



Edinburgh Voluntary Organisations Council (EVOCC) - Edinburgh Child Protection (ECPC) CP Liaison Group

Terms of Reference

Name of Group	Edinburgh Voluntary Organisations Council (EVOCC) - Edinburgh Child Protection (ECPC) CP Liaison Group [EV-ECPC LG]
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	The EV-ECPC LG will promote the delivery of integrated, high quality child protection services in Edinburgh across the children's service partnership by enabling third sector organisations to have a voice and active involvement in strategic planning, continuous improvement and public communications. (More detail of the key functions is provided in Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities (2019); the National Guidance for Child Protection in Scotland 2021 and the ECPC's Constitution).
Key Objectives	<ul style="list-style-type: none"> • Support multi-agency performance, quality and assurance by optimising the voluntary sector's considerable leadership and improvement experience in the Child Protection Committee and Sub-Committees. • Providing a governance route for the wider EVOCC Children, Young People and Families Network to raise child protection issues or questions with strategic partners.

	<ul style="list-style-type: none"> • Proactive contribution to shared local public messaging on safety, well-being and protection offered through the ECPC, Edinburgh Children’s Partnership and other local forums. • Enabling a means of regular knowledge and information exchange between different disciplines and sectors of the local children’s service landscape. • Provide an annual written report and regular verbal updates to the ECPC on key activities and outcomes.
<p>Key Functions</p>	<ul style="list-style-type: none"> • Offer key points of communication and sign-posting for EVOC Network organisations and the wider ECPC; • Provide knowledge, expertise and meaningful contributions to the ECPC and Sub-Committees (Appendix 1 – ECPC Structure Diagram) • Equip and develop third sector child protection leaders within the EVOC Children, young people and families network • Contribute to effective analysis and sense-checking of quality assurance and data analysis • Develop, test and embed effective frameworks and tools with partner organisations and networks • Publicising learning opportunities with partner organisations and networks including Lothian Association of Youth Club and non-affiliate voluntary sector organisations. • Increase reach of public child protection messaging by promoting campaigns and resources.
<p>Chair</p>	<p>The Liaison Group will be co-chaired by the Lead Officer to the ECPC and Senior Development Officer to the EVOC C,YP & Families Network.</p>
<p>Core Membership (plus exceptions)</p>	<ul style="list-style-type: none"> • The Liaison Group core membership consists of the EVOC Network Representatives on ECPC and associated Sub-Committees and short life working groups (Appendix 1 – ECPC Structure Diagram). • The Chair of the EVOC Children, Young People and Families Network. • EVOC Representatives from some of the relevant Edinburgh Children’s Partnership Working Groups may be invited to attend by exception. • Senior Managers from statutory child protection services, such as Police, NHS Lothian, City of Edinburgh Council or SCRA may be invited by exception. • The Chair to the Edinburgh Child Protection Committee will be invited by exception.
<p>Member responsibilities</p>	<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.

	<ul style="list-style-type: none"> • 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 Chairs. • 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 networks/organisations/services. • Respect and listen to the views of all members.
Quorum	No business shall be transacted at a meeting unless there is an ECPC representative, EVOC staff member and at least 4 EVOC group representatives.
Frequency of Meetings	There will be 2 meetings.
Accountability	The EV-ECPC LG is jointly accountable to EVOC Children & Young Person’s Network Members and the ECPC and will report through the EVOC Committee Members to the ECP Committee.
Support to Chair	<p>Administrative functions of the EV-ECPC LG include:</p> <ul style="list-style-type: none"> • Undertaking a note of the meeting, • Ensuring that papers are circulated in advance, • Ensuring room bookings are confirmed, • Providing an access point for reports/contacts and members. <p>The EVOC Senior Development Officer will act as the key point of contact, with administrative duties shared between to Co- Chairs of the EV-ECPC Liaison Group.</p>
Review	This Terms of Reference will be reviewed every 2 years and next review is due November 2026.

Appendix One: ECPC Structure Diagram

