

Adult Support and Protection 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 Adult Support and Protection Sub-group has been established to support the consideration of specific topics of current or future importance relevant to Adult Support and Protection.

2. Purpose of document

This document outlines the delivery and reporting framework for the East Lothian and Midlothian Public Protection Committee Adult Support and Protection Sub-group.

3. Functions and Responsibilities

- To provide the opportunity for in-depth, dynamic discussion about specific topics and emerging issues relevant to Adult Support and Protection and consider their relevance for local practice and policy.
- To share and promote best practice in Adult Support and Protection.
- To share issues in relation to the implementation and impact of new legislation, policy and guidance that is relevant to Adult Support and Protection.
- To maintain an overview of the progress of Adult Support and Protection Improvement Plans for East Lothian and Midlothian and report progress to EMPPC.
- To ensure that feedback from adults involved in Adult Support and Protection processes is gathered and informs developments in practice and services.
- To ensure that EMPPC's work is informed by the voice and lived experience of adults involved in Adult Support and Protection processes (including for example in training, guidance, procedures, learning reviews, quality assurance).
- The Sub-group will not replicate discussions that are more appropriately dealt with in another Sub-group. Matters relating to learning and development can be referred to (and from) the Learning and Development Sub-group, and matters relating to performance and data can be referred to (and from) the Performance and Quality Improvement Sub-group.

4. Membership of the Sub-group

Membership of the Sub-group will be agreed by EMPPC. Representation at the Sub-group will come from the main agencies with direct responsibilities or interest in Adult Support and Protection, across East Lothian and Midlothian, with equal representation across both areas. 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:

- Independent Chair
- Service Manager, Midlothian HSCP
- Service Manager, East Lothian HSCP

- Detective Inspector, Public Protection Unit, Police Scotland
- Lead Nurse, Public Protection Team, NHS Lothian
- Station Commander, Prevention, Protection & Preparedness, Scottish Fire and Rescue Service
- Public Protection Team, NHS Lothian
- Trauma Lead, East Lothian Council
- Trauma Lead, Midlothian Council
- Third Sector Representatives – Advocacy Provider
- Manager, MELDAP
- Adult Support and Protection Lead Officer
- Public Protection Manager, East Lothian and Midlothian Public Protection Office

5. Quorum

The Adult Support and Protection Sub-group is primarily focused on providing opportunities for more in-depth reflection of some key areas around Adult Support and Protection and does not require to be quorate. The expectation of the Sub-group is that members who cannot attend delegate a suitable substitute.

6. Chair

The EMPPC Chair will be the Chair of the Sub-group.

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 ensure, in partnership with others, that agreed standards of practice in Public Protection are met and sustained.
- To be aware of Adult Support and Protection 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 twice a year, in August and February. This will be reviewed after 18 months in operation.

9. Administration of Meetings

The Chair 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 note and action log from the meeting.

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