

WORKING GROUP: TERMS OF REFERENCE



Practice Effectiveness Group (PEG)

Introduction

The **Practice Effectiveness Group (PEG)** is a formally constituted subgroup of the **Fife Child Protection Committee (CPC)**. Its purpose is to act as the **commissioning and assurance hub** of the CPC, ensuring that practice improvement, training, communications, and guidance changes are prioritised, sequenced, and evaluated in line with CPC priorities.

This Terms of Reference should be read alongside those for the **CPC, Learning Review Working Group (LRWG)**, and **Learning, Development and Communications Group (LDCG)** to understand the full learning and improvement cycle.

Purpose and Functions

PEG commissions, sequences, and oversees multi-agency improvement activity. It operationalises Learning Review Action Plans, commissions training and communications, and sequences the interdependencies with the Task and Finish groups. PEG ensures CPC has clear assurance of impact.

PEG will:

- Commission training, communications, practice development, and QA/data activity in line with CPC priorities.
- Receive LRAPs from LRWG and commission improvement activity from them.
- Oversee sequencing of CPC subgroup and task group work, ensuring coordination and management of interdependencies.
- Provide assurance to CPC on the impact of commissioned activity.
- Approve minor changes to existing local guidance; refer new or full guidance refreshes to CPC for approval.
- Own the CPC communication strategy, ensuring consistency of messaging.
- Monitor QA/data outputs, thematic audits, and performance analysis to verify impact.
- Commission and close short-life working groups as needed.
- Coordinates interfaces with strategic programmes such as **Bairns Hoose** and the **Electronic IRD (EIRD)** portal.

Governance and Accountability

PEG operates with delegated authority from CPC. It may commission activity and provide assurance but escalates issues beyond its remit to CPC. Quarterly reports are submitted to CPC. The PEG is quorate when representatives from Police, Health and Social Work are present.

Membership

PEG comprises senior representatives with commissioning and assurance responsibilities.

Membership includes one representative from:

- Chair, a **senior representative from the partnership**
- **Police Scotland**
- **NHS Fife**
- **Social Work Services**
- **Education Services**
- **Scottish Children's Reporter Administration (SCRA)**
- **Housing Services**
- **Lead Officer for Child Protection** (supporting role).
- **Co-opted Communications Lead**
- **Co-opted Chairs (or Vice Chair of LRWG) of LRWG and LDCG**, attending as formal members to support interdependent coordination.

Additional members may be **co-opted**.

Extended Participation in Workstreams

To support the delivery of specific workstreams, additional individuals may be co-opted into PEG activities on a temporary or task-specific basis. These individuals will be:

- Nominated by core PEG members based on relevance to the workstream
- Adopted into the relevant subgroup or task group for the duration of their contribution
- Expected to bring specialist knowledge, operational insight, or implementation capacity
- This flexible structure ensures that PEG remains agile and responsive to emerging priorities, while maintaining strategic oversight and accountability through its core membership.

Supporting and Advisory Roles

The following individuals provide strategic, operational, or specialist support to PEG and its subgroups:

- **CPC Lead Officer**
Provides strategic coordination and oversight across all CPC activity

- **Members of the CPC Office Team** act in a supporting and advisory capacity. Operational delivery is directed and allocated by the Lead Officer for Child Protection
- **Other Specialist Officers or Advisers**
May be invited to contribute to PEG or subgroup activity as required, based on expertise or thematic relevance.

MEETINGS

PEG will meet monthly during its initial transition period, reducing to quarterly once established. Meetings are in person where possible, with hybrid attendance available.

DECISION MAKING

Decisions will normally be reached by consensus. If no majority agreement can be reached, matters will be escalated to CPC.

REPORTING, ACCOUNTABILITY AND ASSURANCE

PEG submits quarterly reports to CPC, SBAR reports when decisions or assurance are required, and exception reports when escalation is necessary.

STANDING GROUPS AND TASK BASED GROUPS

Task and Finish Groups will commute to the PEG on completion of their main activities.

MONITORING AND AVALUATION

PEG evaluates the impact of commissioned improvements in accordance with the CPC Framework for Quality Assurance.

Review and Amendments

The TOR will be reviewed annually and submitted to CPC for approval.

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