



East Lothian and Midlothian
Public Protection Committee

**East Lothian and Midlothian Public
Protection Committee Member Handbook**

Contents

1.	Welcome and Introduction	3
2.	Purpose of document	4
3.	When you join EMPPC	4
4.	Overview of Public Protection	4
5.	Our Vision.....	5
6.	Our Values.....	5
7.	National Guidance for Public Protection Partnerships in Scotland	5
	Adult Support and Protection	5
	Child Protection.....	6
	Violence Against Women and Girls.....	6
	Chief Officers' Public Protection Induction Resource	6
8.	National Support for Public Protection Partnerships in Scotland	6
9.	Our Public Protection Structure	7
	Critical Services Oversight Group.....	7
	The East Lothian and Midlothian Public Protection Committee (EMPPC)	7
	EMPPC Partner Agencies.....	8
	The Learning and Practice Development Sub-group	10
	The Performance and Quality Improvement Sub-group (P&QI Sub-group)	10
	The Learning Review Sub-group	10
	The Violence Against Women and Girls Delivery Group (VAWG Delivery Group)	10
	The Adult Support and Protection Sub-group.....	10
	The Child Protection Sub-group	10
	East Lothian and Midlothian MAPPA Group	11
10.	Reporting and governance arrangements	11
11.	Cycle of Reporting	12
12.	The role of EMPPC Chair	12
13.	The role of East Lothian and Midlothian Public Protection Office.....	13
14.	The role of Lead Officers	14
15.	Your role and responsibilities as a member of EMPPC.....	14
16.	EMPPC Arrangements.....	15
17.	EMPPC Business Planning arrangements.....	16
18.	The role of EMPPC in working with the Care Inspectorate.....	17

Care Inspectorate role in Learning Reviews	18
Joint Inspections	18
Joint Inspection Reports.....	18
19. Data and Performance Information	19
20. Learning Reviews	19
Adult Support and Protection Learning Reviews	20
Child Protection Learning Reviews.....	20
EMPPC arrangements for Learning Reviews	21
21. Learning and Development.....	21
22. Communications	23
Appendix 1 – EMPPC Agency Report template.....	25

1. Welcome and Introduction

A warm welcome to you from East Lothian and Midlothian Public Protection Committee (EMPPC).

As Chair of EMPPC I am pleased to present our Members' Handbook which is an induction resource for all new members to our Committee as well as a helpful reference document as you go forward in your work and partnership duties under the umbrella of Committee business.

As the first independent Chair, having taken up position in April 2023 I am delighted to present this document as it highlights the wide and varied work that we do as a Public Protection Partnership in an easy to follow and user-friendly guide to what we stand for with regards purpose, vision, values, and structure.

In East Lothian and Midlothian, we are working with an ever-expanding population which by its nature is bringing us increasing demands and associated risks. We are focused on practice change and improvement, which empowers and supports a competent, and confident workforce. We are continuing to make sustained improvement in our key public protection processes and practices, constantly reviewing and testing our approach through self-evaluation and performance monitoring.

As we understand how busy you are, we have designed this handbook to guide you in your role as a member of EMPPC, answer your questions about the role, and give you information about how to get support.

Keith Mackay
Independent Chair EMPPC

2. Purpose of document

This induction pack is for existing and new members of East Lothian and Midlothian Public Protection Committee. It:

- Provides an overview of our collective responsibilities for Public Protection work across East Lothian and Midlothian
- Provides an overview of the partnership arrangements and structure for Public Protection in East Lothian and Midlothian.
- Provides an overview of the East Lothian and Midlothian Public Protection Committee structures, arrangements, and governance arrangements.
- Supports EMPPC members to be clear about their role and responsibilities within the Public Protection Partnership.

3. When you join EMPPC

Prior to your first EMPPC meeting, there will be an opportunity for you to meet with the EMPPC Chair, Public Protection Manager and Lead Officers.

You will receive a copy of the most recent annual report, papers and minutes, and on your request can receive them for the past year.

4. Overview of Public Protection

Public Protection includes the highest profile ‘critical’ services for which the key agencies of Council, NHS Lothian and Police have statutory responsibility. Public Protection is a term used to encompass the many different strategic approaches and responses to keeping children and adults safe in our communities. Individual topic content can be found in six areas: Child Protection, Adult Support and Protection, Multi Agency Public Protection Arrangements, Alcohol and Drug Partnerships, Violence Against Women and Girls and Suicide Prevention.¹

In East Lothian and Midlothian, the drive for collaborative working within Public Protection was a practical one. There was a recognition that the same personnel attended different Committees in two small local authority with replicated discussions. East Lothian and Midlothian developed a joint Public Protection arrangement in 2014.

We also recognised that having a Public Protection lens appreciates the need for protection at different times across someone’s lifespan. It recognises the ways in which the long-lasting and cumulative experience of trauma and adversity increase vulnerability to harm and the need for support. It was acknowledged that people do not fit neatly into one service or system, and issues such as domestic abuse, trauma and substance misuse are common themes for many of the people who come into contact with and use our services.

¹ [Chief-Officers-Public-Protection-Induction-Resource-document-November-2023-.pdf \(cosla.gov.uk\)](#)

Recognising these significant overlaps, we promote an integrated 'lifespan' approach to Public Protection covering all ages and stages of life.

5. Our Vision

Everyone has a right to be safe and protected from harm and abuse. We will protect our babies, children, young people and adults in East Lothian and Midlothian by working together and upholding our values.

Our core values of respect, integrity and commitment underpin our work in supporting and protecting all people who may be at risk of harm in our communities.

6. Our Values

Respect	Integrity	Commitment
<ul style="list-style-type: none"> • For anyone who needs protection and support in all that we do. • The contribution that the representative brings to the partnership on behalf of their agency/organisation. • The fact that the partners have different responsibilities and constraints within their own organisation. 	<ul style="list-style-type: none"> • Being honest and trustworthy in our partnership working. • Having strong moral principles and doing 'the right thing'. • Following through on agreed commitments and being accountable and responsible for the actions. • Encourage and respect challenge in our partnership working. 	<ul style="list-style-type: none"> • To improvement in our work with anyone who needs protection and support. • Being prepared for and pro-active in the work of EMPPC. • Engaging and participating to drive forward the work of EMPPC. • Listening to and acting on the views of the people we work with.

