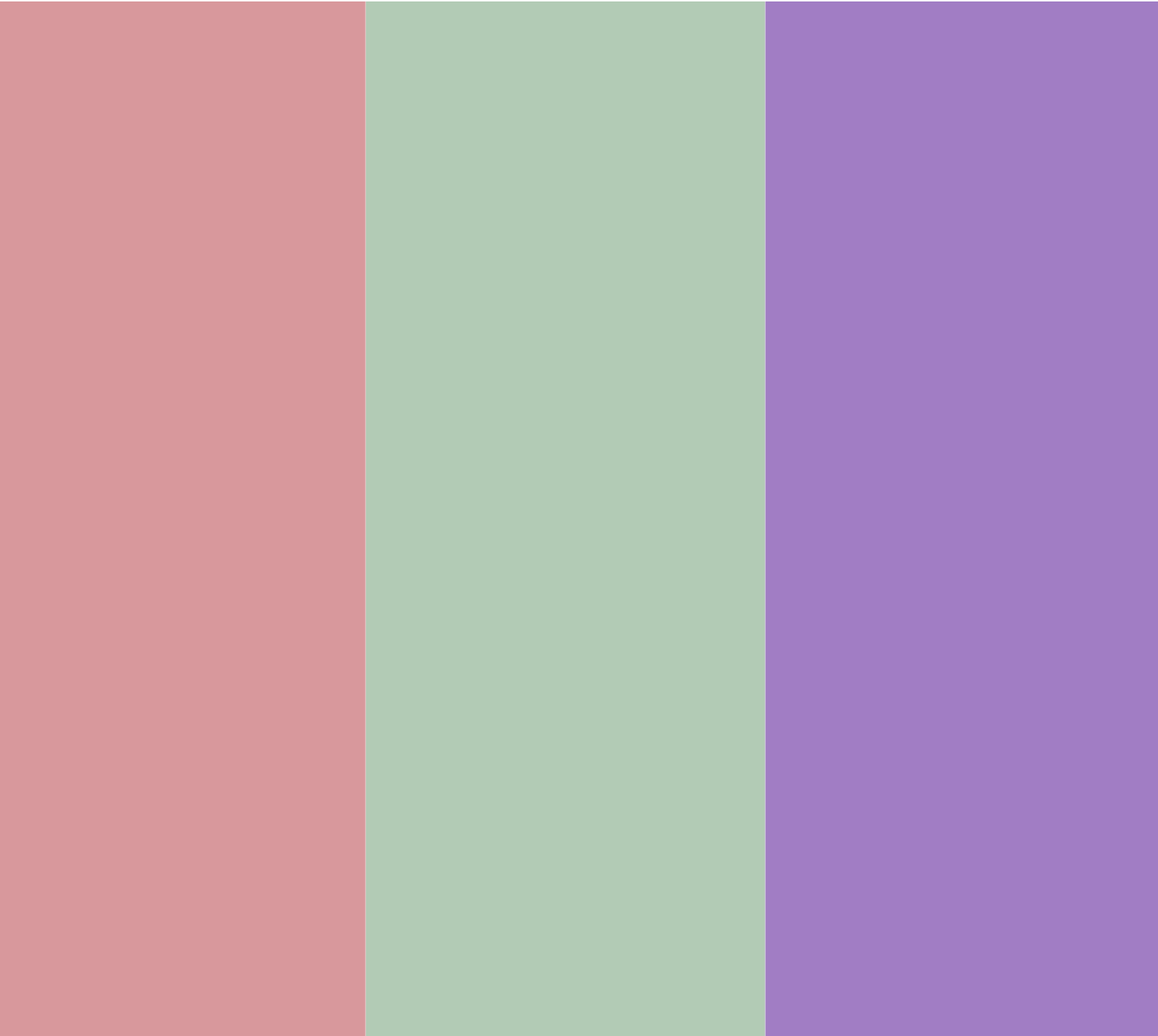


Learning and Practice Development Sub-group Terms of Reference



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1. Introduction

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).

