

Edinburgh Child Protection Committee Constitution



1. Introduction

- 1.1 This document sets out the governance arrangements to promote the delivery of integrated, high quality child protection services in Edinburgh. The constitution of the Edinburgh Child Protection Committee (the Committee) reflects both local and national policy and guidance and sets out the governance framework within which services concerned with child care and protection are delivered in Edinburgh.
- 1.2 This constitution focuses on the roles, responsibilities, membership and constitutional aspects of Edinburgh's Chief Officers' Group and Child Protection Committee.
- 1.3 Chief Officers are individually and collectively responsible and accountable for effectiveness of the Child Protection Committee (CPC)
- 1.4 The constitution reflects the expectations of Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities (2019) and the Revised National Guidance for Child Protection in Scotland (2021).

2. The Edinburgh Child Protection Committee

2.1 The key functions of a Child Protection Committee monitoring the multi-agency response to violence, exploitation and abuse against children by:

- continuous improvement for services managing risk and protection to children
- public information, engagement and participation
- strategic planning and connections
- annual reporting on the work of the CPC to the Chief Officers Group (COG)
- championing the safeguarding agenda

2.2 The primary roles and responsibilities of the Committee are to:

- promote a culture of joint working amongst all organisations and individuals involved in child protection activity

- prepare an inter-agency child protection improvement plan and annual report on the work of the Committee for consideration and approval of the Chief Officers Group and thereafter the constituent organisations represented on the Committee
- report to the Chief Officers' Group on performance and key activities
- ensure appropriate mechanisms are in place to involve children, young people and their families in the development, monitoring and evaluation of services
- develop, implement and review regularly a communications strategy, to raise awareness of child protection services; promote the work of agencies involved in child protection; and provide advice and information on access to services
- develop, implement and review regularly a learning and development strategy
- share best practice and learning with other Child Protection Committees and manage any cross-boundary issues; and
- promote continuous improvement of child protection work through the:
 - o development, publication and dissemination of policies, procedures and protocols (within and across agencies)
 - o oversight of the e-IRD system
 - o development, implementation and review of inter-agency quality assurance mechanisms (including preparation for integrated inspections); and
 - o promotion of good practice.

3. Membership

- 3.1. The committee membership list is attached at Appendix B. The membership will come from the main agencies with direct responsibility for the delivery of child care and protection services and from representatives of groups who deliver child care and protection services, such as the Scottish Council for Independent Schools (SCIS), Edinburgh Voluntary Organisations Council (EVOC) and Further Education Colleges. Agencies will ensure representation at senior management level.
- 3.2. Constituent agencies should ensure that their representative is accorded sufficient delegated authority to make decisions on behalf of the agency in the

course of the work of the Committee, including achieving the objectives of the agreed improvement plan.

- 3.3. In the event of a member being unable to attend a Committee meeting, a substitute may attend, providing that they have the authority of the member they are representing.
- 3.4. There is an appointed independent chair of the child protection committee.
- 3.5. All proposals for additional members will be decided on by the Committee on consideration of a business case. The decision of the meeting will be communicated to the individual by the independent chair.
- 3.6. Members will put arrangements in place within their agency to ensure matters considered and decisions taken by the Committee are communicated to all relevant services to ensure appropriate dissemination of information.

4. Quorum

- 4.1 The Committee will be quorate when at least one member from Police Scotland, NHS Lothian and the City of Edinburgh Council is present. If the independent chair is not available, the chairing responsibility will be passed to one of the three nominated vice chairs.

5. Chair

- 5.1 The chair is independent and appointed by the Chief Officers Group and reviewed on a yearly basis.
- 5.2 The chair will:
 - ensure meetings operate effectively and that the Committee fulfils its functions
 - coordinate the functions of the Lead Officer (formal supervision is provided by the employing agency)
 - ensure the terms of the constitution are adhered to, and that appropriate monitoring, reporting and communication mechanisms are in place
 - ensure that representatives of all agencies participate fully in discussion and decision-making
 - agree the agenda for the meetings
 - ensure relevant matters are discussed and appropriate decisions made and implemented
 - ensure the development of the annual report

- respond to press enquiries and issue press releases on behalf of the Committee
- consider the resource requirements for the work of the Committee
- ensure the Committee collaborates as appropriate with other Child Protection Committees, the Scottish Government and other national bodies; and
- report to each meeting of the Chief Officers' Group.