7. National Guidance for Public Protection Partnerships in Scotland

We are guided by the following national legislation and/or guidance in setting out our Public Protection partnership arrangements.

Adult Support and Protection

Under section 42 of the Adult Support and Protection (Scotland) Act 2007, each Council must establish an Adult Protection Committee.

[The Adult Support and Protection \(Scotland\) Act 2007: Guidance For Adult Protection Committees \(www.gov.scot\)](#)

Child Protection

Child Protection Committees were first established in each local authority areas in Scotland in 1991. Since then, they have been subject to many reforms and reviews.

[National Guidance for Child Protection in Scotland 2014 \(hcpc.scot\)](#)

[Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities - August 2019](#)

Violence Against Women and Girls

The Violence Against Women Partnership Guidance introduces six 'minimum standards' that the Scottish Government and COSLA expect VAW Partnerships to work towards and identifies the core activities that all VAW Partners will be expected to undertake.

[vawpartnershipguidance-aug-2016.pdf \(cosla.gov.uk\)](#)

Chief Officers' Public Protection Induction Resource

This resource includes topic content on six areas of Public Protection: Child Protection, Adult Support and Protection, Multi Agency Public Protection Arrangements, Alcohol and Drug Partnerships, Violence Against Women and Girls and Suicide Prevention. It includes the purpose and functions of partnership working in these areas and outlines the expectations of Chief Officers.

[Chief-Officers-Public-Protection-Induction-Resource-document-November-2023-.pdf \(cosla.gov.uk\)](#)

8. National Support for Public Protection Partnerships in Scotland

There are national supports for Committees, to support the sharing and promotion of policy and practice developments, informing national policy and practice developments, and sharing issues in relation to the impact and implementation of new legislation, policy and practice guidance in respect of the area of focus.

The National Adult Support and Protection Co-ordinator for Scotland is hosted by [IRISS](#) (The Institute for Research and Innovation in Social Services). IRISS supports the Adult Support and Protection Community in Scotland. The Adult Support and Protection Convenors and Leads Meeting is held quarterly, attended by our EMPPC Chair and Adult Support and Protection Lead Officer.

Child Protection Committees Scotland (CPCScotland) is a non-statutory group consisting of Chairs and Lead Officers of all Child Protection Committees across Scotland, and associate members. The group meets on at least a quarterly basis, to work together to develop and drive forward national policies and best practice with the aim of protecting children and young people. [CELCIS](#) (Centre for Excellence in Children's Care and Protection) supports the work of CPCScotland. Read more here [Handbook for Child Protection Committees Scotland](#).

The [Improvement Service](#) co-ordinates the National Violence Against Women Network which aims to improve the capacity and capability of Violence Against Women Partnerships to implement the ambitions set out in Equally Safe at a local level and to support partnerships to engage effectively with community planning processes. The network meets six times a year. Our Co-ordinator for Protecting Women and Girls Against Violence attends this meeting.

9. Our Public Protection Structure

Critical Services Oversight Group (CSOG), the Chief Officers of our core partners (Council, NHS, and Police) provide strategic leadership, scrutiny, governance and direction to EMPPC.

Core members
Chief Executive of East Lothian Council (co-chair)
Chief Executive of Midlothian Council (co-chair)
Chief Superintendent, Divisional Commander, 'J' Division, Police Scotland
Executive Director, Nursing, Midwifery and Allied Health Professionals, NHS Lothian
In attendance
Chair, EMPPC
Chief Social Work Officer, East Lothian Council
Chief Social Work Officer, Midlothian Council
Detective Superintendent, J' Division, Police Scotland
Director of Public Protection, NHS Lothian
Executive Director, Education and Children's Services, East Lothian Council
Executive Director Children's Services Communities and Partnerships, Midlothian Council
Public Protection Manager, East Lothian and Midlothian Public Protection Office

The East Lothian and Midlothian Public Protection Committee (EMPPC) is the local strategic partnership responsible for the overview of policy and practice in relation to Adult Support and Protection, Child Protection, and Violence Against Women and Girls. The primary aim of the Committee is to provide leadership and strategic oversight of Public Protection activity and performance across East Lothian and Midlothian. It meets quarterly for three hours. There will be a minimum of one in-person development session a year, to provide the opportunity for EMPPC members to focus in more depth on specific topics and promote collaborative relationships. This has been in existence since the inception of the Public Protection arrangements in 2014 and brought in its first independent Chair in 2023.

EMPPC Partner Agencies

Care Inspectorate (link inspectors attend as 'observers')

[Care Inspectorate](#)



East Lothian Council
(Children's Social Work, Education, Housing)

[East Lothian Council](#)



East Lothian Health and Social Care Partnership
(Adult Social Work, Chief Nurse)

[East Lothian Health and Social Care Partnership](#)



East Lothian Third Sector Interface

[Volunteer Centre East Lothian |
Volunteering Scotland
\(volunteereastlothian.org.uk\)](#)



Midlothian Council
(Children's Social Work, Education, Housing)

[Midlothian Council Homepage](#)



Midlothian Health and Social Care Partnership
(Adult Social Work, Chief Nurse)

[Midlothian Health and Social Care Partnership](#)



Midlothian Third Sector Interface

[Midlothian Voluntary Action - Midlothian Third Sector Interface \(thirdsectormidlothian.org.uk\)](#)



Police Scotland

[Police Scotland](#)
[East Lothian - Police Scotland](#)
[Midlothian - Police Scotland](#)



Scottish Children's Reporter Administration

[Welcome to SCRA | Scottish Children's Reporter Administration](#)



Scottish Fire and Rescue Service



[Scottish Fire and Rescue Service
\(firescotland.gov.uk\)](https://firescotland.gov.uk)

[Senior service personnel - East |
Scottish Fire and Rescue Service
\(firescotland.gov.uk\)](https://firescotland.gov.uk)

The membership of the Sub-groups is made up from the above agencies/networks (apart from the Care Inspectorate).

