

# East Lothian and Midlothian Critical Services Oversight Group Terms of Reference



[www.emppc.co.uk](http://www.emppc.co.uk)

## Contents

1. Introduction .....	2
2. Scope.....	2
3. Membership.....	2
4. Roles and Responsibilities .....	3
5. Chairing arrangements.....	4
6. Reporting to CSOG .....	4
7. Frequency of Meetings .....	5
8. Administrative Support .....	5
9. Quorum.....	5

## 1. Introduction

The East Lothian and Midlothian Critical Services Oversight Group (CSOG) has been established to provide leadership, direction, governance and oversight of the Public Protection arrangements for East Lothian and Midlothian.

This document provides the framework for Chief Officer leadership and accountability and reflects national guidance<sup>1</sup> which directs local services to work in partnership, in order to achieve effective Public Protection Services. It is also informed by the [Chief Officers Public Protection Resource Document \(November 2023\)](#).

## 2. Scope

Public Protection is a term used to encompass the many different strategic approaches and responses to keeping children and adults safe in our communities. It is recognised that areas of Public Protection are often inter-linked, can impact on each other, and involve lifelong processes and interventions. CSOG will seek to provide demonstrable consistency and coherence in terms of leadership direction and scrutiny of all areas of Public Protection. It will also ensure that there are links to other areas of multi-agency strategic planning in East Lothian and Midlothian, including the Community Planning Partnerships and Integrated Joint Boards.

## 3. Membership

CSOG members are the Chief Executives (or their delegated nominee) of the 'core agencies' for Public Protection (Police, Local Authority and Health):

- Chief Executive, East Lothian Council.
- Chief Executive, Midlothian Council.
- Executive Director of Nursing, Midwifery and Allied Health Professionals, NHS Lothian.
- Divisional Commander, J Division, Police Scotland.

The CSOG members are the core decision makers for any decision made in respect of their functions and responsibilities. A delegated nominee must be of sufficient seniority to make required decisions.

Officers from the partner agencies will attend to support CSOG in discharging their functions through the provision of reports, information and advice. These are the:

- Chair of EMPPC.
- Chief Social Work Officer, East Lothian Council.
- Chief Social Work Officer, Midlothian Council.
- Divisional Superintendent, J Division, Police Scotland.
- Director of Public Protection, NHS Lothian.

---

<sup>1</sup> [Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities \(www.gov.scot\)](#)  
[The Adult Support and Protection \(Scotland\) Act 2007: Guidance For Adult Protection Committees \(www.gov.scot\)](#)  
[vawpartnershipguidance-aug-2016.pdf \(cosla.gov.uk\)](#)

- Executive Director, Education and Children’s Services, East Lothian Council.
- Executive Director, Children Young People and Partnerships, Midlothian Council.
- Public Protection Manager, East Lothian and Midlothian Public Protection Office.

Other Officers from partner organisations may be asked to attend CSOG to present reports or contribute to specific agenda items as required.

#### **4. Roles and Responsibilities**

CSOG will provide individual and collective strategic leadership, direction, governance and oversight of the delivery and improvement of Public Protection work in East Lothian and Midlothian.

CSOG will have both a reactive and proactive role.

CSOG’s proactive role will include consideration of EMPPC’s business planning, quality assurance and performance management and identified strategic developments. It will receive reports on the impact of, and response to, emerging trends and risks in Public Protection.

CSOG will not have governance over the areas of business that are the responsibility of the Integrated Joint Boards or Community Planning Partnerships.

CSOG will seek reports on wider Public Protection matters that are not directly reported to EMPPC, as laid out in the [Chief Officers’ Public Protection Induction Resource](#). CSOG will seek assurance that strategic plans are being developed and implemented, and that risks relating to Public Protection are being addressed, in relation to drug and alcohol related harm, suicide prevention and MAPPA.

CSOG’s reactive role will include consideration, scrutiny and monitoring of reports from EMPPC on Learning Reviews, Large Scale Investigations, multi-agency inspections and associated action and improvement plans.

CSOG will ensure that EMPPC fulfils its responsibilities as laid out in its Terms of Reference, seeking assurance about the areas of business covered by EMPPC (and the associated Sub-groups) in respect of:

- Adult Support and Protection;
- Child Protection; and
- Violence Against Women and Girls.

The governance and reporting structure is laid out at Appendix 1. CSOG will demonstrate effective leadership by communicating and modelling the vision for Public Protection in East Lothian and Midlothian as agreed by EMPPC.

CSOG will endorse the EMPPC Annual Report, EMPPC Business Plan and Adult Support and Protection Biennial Report.

CSOG will ensure there is appropriate allocation of resources to East Lothian and Midlothian Public Protection Office, to enable EMPPC to fulfil its core responsibilities.

CSOG will ensure that EMPPC undertakes Learning Reviews in in the spirit of National Guidance<sup>2</sup>. CSOG will provide leadership to support positive cultural conditions for undertaking Learning Reviews in Adult Support and Protection, ensuring the focus is on collective accountability and not culpability. CSOG will:

- Receive overview reports on the status of Learning Reviews to support their oversight and assurance of the progress of Learning Reviews.
- Ensure that there are adequate resources allocated to undertake Learning Reviews.
- Consider reports, findings and recommendations from Learning Reviews and seek assurance that action and improvement plans are implemented.
- Make decisions about publication of reports of Learning Reviews.
- Consider the risks and responses in relation to any media publicity arising from Learning Reviews, or any high-profile cases involving multi-agency collaboration.

## **5. Chairing arrangements**

The Chief Executives of East Lothian Council and Midlothian Council will share responsibility for chairing CSOG meetings.

The CSOG Chairs will hold a pre-agenda setting meeting with the Chair of EMPPC and Public Protection Manager.

## **6. Reporting to CSOG**

CSOG will receive high level summary quarterly reports on:

- The work of EMPPC and its sub-groups.
- High level performance information in relation to Adult Support and Protection, Child Protection and Violence Against Women and Girls.
- Learning Reviews and Large-Scale Investigations in progress.
- The EMPPC Business Plan.
- East Lothian and Midlothian Public Protection Office budget.

CSOG will receive assurance/overview reports on other areas of business within the Public Protection arena, where the structures for governance and accountability sit within other local partnership arrangements. This will include Alcohol and Drugs Partnership (MELDAP), Suicide Prevention, Multi-agency Public Protection Arrangements (MAPPA) and Prevent.

Reports will outline issues relating to the effectiveness of inter-agency Public Protection work, and challenges and barriers on a single agency basis that may impact on the effectiveness of collaboration in Public Protection. Any risks and associated actions or recommended actions will be clearly stated.

Reports will identify whether information is provided for noting and assurance purposes or if a decision is required of CSOG.

---

<sup>2</sup> [National Guidance for Adult Protection Committees Undertaking Learning Reviews](#)  
[National Guidance for Child Protection Committees Undertaking Learning Reviews](#)

## 7. Frequency of Meetings

CSOG will meet quarterly, and by demand out with these times.

## 8. Administrative Support

Administrative support for CSOG will be provided by the East Lothian and Midlothian Public Protection Office.

## 9. Quorum

All CSOG members (or their nominated representatives) have to be present for the CSOG to be quorate. If the meeting is inquorate, it can still be held but decisions will have to be deferred until the next quorate meeting. If decisions require an earlier decision, the Chair will contact the non-present member and request their agreement.

<b>Author's name</b>	Keith Mackay/Kirsty MacDiarmid
<b>Designation</b>	EMPPC Chair/Public Protection Manager
<b>Date of approval</b>	06/08/2024
<b>Date of last review</b>	20/10/2025