6. Vice Chairs

- 6.1 There will be three Vice chairs identified from NHS Lothian, Police Scotland and Edinburgh City Council Social work services.
- 6.2 The role and responsibilities of the vice chair are to act as chair of the Committee and take urgent action on behalf of the chair when required.
- 6.3 The independent chair will meet with the Vice Chairs on a six-weekly basis.

7. Roles and Responsibilities of Member Agencies

- 7.1 Member agencies will ensure that inter-agency strategies and plans agreed by the Committee are implemented within their services, and report on such implementation to the Committee as appropriate. Agencies will also implement the Edinburgh and Lothians Inter-agency Child Protection Procedures in all parts of their services, and monitor and report on progress to the Committee as required.
- 7.2 Agencies will work together to facilitate both internal and external scrutiny and to act on agreed recommendations. They will maintain inter-agency standards of practice and commit to information sharing to assist in the delivery of high quality services. Agencies will also work to resolve inter-agency operational issues, which may be brought to their attention.
- 7.3 Agencies will actively support and commit to the Committee's Learning and Development strategy. They will ensure that the learning and development needs of staff relevant to child protection are identified within their service and measures are put in place to provide opportunities to meet those needs.
- 7.4 The role of representatives from member agencies attending the Committee and the associated sub-committees is to:
- promote partnership working in the delivery of high quality child protection services, and ensure that agreed standards of practice are met and maintained

- represent the commitment of their agency to promoting the safety, welfare and wellbeing of children and young people, preventing abuse and neglect
- use their delegated authority to make strategic and operational decisions on behalf of their agency in relation to child protection
- reflect agency accountability in inter-agency decision making
- collate the views of staff on particular issues as necessary, and ensure these are made available to the Committee
- participate fully in the business of the Committee and its sub-committees between meetings, including participation in training
- ensure that decisions of the Committee and the implications of such decisions are communicated to, and understood by, employees at all levels of their agency
- ensure, in partnership with others, that the inter-agency child protection improvement plan, and the inter-agency child protection learning and development strategy is implemented in accordance with the decisions of the Committee
- ensure that obstacles and barriers to collaborative working are addressed and overcome
- be aware of current issues concerning child protection and relevance to the work of the Committee, and raise awareness of such issues in their own agency
- arrange for an appropriate substitute to attend meetings of the Committee when they are unable to attend
- arrange for minutes of Committee meetings to be circulated as appropriate, to relevant staff and extended working groups in their agency
- ensure the relevant tasks from the work of the Committee are actioned appropriately; and
- ensure appropriate links with other relevant agencies and groups.

8. Meetings of the Committee

8.1 The Committee will meet six times per year.

8.2 A formal minute of the meetings will be taken by an administrator within one of the core partner agencies or a dedicated committee administrator.

9. Child Protection Committee Sub-committees

- 9.1 Membership of the sub-committees will be agreed by the Committee and will draw from a range of service areas, as required, to meet the objectives of the Committee.
- 9.2. Chairs of the sub-committees will be accountable to the Committee. The role of the chair and vice chair will rotate on a biennial basis.
- 9.3 Membership will usually include representation from Housing, Education, Health, Police, Social Work, the Children's Reporter and the Voluntary Sector. Additional agency or service representation will vary according to the role and function of the sub-committee. Sub-committees will meet with a minimum frequency of 6 times per year. A formal detailed minute will be taken of all meetings.
- 9.4 Each sub-committee will have its own terms of reference or constitution, which will be agreed by the Committee and the Chief Officers Group.

10. Lead Officer support

- 10.1 The Child Protection Lead Officer will support the implementation and delivery of the core functions of the Committee.
- 10.2 The Lead Officer will support the Independent chair in discharging his/her functions and those of the Committee. The day-to-day management of the Lead Officer rests with the City of Edinburgh Council.

11. Relationship to other partnerships

- 11.1 The Committee will have close links to the Edinburgh Children's Partnership and Community Planning.
- 11.2 The Committee will have close links to the Edinburgh Adult Support and Protection Committee, Offender Management Committee, Equally Safe Edinburgh Committee and the Alcohol and Drug Partnership.
- 11.3 Formal links will continue between partnerships and individual agencies in Edinburgh through shared leadership and membership, maintaining the formal link between child protection services and other key service areas and priorities.