The Learning and Practice Development Sub-group (L&PD Sub-group) oversees the development and delivery of the Learning and Development strategy, and our multi-agency training programme. It meets quarterly, the month before EMPPC, and reports directly into EMPPC. This has been in existence since the inception of the Public Protection arrangements in 2014.

The Performance and Quality Improvement Sub-group (P&QI Sub-group) is responsible for the oversight and governance of the performance framework and improvement plan. It meets quarterly, the month before EMPPC, and reports to EMPPC. This has been in existence since the inception of the joint Public Protection arrangements in 2014.

The Learning Review Sub-group (LR Sub-group) supports the oversight of the progress of Learning Reviews, the development and progress of action plans, and dissemination of learning. It meets quarterly and reports to CSOG. Completed Learning Reviews report to EMPPC before being presented to CSOG. This Sub-group was introduced in 2023.

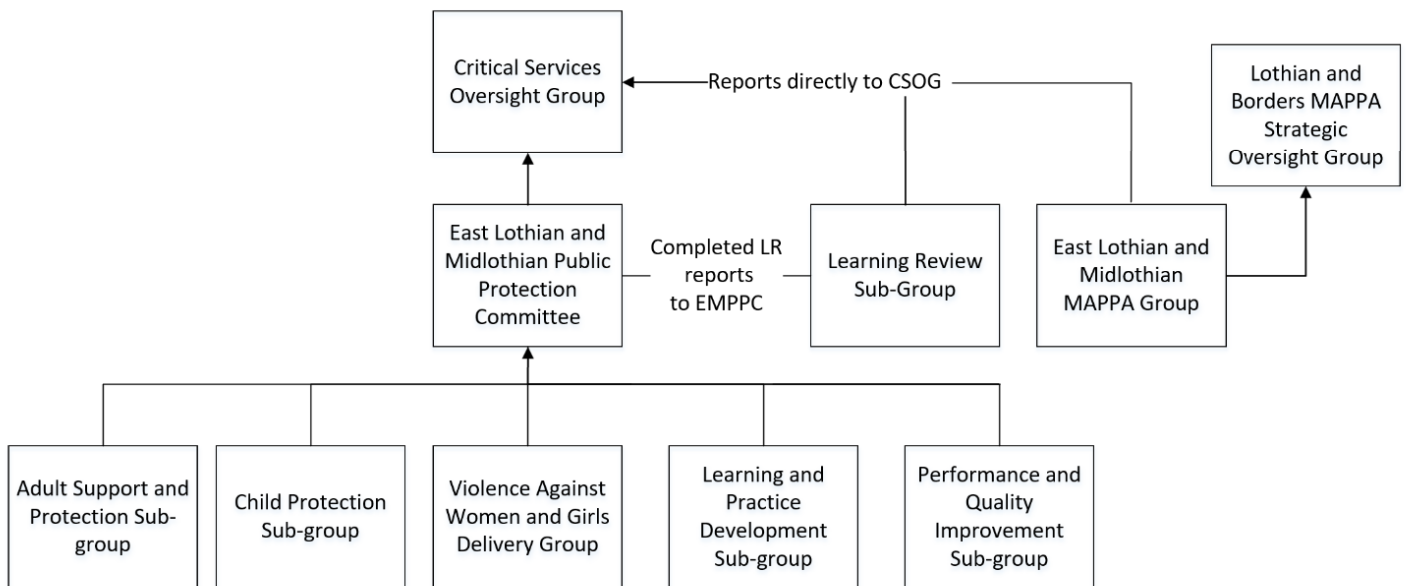
The Violence Against Women and Girls Delivery Group (VAWG Delivery Group) supports the delivery of Equally Safe: Scotland's strategy for preventing and eradicating violence against women and girls in line with the local context and priorities. The Chair is DCI Laura White, Police Scotland. From April 2024, it meets every six months (August and February) and reports to EMPPC. This Sub-group has been in existence since the inception of the joint Public Protection arrangements in 2014.

The Adult Support and Protection Sub-group (ASP Sub-group) focuses on practice issues, national and local developments and emerging trends in Adult Support and Protection. This group was established in 2024. It meets every six months (from August (2024) and February (2025)) and reports to EMPPC.

The Child Protection Sub-group (CP Sub-group) focuses on practice issues, national and local developments and emerging trends in Adult Support and Protection. This group was established in 2024, it meets every six months (from May (2024) and November) and reports to EMPPC. This arrangement will be reviewed in 2025.

