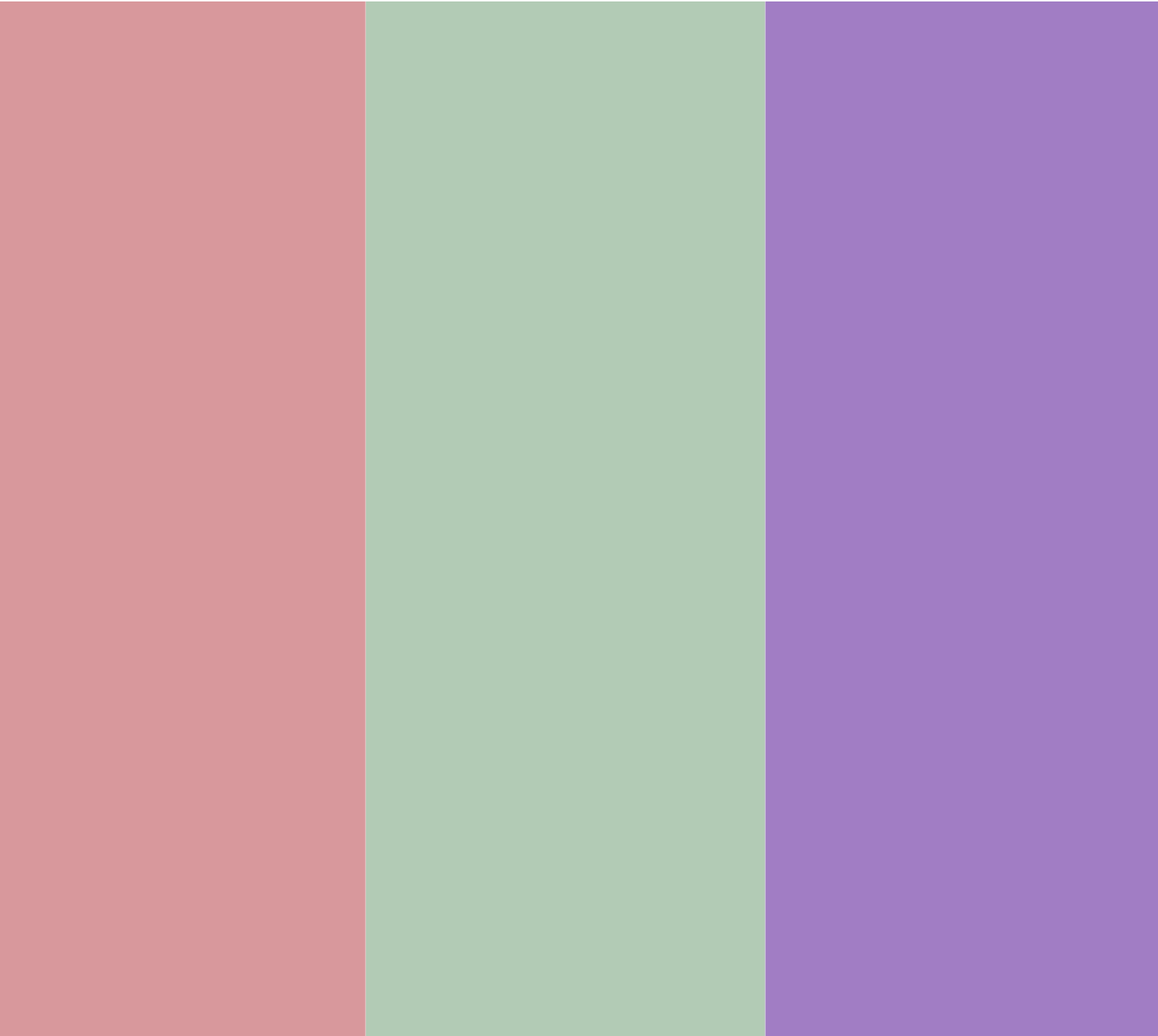


Performance and Quality Improvement Sub-group Terms of Reference



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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 Performance and Quality Improvement Sub-group (P&QI Sub-group) has been established to support EMPPC to fulfil its responsibilities in relation to quality assurance and self-evaluation activities.¹

2. Purpose of document

This document outlines the delivery and reporting framework for the East Lothian and Midlothian Public Protection Committee Performance and Quality improvement Sub-group.

