



Edinburgh Child Protection (ECPC) Performance Quality and Improvement (PQ&I) Sub-Committee

Terms of Reference

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| Name of Group | ECPC Performance, Quality, and Improvement (PQI) Sub-committee. |
| Vision | <i>Our vision is for children, young people and their families in Edinburgh to be safe and protected from harm or risk of harm. In doing so, we share a collection of values and approaches such as promoting children's rights, supporting whole families, developing trauma informed, preventative and responsive practice.</i> |
| Purpose | <p>The ECPCPQI Sub-Committee will develop and oversee an agreed multi-agency quality assurance and performance framework of a child's journey through Child Protection.</p> <p>This will provide assurance to the ECPC using an evidence-based approach to support and drive improvement in practice.</p> |
| Key Objectives | <ul style="list-style-type: none"> • To develop and maintain an overview of multi-agency performance, quality and improvement in practice on behalf of the ECPC. • To scrutinise and evaluate the performance quality and improvement of child protection practice. • To ensure the implementation of quality assurance and improvement practice as core to business. • To ensure effective involvement of all key stakeholders including children, people who use services, and families in self-evaluation and review. • Enhance the awareness and use of practice improvement skills across partners. |

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| Key Functions | <p>The Sub-committee will deliver its purpose and objectives by undertaking the following functions:</p> <ul style="list-style-type: none"> • Develop a ECPC quality assurance framework that follows the journey of a child involved in Child Protection, including a programme of self-evaluation and multi-agency audit. • Produce and present performance and quality reports to ECPC members at each ECPC and as further directed by ECPC. • Invite and include key stakeholders, including children and their families to contribute to the performance activities. • Provide effective scrutiny and analysis of data for improvement planning purposes. • Ensure all reporting is aligned with national reporting and dataset requirements. • Provide scrutiny and analysis of the application and impact of learning from any quality assurance activity – both local and national. • Identify, evaluate and support the introduction of new and innovative practice. • Seek ideas, review and share examples of good practice and service development with the partnership. |
| Chair | <p>The ECPCPQI Sub-Committee will have the following:</p> <p>Chair: DI Child Protection, PPU Vice Chair: Lead Nurse Public Protection, NHS Lothian</p> |
| Core Membership (plus exceptions) | <p>The ECPC PQI Sub-Committee will have the following membership as per Appendix One.</p> <p>The ECPC PQI Sub-Committee can invite additional contributors for specific issues as required.</p> |
| Member responsibilities | <p>All Group Members will require to:</p> <ul style="list-style-type: none"> • Attend meetings of the Group. • Agree and adhere to the remit of the Group. • Provide effective scrutiny and analysis of data and reports as necessary. • Take responsibility for preparation and gathering of reports as necessary. • Undertake pieces of work as directed by the Chair. • Represent the view of their services from both strategic and operational perspective. • Carry the authority to make decisions on behalf of their service/organisation, as appropriate. • Be willing and able to make changes to achieve shared goals. • Take responsibility and implement decisions taken by the Group. • Feedback to their own organisations/services. • Respect and listen to the views of all members. |
| Quorum | <p>No business shall be transacted at a meeting unless Chair or nominated chair and at least four additional members are present. Members can nominate a deputy to attend in their absence by prior notification only.</p> |

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| Frequency of Meetings | Meetings of the PQI Sub-Committee will be held monthly 6 times a year. Dates will be agreed and circulated in advance. |
| Accountability | The PQI Sub-Committee is accountable to the ECPC and will report through the Chair to the Committee. |
| Support to chair | <p>Dedicated and consistent business support is required, by an individual who is appropriately familiarised and trained to the work of the committee. This is due to the technical nature of discussion.</p> <p>Administrative functions of the Committee include:</p> <ul style="list-style-type: none"> • Undertaking meeting administrative requirements, • Ensuring that papers are circulated in advance, • Ensuring room bookings are confirmed, • Providing an access point for reports/contacts and members • Make appointments for the Chair. |
| Review | This Terms of Reference will be reviewed on an annual basis, and next review is due March 2025 |

Appendix One: Membership

| PQI | |
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| Detective Inspector Child Protection (Chair) | PPU, Police Scotland |
| Clinical Nurse Manager, Public Protection (<i>or equivalent</i>) (Vice Chair) | NHS |
| Child Protection Lead Paediatrician | NHS |
| Clinical Nurse Manager, Health Visitors | NHS |
| Social Work Quality Improvement Team Manager | CEC |
| Head of Children's Services | CEC |
| Children & Young Person's Review Team Manager | CEC |
| Data Performance Snr Change & Delivery Officer | CEC |
| Head of Education (Inclusion) | CEC |
| SCRA Representative | SCRA |
| 2 X EVOC Representatives | EVOC |
| Children's Services Manager | CEC |
| Lead Officer Child Protection | CEC |
| ECPC Performance and Assurance Officer | ECPC (not currently available) |