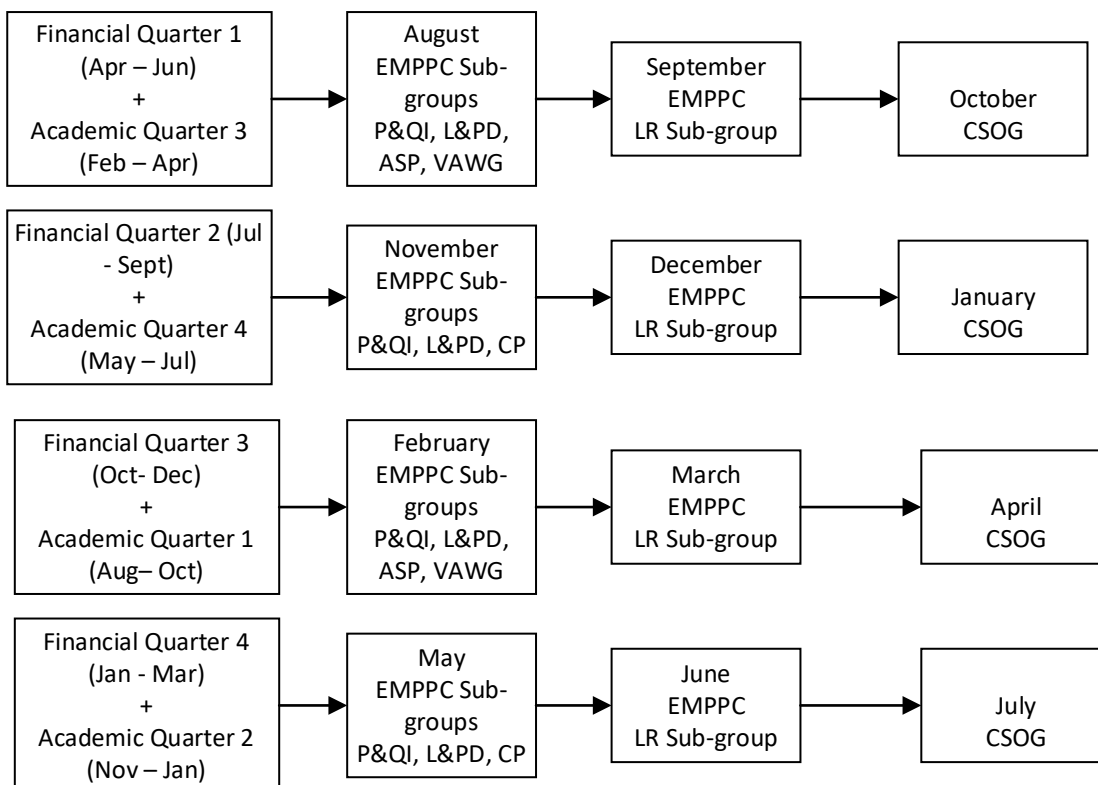
East Lothian and Midlothian MAPPA Group (EMMG) is not a Sub-group of EMPPC, rather is a partnership Group that ensures that the statutory responsibilities placed on local partner agencies for the assessment and management of risk posed by offenders subject to MAPPA² are discharged effectively. This meets quarterly and report twice yearly to CSOG. This Group was re-established in 2022, having previously been an Offender Management Group.

10. Reporting and governance arrangements



² Multi Agency Risk Assessment Arrangements

11. Cycle of Reporting



12. The role of EMPPC Chair

The Chair of EMPPC is responsible for:

- Setting the agenda for EMPPC meetings and chairing meetings of EMPPC, ensuring that they are conducted in a way that promotes contribution of agency representatives.
- Leading the work of EMPPC and ensuring that the EMPPC Business Plan reflects the local and national priorities in relation to EMPPC's responsibilities in relation to Adult Support and Protection, Child Protection and Violence Against Women and Girls.
- Negotiating required people resources for the work of EMPPC.
- Chairing any Sub-groups of EMPPC as required.
- Reporting to and being accountable to the Critical Services Oversight Group.
- Providing guidance and advice to the Public Protection Manager and Lead Officers, East Lothian and Midlothian Public Protection Office, to ensure that resources are appropriately directed towards delivering EMPPC priorities, EMPPC Business Plan and associated improvement plans.
- Representing EMPPC's views and interests and contributing to the work of CPC Scotland and the National Adult Support and Protection Group and representing EMPPC's views and interests.

- Ensuring that specific issues/priorities identified by EMPPC are appropriately raised and represented in local community planning and Children’s Services planning in East Lothian and Midlothian.
- Providing leadership and guidance in relation to the need to conduct Learning Reviews.
- Contributing to the development of policy and practice at a national level.

Our Chair is independent of any EMPPC partner agency and is appointed by CSOG.

13. The role of East Lothian and Midlothian Public Protection Office

The East Lothian and Midlothian Public Protection Office (EMPPO) supports the delivery of the operational and strategic objectives and priorities of the EMPPC and its Sub-groups.

The EMPPO is jointly funded by East Lothian and Midlothian Councils, Police Scotland and NHS (Health and Social Care Partnerships in East Lothian and Midlothian). Its operational base is the Brunton Hall, Musselburgh.

Staff in EMPPO are responsible for:

- Co-ordinating the scheduling of meetings of the EMPPC and all the associated groups and providing professional secretariat services to support their smooth functioning. All agendas, papers and minutes for meetings are co-ordinated, produced and provided by EMPPO.
- Working with multi agency partners to promote effective inter-agency policy and practice, by providing consultation, advice, and guidance.
- Supporting the implementation of national policies and developing local procedures and guidance. EMPPO staff will either lead or work with partners to develop local guidance and procedures. All EMPPC guidance and procedures are held by EMPPO which is responsible for document control and management.
- Maintaining an independent overview of inter-agency activity in Adult Support and Protection, Child Protection and Violence Against Women and Girls
- The development and delivery of the EMPPC multi-agency Learning and Development Strategy. co-ordination, delivery, and evaluation of multi-agency training, learning and development in the different areas of Public Protection.
- Supporting the collation and leading the review of data and performance information relating to the different areas of Public Protection and contributing to the identification and development of improvement actions.
- Developing and delivering key communications and messages about Public Protection, including management and promotion of EMPPC’s website.
- Supporting and co-ordinating the process of carrying out Learning Reviews, leading the development and implementation of action plans and working with partners to embed learning into practice and policy.
- Working alongside partners to develop, implement, monitor, and report on progress of the EMPPC Business Plan and improvement plans arising from external scrutiny inspections relating to Adult Support and Protection and the EMPPC Business Plan.

