local Learning Reviews, whilst respecting the rights of privacy of the individual(s) who are the subject of a review.
7. To maintain oversight of the connectivity between Learning Reviews and other local and national review processes, and take steps to minimise duplication (for example, child death review and significant adverse event processes).
8. To maintain oversight of the mechanisms in place for deciding whether or not to initiate a Learning Review, and of the local processes thereafter, to ensure that they are working effectively and efficiently.
9. To support the identification and securing of resources (human and financial) to undertake Learning Reviews.

4. Membership

- Chair of EMPPC (Chair of Sub-group)
- Chief Social Work Officer, East Lothian Council
- Chief Social Work Officer, Midlothian Council
- Director of Public Protection, NHS Lothian
- Detective Chief Inspector, Police Scotland
- Public Protection Manager, East Lothian and Midlothian Public Protection Office (EMPPO)
- Adult Support and Protection Lead Officer
- Child Protection Lead Officer

Invitations to attend may be extended to other professionals as required, to support the discharge of the responsibilities of the Learning Review Sub-group.

5. Quorum

The Meeting of the Learning Review Sub-group will be quorum if there is representation (or a delegated representative) from NHS, Police, Social Work (i.e., one of the two Chief Social Work Officers) and EMPPO.

6. Frequency of Meetings

The Learning Review Sub-group will meet quarterly, in the same month as the Critical Services Oversight Group (January, April, July, October).

7. Governance Structure

The Learning Review Sub-group will report directly to CSOG. It will provide an overview of Learning Reviews in progress and highlight any risks that need escalated to CSOG for their review and consideration.

Completed Learning Reviews and action plans arising from such will report to EMPPC for their review and consideration, before being presented to CSOG.

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