

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

2. Purpose of document

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

3. Functions and Responsibilities

- To provide the opportunity for in-depth, dynamic discussion about specific topics and emerging issues relevant to Child Protection and consider their relevance for local practice and policy.
- To share and promote best practice in Child Protection.
- To share issues in relation to the implementation and impact of new legislation, policy and guidance that is relevant to Child Protection.
- To maintain an overview of the progress of Child Protection Improvement Plans for East Lothian and Midlothian and report progress to EMPPC.
- To ensure that feedback from children and families involved in Child 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 children and families involved in Child 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 Child 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, East Lothian Children's Services
- Service Manager, Midlothian Children's Services
- Detective Inspector, Public Protection Unit, Police Scotland

- Lead Paediatrician, NHS Lothian
- Lead Nurse, Public Protection Team, NHS Lothian
- Education Support Officer, Child and Public Protection, East Lothian Council
- Lead for Child Protection and Safeguarding (Education), Midlothian Council
- Senior Practitioner, Scottish Children’s Reporter Administration
- Promise Lead, East Lothian Council
- Promise Lead, Midlothian Council
- Third Sector Representatives – Early Years and Older Young People
- Child Protection Lead Officer
- Public Protection Manager, East Lothian and Midlothian Public Protection Office

5. Quorum

The Child Protection Sub-group is primarily focused on providing opportunities for more in-depth reflection of some key areas around Child 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 Child Protection are met and sustained.
- To be aware of Child 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 May and November. 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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