The Learning and Practice Development sub-group is responsible for the strategic overview and delivery of multi-agency learning and practice development to promote effective and efficient practice to support and protect children and adults who may be at risk of abuse/harm.

2. Purpose of Document

This document outlines the delivery and reporting framework for the East Lothian and Midlothian Public Protection Committee Learning and Practice Development Sub-group.

3. Functions and responsibilities

- To develop and implement a learning and development strategy for Public Protection to meet the requirements of the workforce across East Lothian and Midlothian.
- To co-ordinate and deliver a programme of learning and practice development on a multi-agency basis.
- To identify core multi-agency learning and development requirements in relation to each area of activity across statutory and third sector agencies.
- To identify and facilitate access to resources required for training delivery.
- To identify cross cutting themes in relation to learning and practice development.
- To maintain oversight of and plan multi-agency training relating to changes in legislation, national policy and local procedures that impact on the protection of children and adults at risk of harm.
- To evaluate the quality and effectiveness of inter-agency training and maintain an oversight of performance information.

4. Membership of the sub-group

Membership of the sub-group will be by agreement of the EMPPC. Representatives will include staff with operational responsibility for workforce development and Adult Support and Protection, Child Protection and Violence Against Women and Girls in East Lothian and Midlothian. Membership should be at a sufficiently senior level to contribute to the development and overview of EMPPC's approach to meeting its responsibilities in relation to learning and development.

The sub-group will be supported by relevant staff from the East Lothian and Midlothian Public Protection Office (EMPPO).

5. Representation of agencies on the sub-group

- NHS Lothian Public Protection Team – representatives from Adult Protection and Child Protection
- Police Scotland 'J' Division
- East Lothian Health and Social Care Partnership – Adult Services
- Midlothian Health and Social Care Partnership
- East Lothian Council
- Midlothian Council
- Scottish Fire and Rescue Service
- Third Sector representative
- EMPPPO Lead Officers and Public Protection Manager (ex-officio)

6. Roles and responsibilities of agency representatives

- To represent their organisation at meetings of the sub-group and contribute to decision making with the full authority of their organisation.
- To attend quarterly meetings of the sub-group. If unable to attend, this should be for exceptional reasons, and in such circumstances, the agency representative should seek a replacement agency representative of similar grade, responsibility (having consulted with the Chair or the Public Protection Manager).
- To contribute to the setting of priorities for the sub-group and agree a programme of work.
- ensure that feedback of the business of the Sub-group is communicated to and understood by staff within their agency.
- To contribute to the development and implementation of the multi-agency learning and development strategy.
- To be aware of current issues concerning Public Protection and their relevance to the work of the sub-group.
- To identify and represent learning and development service needs in relation to Public Protection.
- To work with the Lead Officers to identify and source training resources from within their own organisation for the delivery of the multi-agency training programme.

7. Chair

The Chair will be appointed by, and be a member of, the EMPPC.

The Chair will provide a report to the EMPPC on the work of the sub-group on a quarterly basis.

8. Frequency of Meetings

The sub-group will meet on a quarterly basis. Where required, additional extra-ordinary meetings of the sub-group, or short life working groups will take place, with the agreement of the Chair.

9. Agenda and Papers

The Chair and Public Protection Manager will agree the agenda. The agenda and papers will be circulated by the EMPPPO seven days before the date of the meeting.

10. Quorum

Meetings of the Sub-group will be quorate for business when five or more of the agency representatives are present, providing that the following agencies are represented (NHS Lothian, East Lothian Council/East Lothian Health and Social Care Partnership, Midlothian Council/Midlothian Health and Social Care Partnership. This can include nominated representatives of the core membership. If the meeting is inquorate, the Chair, in consultation with the members, and on review of the agenda, will decide if the meeting can proceed.

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Designation	Chair of EMPPC/Public Protection Manager
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