14. The role of Lead Officers

The Adult Support and Protection Lead Officer, Child Protection Lead Officer and Co-ordinator – Protecting Women and Girls Against Violence are full time, dedicated posts to support the implementation and delivery of the core functions of EMPPC in their respective areas of responsibility. They are partnership funded posts and work alongside statutory and third sector partners across East Lothian and Midlothian to deliver the core functions of EMPPC as noted above. They are involved in the following areas of EMPPC business:

- Developing, reviewing, and updating multi-agency Procedures and Guidance, with partners. Supporting their implementation by providing advice, guidance, information materials, briefings.
- Leading and supporting analysis of trends and patterns in data and performance: quarterly and annually, locally and nationally.
- Supporting and engaging in quality assurance activity: of practice and process; to seek and provide assurance of good practice and identify areas for improvement.
- Providing expert advice and guidance to ensure effective implementation of the national guidance in relation to Learning Reviews.
- Leading the implementation of the EMPPC Multi-agency Learning and Development Strategy. Supporting the development of knowledge and skills of staff: co-ordinates, develops and delivers training on various aspects of Public Protection.
- Acting as a 'critical friend' and independent eye on practice – someone who can offer constructive challenge, support critical thinking and reflective analysis.
- Providing a sounding board to professionals for complex cases.
- Sharing and supporting good practice: locally and nationally.
- Representing the views/interests of EMPPC at the national ASP Lead Officers Group, CPC Scotland and the Violence Against Women Partnership (and any associated Sub-groups or workstreams). Maintains links with other equivalent Lead Officers to share resources and developments.
- Ensuring local partners are kept informed about national developments, resources and learning and development opportunities.

15. Your role and responsibilities as a member of EMPPC

You have been asked to be a member of EMPPC because of the contribution that your role individually and organisation collectively makes in a Public Protection partnership. By being a member of this partnership, you demonstrate accountability and leadership for Public Protection work, its effectiveness and commitment to an improving system.

Being a member of EMPPC means that you will:

- Represent the commitment of your agency to promoting the safety, welfare and wellbeing of children, families and adults, preventing abuse, neglect and harm.
- Work with partners to overcome obstacles and barriers to collaborative working.
- Have the delegated authority to make strategic decisions on behalf of your agency.

- Contribute your skill, knowledge and expertise to the work of EMPPC.

A number of responsibilities come with this role. As a member of EMPPC and any associated Sub-groups or workstreams, you are expected to:

- Prepare for meetings of EMPPC and any associated Sub-groups or associated workstreams – by:
 - Contributing to the agenda setting and raising of risks/issues of concern (through the Chair).
 - Providing any papers requested.
 - Reading papers and being familiar with the agenda.
 - Preparing in sufficient time to enable you to consult with colleagues/staff about any agenda items and make any necessary enquiries to support your contribution.
 - Prioritising attendance at meetings, and where unable to do so, ensure that you delegate attendance to a colleague who is at an appropriate level of seniority.
- Engage with and contribute positively to discussions at meetings – demonstrating leadership and support to Officers who are presenting agenda items/reports.
- Take forward any actions within the requested and agreed timescale.
- Attend EMPPC Development Sessions (half day held twice a year).
- Provide feedback about and positively promote the work of the Committee to your workforce/staff groups.
- Promote EMPPC’s multi-agency learning and development programme to your staff groups, and lead by example by attending briefings and learning events relating to national days (including National Adult Support and Protection Day and the 16 Days of Activism Launch Event).
- Disseminate and promote EMPPC’s Newsletter and communications to your staff groups.
- Support requests for people resource for EMPPC Sub-groups, workstreams, the delivery of EMPPC’s Multi-agency Learning and Development Strategy and the effective implementation of Marac.

16. EMPPC Arrangements

All meetings of CSOG, EMPPC and Sub-groups take place by Microsoft Teams³.

Agenda setting is undertaken by the Chair and EMPPC staff approximately six weeks in advance of an EMPPC Meeting. Any request for agenda items should be made to the Chair ideally in advance of this, with a brief paper outlining the subject matter being raised. Any request that is made less than six weeks for an EMPPC Meeting should be raised with the Chair, and consideration will be given to its placing on the agenda as a specific agenda item or as a matter under ‘Any Other Competent Business’.

³ At the time of publication of this document. This arrangement will be kept under review by the EMPPC Chair.

A dedicated Senior Business Support Administrator, EMPPO provides the secretariat support to EMPPC and CSOG, and all Sub-groups will have a business support arrangement provided by EMPPO staff.

The Senior Business Support Administrator will send calendar invitations to EMPPC members. If a member is not able to attend and has made arrangements for another agency representative to attend, the EMPPC members/agency representative should contact EMPPO staff to ensure that the calendar invitation and papers are directed to the replacement member, and that the Chair is informed.

The agenda and papers will be sent to EMPPC members one week in advance of an EMPPC meeting. There are standard agenda items at every meeting which include:

- Minute and action log from previous meeting.
- Verbal updates from the Chairs of the Sub-groups that have met in the previous quarter.
- Lead Officers' report – on the work they have been involved in during the three calendar months prior to EMPPC, and their priorities for the next three calendar months.
- Business plan update.
- National updates report. This is compiled by the Lead Officers, but members should contribute to this as necessary.
- Agency reports (each agency is asked to provide a report once a year on behalf of their agency/area of responsibility to share information about local and national developments and operational context). The example template for this is included at Appendix 2.

Other agenda items will include any of the following as and when they are scheduled into the programme:

- Presentations from external agencies on areas of Public Protection/developments.
- Reports of completed local Learning Reviews, with opportunity for reflection and consideration of implications for agencies.
- Reports of completed Large Scale Investigations⁴, with opportunity for reflection and consideration of implications for agencies.
- Documents for approval.

17. EMPPC Business Planning arrangements

Our business plan is presented to EMPPC every quarter, with an update on the progress of actions being reported in the Lead Officers' Quarterly report, and as a specific agenda item. EMPPC members contribute to the development of the plan.

