

WORKING GROUP: TERMS OF REFERENCE

Fife Child Protection Committee



Introduction

The **Fife Child Protection Committee (CPC)** is the strategic, multi-agency body responsible for the oversight and coordination of child protection in Fife. The CPC operates within the framework of the Scottish Government's guidance 'Protecting Children and Young People: Child Protection Committees' (2019) and **is accountable to the Chief Officers Public Protection Group (COPS)**. The CPC provides assurance to Chief Officers that local child protection arrangements are effective, coherent, and continuously improving.

These Terms of Reference should be read alongside those for CPC subgroups (**PEG, LDCG, LRWG**), which draw authority and orientation from the CPC.

Purpose and Functions

The CPC's purpose is to provide independent, strategic leadership and oversight of child protection across Fife.

Its key functions are to:

- Lead and coordinate the multi-agency child protection system
- Provide assurance to Chief Officers on the effectiveness of local arrangements
- Ensure statutory and national responsibilities are discharged
- Oversee and drive improvement activity through its standing subgroups
- Ensure learning from reviews and inspections is embedded into practice
- Promote a culture of continuous improvement and partnership accountability

Governance and Accountability

The CPC is directly accountable to **Chief Officers (COPS)**. It escalates issues of strategic significance and provides assurance through regular reporting. The CPC interfaces with national bodies, including CPC Scotland, the Care Inspectorate, and the Scottish Government, ensuring local practice reflects national standards and expectations. The CPC is quorate when representatives from Police, Health and Social Work are present.

Membership

The CPC is chaired by an **Independent Chair**, appointed by **COPS**.

The **Vice Chair** is the **Chief Social Work Officer**.

Membership includes senior representatives from:

- NHS Fife (2 representatives plus Lead Paediatrician and Lead Nurse for Child Protection)
- Social Work Service (2 representatives plus Chief Social Work Officer)

- Education Service (2 representatives)
- Police Scotland (2 representatives)
- Housing and Communities (1 representative)
- Community Learning and Development (1 representative)
- Scottish Children's Reporter Administration (1 representative)
- Voluntary Sector Children's Forum (2 representatives)
- Violence Against Women Partnership (1 representative)
- Alcohol and Drugs Partnership (1 representative)
- HM Forces (1 representative).

Supporting Roles:

- **CPC Lead Officer** (attends all meetings of the CPC and subgroups)
- **Subgroup Chairs (e.g. CRWG, LDCG, PEG)** attend CPC meetings **only for reporting purposes**, unless they are already formal members representing their agency under the agreed membership quota.

Meetings

The CPC will normally meet **quarterly**, with additional meetings convened by exception. Meetings are held **in person where possible**, with hybrid attendance available. Formal minutes will be recorded and maintained by CPC Business Support.

DECISION-MAKING

Decisions will normally be reached by consensus. If consensus cannot be reached, matters will be escalated to COPS.

REPORTING, ACCOUNTABILITY AND ASSURANCE

The CPC provides assurance to Chief Officers through:

- Quarterly reports to COPS
- An Annual Report and Improvement Plan, published and submitted to Chief Officers
- Oversight of reports from its standing subgroups (PEG, LDCG, LRWG)
- Escalation of risks, gaps, or emerging vulnerabilities requiring Chief Officer oversight

STANDING GROUPS AND TASK BASED GROUPS

The CPC has three standing subgroups:

- Practice Effectiveness Group (PEG)
- Learning, Development and Communications Group (LDCG)
- Learning Review Working Group (LRWG)

The CPC may also establish **task-and-finish** or **short-life** working groups to address specific themes or emerging issues.

MONITORING AND EVALUATION

The CPC oversees the multi-agency quality assurance framework for child protection. It monitors performance using the Minimum Dataset for Child Protection, thematic audits, and evaluation of practice. The CPC leads local self-evaluation, monitors the implementation of national learning, and ensures readiness for inspection.

Review and Amendments

These Terms of Reference will be reviewed annually and submitted to Chief Officers for approval.

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