3. Functions and Responsibilities

- To develop and implement an effective multi-agency performance management and reporting framework, using national and local datasets for Adult Support and Protection, Child Protection, Violence Against Women and Girls, Drugs and Alcohol Partnership data and Scottish Fire and Rescue Service data.
- To collect and analyse activity and performance data on a quarterly and annual basis, including the measurement of outcomes, impact of local improvement initiatives and feedback from children and adults involved in Adult Support and Protection and Child Protection processes.
- To critically evaluate local Public Protection performance data and identify themes and trends which will inform improvement activity and workforce learning.
- To maintain an overview of national data and performance information, use benchmarking where appropriate and consider the implications for local partnership working, resource requirements and service developments.
- To ensure there is an ongoing process of multi-agency self-evaluation and quality assurance in place to support continuous improvement in Adult Support and Protection and Child Protection.
- To provide assurance to EMPPC that requirements for national reporting of local data are being met.

4. Membership of the Sub-group

Membership of the Sub-group will be agreed by EMPPC. Representatives will be drawn from staff with sufficient knowledge and expertise to contribute to the functioning of the Sub-group, and who can make decisions and where necessary, staff resource commitments on behalf of their agency in the course of the work of the Sub-group.

Membership will include the following or their equivalent:

- Service Manager, Adult Social Work, East Lothian Health and Social Care Partnership

¹ As specified in [Guidance for Adult Protection Committees](#) and [Protecting Children and Young People Child Protection Committee and Chief Officer Responsibilities](#)

- Service Manager, Adult Social Work, Midlothian Health and Social Care Partnership
- Service Manager, East Lothian Children's Services
- Service Manager, Midlothian Children's Services
- Detective Inspector, Public Protection Unit, Police Scotland
- Lead Nurse, Public Protection Team, NHS Lothian
- Scottish Fire and Rescue Service
- Recovery and Quality Improvement Officer, Midlothian and East Lothian Drugs and Alcohol Partnership
- Adult Support and Protection Lead Officer
- Child Protection Lead Officer
- Co-ordinator for Protecting Women and Girls Against Violence
- Public Protection Manager, East Lothian and Midlothian Public Protection Office

5. Quorum

Meetings of the sub-group will be quorate for business when five or more of the agency representatives are present, providing that all four statutory agencies are represented – NHS Lothian, East Lothian Council, Midlothian Council and Police Scotland. This can include nominated representatives of the core membership. If the meeting is inquorate, the Chair can decide to proceed following consultation with those present, where satisfied that there has been sufficient discussion about the agenda items in advance of the meeting.

6. Chair

The Chair will be a member of EMPPC.

7. Roles and Responsibilities of Agency Representatives

- To represent their agency at meetings of the Sub-group and contribute to discussion and decision-making with the full authority of their agency as delegated by its Chief Executive/Executive Lead/Officer.
- To collate the views of agency staff/officers on issues as necessary and ensure that these are made available to the Sub-group.
- To prepare for meetings of the Sub-group by submitting reports on time, reading papers and consulting with key staff in their respective agency as necessary.
- To participate fully in the business life of the Sub-group between meetings.
- To ensure that feedback of the business of the Sub-group is communicated to and understood by staff within their agency.
- To be aware of issues for their own agency and their relevance to the work of the Sub-group, raising those with the Chair and Committee as required.
- To arrange, with the approval of the Chair of the Committee, for an appropriate substitute to attend meetings of the Committee when the representative is unable to attend.

8. Frequency of Meetings

The Sub-group will meet on a quarterly basis.

9. Administration of Meetings

The Chair and Public Protection Manager will be responsible for the development of the agenda and will consult with members as required. The agenda and papers for any meetings will be circulated to members one week before the meeting.

East Lothian and Midlothian Public Protection Office will be responsible for completing a minute and action log from the meeting.

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Designation	Chair of EMPPC/Public Protection Manager
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