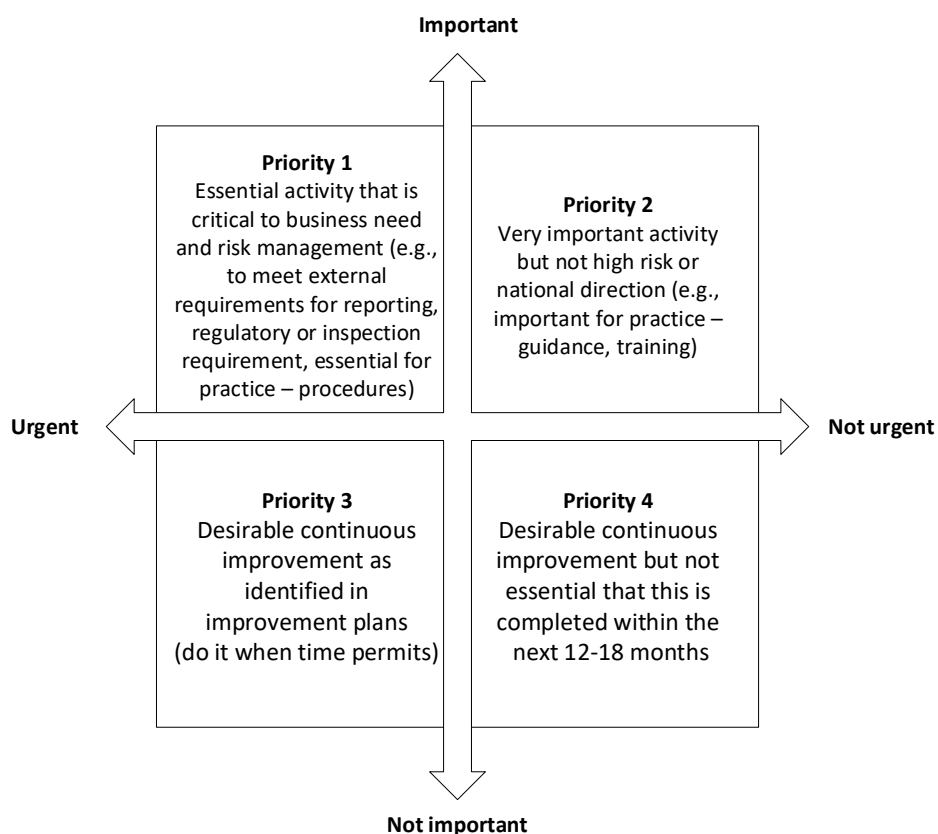
1. We will continue to strengthen our leadership arrangements in Public Protection.

⁴ A Large Scale is a multi-agency response to circumstances where there is concern about an adult, or adults who may be experiencing harm or are at risk of harm. This will be led by the relevant Health and Social Care Partnership

2. We will provide and support the implementation of multi-agency procedures and guidance for staff working in Public Protection.
3. We will continue to develop our performance framework and approach to quality improvement.
4. We will promote a learning culture by providing staff with multi-agency learning and development opportunities in Public Protection.
5. We will raise awareness of Public Protection through communications and engagement with staff and communities.
6. We will ensure that our improvement work is informed by the lived experience voice of children and adults who are involved in Public Protection processes.

The Business Plan is considered at the June Committee and presented to CSOG at its next meeting.

In 2023, a prioritisation matrix was developed to support resource management and review of priorities. This enables actions to be categorised according to one of four levels, depending on urgency and importance. This is depicted below. This will continue to be used as necessary to ensure that actions remain relevant for the Committee and categorised by priority.



18. The role of EMPPC in working with the Care Inspectorate

The Care Inspectorate has had link inspector arrangements in place with all 32 local authorities in Scotland since its establishment in 2011. The role is undertaken by Strategic Inspectors.

Section 44(1) (b) of the Public Services Reform (Scotland) Act 2010 provides the Care inspectorates “general duty of furthering improvement in the quality of social services”. Social services are defined as social work services and care services. This provides the statutory basis for the link inspector role and in particular for the Care Inspectorate’s engagement with local authority social work services at the strategic level, out with inspections.

Our link Inspectors meet with Senior Managers in the local authority/Public Protection Partnership and attend EMPPC. In 2023, our link Inspectors facilitated and supported CSOG in a review of its role, function, and effectiveness.

Care Inspectorate role in Learning Reviews

The Care Inspectorate is the central collations point for all Learning Review notifications and completed reports. They support CPC Scotland in the sharing of learning through a Knowledge Hub Group. The Care Inspectorate publishes overview reports on the key themes and data from Learning Reviews

Relevant publications from the Care Inspectorate website follow.

[Information on the Care Inspectorate Link Inspector Role for Council and Partnership Staff](#)

Joint Inspections

The Care Inspectorate inspection focus and programme at any one time is agreed with the Scottish Government. An overview of the approach can be found here [Inspections overview](#).

[Adult support and protection quality indicator framework](#)⁵

[Quality framework for children and young people in need of care and protection](#)

The Care Inspectorate routinely provide overviews of findings from inspection reports. You can read the latest overview reports below.

[Joint inspection of adult support and protection overview report \(August 2023\)](#)

[Joint inspections of services for children and young people at risk of harm](#)

Joint Inspection Reports

The report of the Joint Inspection of Adult Support and Protection was published in June 2023. [Joint inspection of adult support protection in the East Lothian Partnership](#)

The report of the Joint Inspection of services for children and young people at risk of harm in East Lothian was published in May 2024. [Joint inspection of services for children and young people at risk of harm in East Lothian](#)

The report of the Joint Inspection of Adult Support and Protection was published in June 2024. [Joint inspection of Adult Support and Protection in the Midlothian Partnership](#)

⁵ Revision underway due to be published in 2024.

Improvement plans following the above inspections have been developed on a multi-agency basis and will be reviewed regularly at the Adult Support and Protection and Child Protection Sub-groups and separately by the Link Inspectors with key partnership personnel.

19. Data and Performance Information

We routinely collate and review the following data and performance information on a quarterly basis via our Performance and Quality Improvement Sub-group:

- Adult Support and Protection National Minimum Dataset
- Child Protection National Minimum Dataset
- Violence Against Women and Girls – local indicators
- Drug and Alcohol Partnership – local indicators
- Scottish Fire and Rescue Service – local indicators

We collate and review quarterly local performance indicators and qualitative data/feedback about our training programme via our Learning and Development Sub-group.

The nationally defined MAPPA indicators are reviewed by the EMMG.