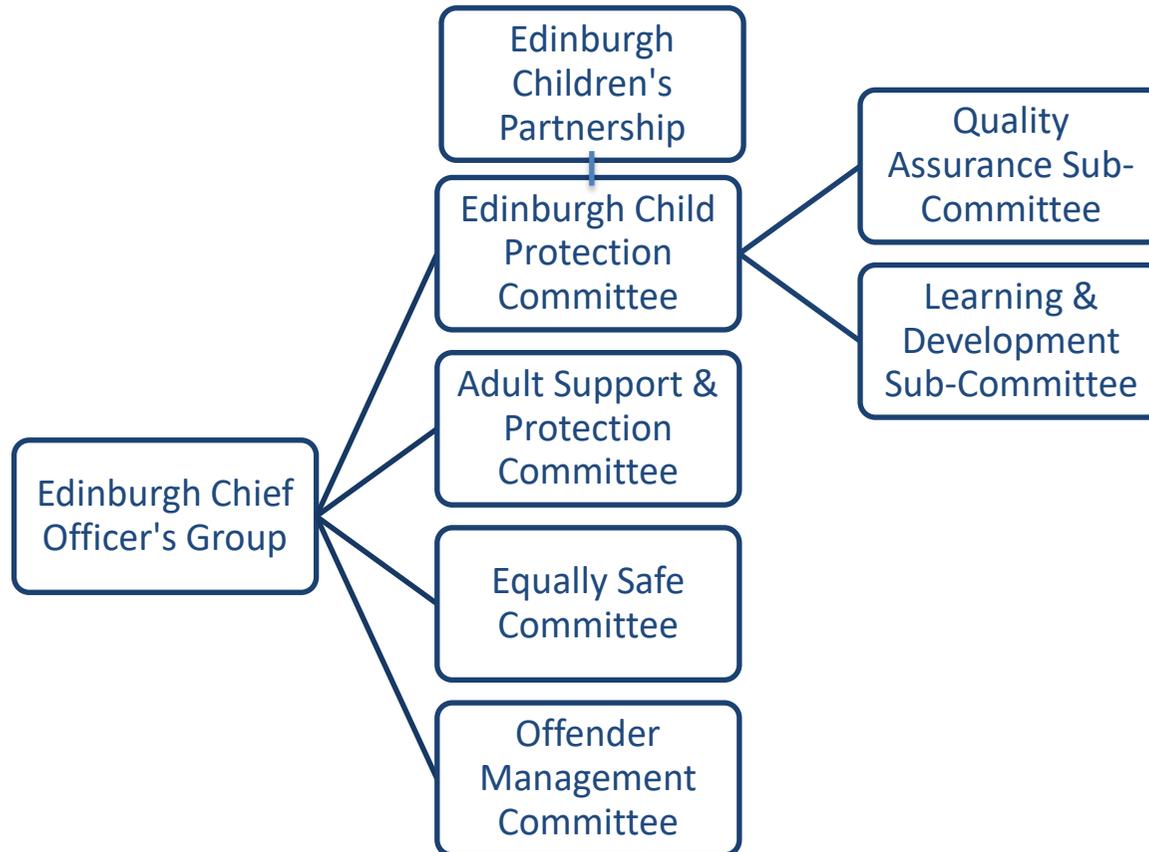
11.4 Consideration and recognition of links to other groups should be considered, with a focus on the necessity for childcare and protection work to be integrated effectively with children's services planning, Getting it Right for Every Child (GIRFEC) other aspects of wider public. Protection services and Community Planning.

12. The Chief Officers' Group

- 12.1 The Edinburgh Chief Officers' Group fulfils the responsibilities of chief officers, as set out in Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities (2019).
- 12.2 The Independent Chair of the Committee will attend each meeting of the Chief Officers' Group and present a quarterly performance report on behalf of the Committee, in addition to reporting to Chief Officers on the progress and recommendations of Learning Reviews and any other relevant processes.
- 12.5 The Chief Officers' Group will consider the Committee's need for human and financial resources to fulfil its functions.
- 12.6 The Chief Officers' Group will fulfil a dispute resolution function, should the work of the committees be significantly impaired by failure to agree on any matter.

Appendix A: Governance Arrangements for Public Protection in Edinburgh

Under development



Appendix B: Edinburgh Child Protection Committee – Membership

Under Development