The Adult Support and Protection, Child Protection, VAWG and Learning and Development data/performance reports are tabled at EMPPC for noting and any exception comment.

We review and report our national data/indicators in our EMPPC annual report and Adult Support and Protection biennial report.

20. Learning Reviews

Learning from cases where children or adults have died, been significantly harmed, or put at risk of significant harm is a vital part of effective and improving Child Protection and Adult Support and Protection systems. Reflecting on learning enables agencies to identify good practice in protecting children and adults, and to ensure that any necessary practice changes are made, not only in the area where the harm occurred, but throughout the country to better protect children in the future.

Learning Reviews are not investigations. They are an opportunity for in-depth analysis and critical reflection in order to gain greater understanding of inevitably complex situations and to develop strategies to support practice and improve systems across agencies.

EMPPC members may be asked to participate in Learning Reviews as a member of a Consideration Meeting, a member of a Review Group for a specific Learning Review or as Chair of a Learning Review. EMPPC members may be asked to support reviews by nominating a staff member to be part of a Review Group, attend a Participant Event (a day) or Managers' event (half a day). The Adult Support and Protection Lead Officer, Child Protection Lead Officer or Public Protection Manager can provide more information about what is involved in this work.

Adult Support and Protection Learning Reviews

The criteria for an Adult Support and Protection Learning Review are:

An Adult Protection Committee will undertake a Learning review in the following circumstances:

1. Where the adult is, or was, subject to adult support and protection processes and the incident or accumulation of incidents gives rise for reasonable cause for concern about how professionals and services worked together to protect the adult from harm, and one or more of the following apply:

(i) The adult at risk of harm dies and

- harm or neglect is known or suspected to be a factor in the adult's death;
- the death is by suicide or accidental death;
- the death is by alleged murder, culpable homicide, reckless conduct, or act of violence.

or

(ii) The adult at risk of harm has not died but is believed to have experienced serious abuse or neglect.

2. Where the adult who died or sustained serious harm was not subject to adult support and protection processes.

(i) When the findings of an inquiry or review by another organisation or court proceedings, or a referral from another organisation gives rise to reasonable cause for concern about lack of involvement in relation to the Adult Support and Protection (Scotland) Act 2007.

or

(ii) The Adult Protection Committee determines there may be learning to be gained through conducting a Learning Review.

[National Guidance for Adult Protection Committees Undertaking Learning Reviews](#)

Child Protection Learning Reviews

The criteria for a Child Protection Learning Review are:

When a child has died or has sustained significant harm or risk of significant harm as defined in the National Guidance for Child Protection in Scotland 2021 and there is additional learning to be gained from a Review being held that may inform improvements in the protection of children and young people and one or more of the following apply:

- abuse or neglect is known or suspected to be a factor in the child's death or the sustaining of or risk of significant harm.
- the child is on, or has been on, the Child Protection Register (CPR) or a sibling is or was on the CPR or was a care experienced child (i.e., looked after, or receiving aftercare or continuing care from the local authority). This is regardless of whether or

not abuse or neglect is known or suspected to be a factor in the child's death or sustaining of significant harm, unless it is absolutely clear to the Child Protection Committee that the child having been on the CPR or being care experienced has no bearing on the case.

- the child's death is by suicide, alleged murder, culpable homicide, reckless conduct, or act of violence.

Learning Reviews may also be undertaken where effective working has taken place and outstanding positive learning can be gained to improve practice in promoting the protection of children and young people.

This criteria do not preclude a CPC reviewing the death of a child pre-birth.

[National Guidance for Child Protection Committees Undertaking Learning Reviews](#)

EMPPC arrangements for Learning Reviews

For more information on our local process, which is informed by national guidance, please refer to our [EMPPC Learning Review Procedure](#).

1. Any agency can raise a concern about a case which it is believed may meet the criteria for a Learning Review and submit a notification to the East Lothian and Midlothian Public Protection Office. A request for the relevant template should be made to the relevant Lead Officer or the Senior Business Support Administrator, either directly to the individual or via emppo@eastlothian.gov.uk.
2. A request for background information will be made to relevant agencies, and a Consideration Meeting will be convened, with this aiming to take place within 42 days of receipt of notification. The Consideration Meeting will be chaired by the EMPPC Chair and attended by members drawn from EMPPC.
3. The Consideration Meeting will review the information and decide if a Learning Review should be undertaken. This is a delegated function from EMPPC. The Consideration Meeting will follow the principles of the national guidance, including proportionality and flexibility, and will consider if there is additional learning to be gained by conducting a Learning Review.
4. Where it is decided not to conduct a Learning Review, any learning will be shared by way of a report to EMPPC.
5. On conclusion of a Learning Review, the report will be presented to EMPPC for their consideration, before being presented to CSOG.

21. Learning and Development

EMPPC is responsible for ensuring that mechanisms are in place to equip the workforce across East Lothian and Midlothian with the necessary skills and knowledge to undertake their duties and responsibilities to support and protect children and adults who are at risk of harm, abuse, and neglect.

EMPPC has a multi-agency learning and development strategy⁶ which sets out how we develop and deliver training and learning opportunities in East Lothian and Midlothian, and our priorities. Implementation of the strategy is overseen by the Learning and Practice Development Sub-group.

The overall aim of our strategy is to support our workforce across East Lothian and Midlothian to become increasingly competent and confident over time in their specific areas of responsibility and across all areas of Public Protection. We aim to promote a multi-agency learning culture and best possible practice. We will achieve this by providing opportunities for learning on a multi-agency basis to build on existing values, skills, and knowledge.

The strategy reflects EMPPC's core values in a number of ways:

- Our senior leaders in the partner organisations demonstrate their leadership and commitment to the continuous professional development of their staff, by ensuring that multi-agency learning is prioritised as a core element of everyday practice.
- Through multi-agency learning and development opportunities, staff and volunteers can learn more about other partners' responsibilities and roles.
- We will respect the contribution that people bring to learning and development by providing opportunities for staff, volunteers, and decision makers to learn from each other in a multi-agency environment. Their ideas and professional opinions will contribute to shared learning and collaborative practice.
- Our learning and development activities will be informed by listening to the voices of children and adults who come into contact with our services.
- We are committed to supporting the development of a skilled and capable workforce who are involved in the protection of children, young people, and adults.

Our calendar of training, briefings and learning events is developed and distributed by EMPPC. EMPPC is responsible for the development, management, co-ordination, and co-delivery of training, and commissioning any external training. The training budget is overseen by the Public Protection Manager.

Training is currently categorised according to four levels, targeted at different staff groups:

- Level 1 – Wider Workforce.
- Level 2 – General Workforce.
- Level 3 – Specific Workforce.
- Level 4 – Intensive Workforce.

You can read more about the different levels and the courses we offer in our Multi-agency Training Course Descriptors document.⁷

We offer training courses on various areas of practice in Adult Support and Protection, Child Protection and Violence Against Women and Girls. We offer one-hour briefings on a range of topics, including for example, Disclosure Scheme for Domestic Abuse Scotland, Scottish Fire and Rescue Service, Advocacy, Marac. We also hold learning events to recognise key national

⁶ [Learning and Practice Development Strategy 2025-27](#)

⁷ [Multi-agency Training Course Descriptors](#)

days, including for example National Adult Support and Protection Day in February and 16 days of activism against gender-based violence in November/December.

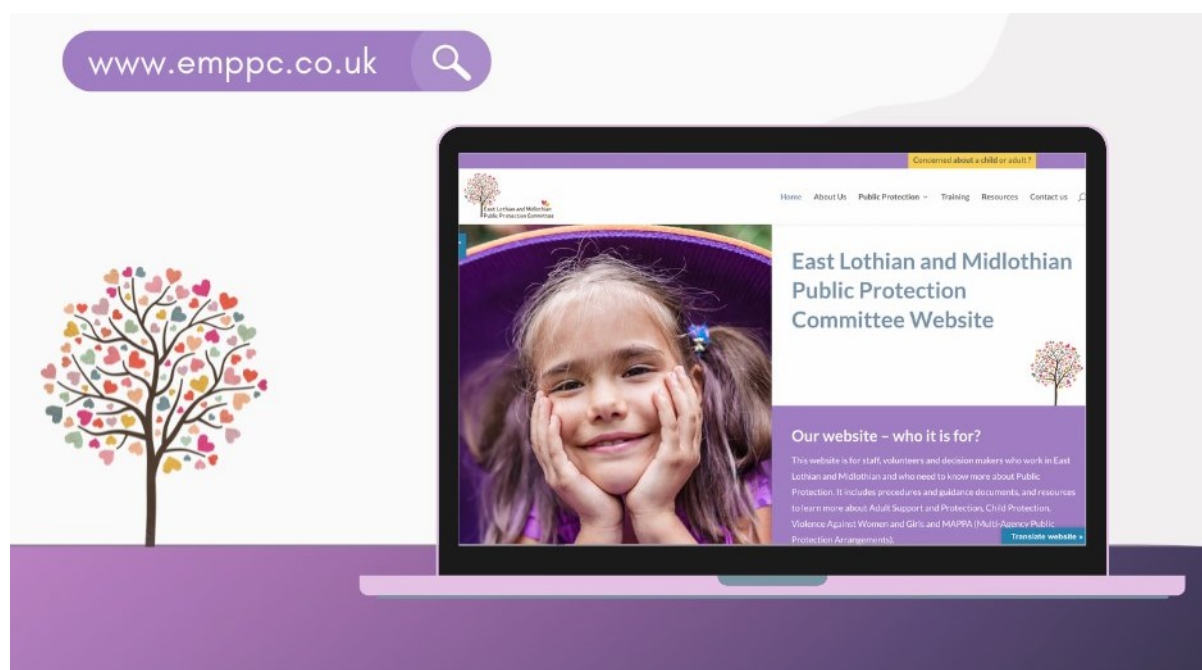
All training is free to attend, and is open to staff, volunteers and decision makers who work in East Lothian or Midlothian. This includes EMPPC members. It is recognised that EMPPC members will not necessarily have knowledge or expertise about Public Protection beyond their own area of speciality and therefore EMPPC members are encouraged to review the training calendar and attend any training that is of relevance to their learning needs.

We advertise our training courses on our website⁸.

EMPPC members are encouraged to demonstrate their leadership and support of the delivery of our learning and development programme by attending our briefings and learning events. They are also asked to promote the learning and development programme within their staff groups and ensure that staff are released to attend learning events and training.

22. Communications

EMPPC's current website has been in place since October 2024. We were greatly appreciative of the expertise of the Communications Team in Scottish Children's Reporter Administration (SCRA) who developed this for us. SCRA continue to support us to maintain the website. The Website includes information about the different areas of responsibility of EMPPC and resource materials. There is a specific section for the public if they are concerned about a child or adult. We will gather analytics on the number of hits and search types.



⁸ [EMPPC Training Calendar](#)

We promote national campaigns through the EMPPC network and ask partners to promote via their media channels.

EMPPO produces a quarterly newsletter on behalf of EMPPC. EMPPC members are welcome to contribute suggestions for articles to include in this. EMPPC members are asked to promote the newsletter within their networks and staff groups.

1. Appendix 1 – EMPPC Agency Report Template

Agency report to East Lothian and Midlothian Public Protection Committee	
Name	
Role	
Agency	
Date of report	

Local context
Outline any service or agency developments/changes that are relevant to EMPPC Business
Any new local initiatives in your service/agency that the Committee needs to be sighted on (e.g., this could include annual reports, service reviews or reports, inspection reports, strategic needs assessments, practice guidance, policies)
Outline any operational pressures or risks within your service/agency that has a potential impact on your service's involvement in the work of the Committee
National context
Detail any new national developments from your service's perspective that the Committee needs to be sighted on
Any new national policy documents/frameworks in your service/agency that the Committee needs to be sighted on
Outline any action/support you require from EMPPC members in relation to this report