

WORKING GROUP: TERMS OF REFERENCE



Learning Review Working Group (LRWG)

Introduction

The Learning Review Working Group (LRWG) is a formally constituted subgroup of the CPC. Its purpose is to triage referrals, coordinate the partnership's response to significant incidents and ensure that learning is identified through Learning Review Action Plans (LRAPs).

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

Purpose and Functions

LRWG manages the triage and sequencing of learning reviews in line with national guidance. It develops LRAPs, submits these to PEG, and ensures learning informs practice improvement.

LRWG will:

- Reflect on instances of significant harm, risk, or prevention, and identify key learning
- Consider referrals for learning reviews, including those under the **Care and Risk Management (CARM)** protocol, and determine appropriate responses
- Recommend improvement priorities to **PEG** based on findings from local and national reviews
- Develop **Learning Review Action Plans (LRAPs)** and submit these to PEG for commissioning and assurance
- Coordinate the sequencing of reviews across the partnership, ensuring alignment with national and local protocols
- Operate in line with the **National Guidance for Child Protection Committees: Undertaking Learning Reviews** and the **Fife Learning Review Protocol**.

Governance and Accountability

LRWG operates with delegated authority from CPC to triage referrals, recommend reviews, agree TORs, and submit LRAPs to PEG. The LRWG is quorate when representatives from Police, Health and Social Work are present.

Membership

LRWG will be chaired by a **senior representative from the partnership**, and Vice **Chair** from a differing agency.

Membership includes one representative from:

- **Police Scotland**
- **NHS Fife**
- **Social Work Services**
- **Education Services**
- **Scottish Children’s Reporter Administration (SCRA)**
- **Housing Services**
- **Lead Officer for Child Protection** (supporting role).

Additional members may be **co-opted** based on the nature of the review or thematic relevance.

Meetings

LRWG will meet every 8 weeks, primarily via Microsoft Teams. Extraordinary meetings may be convened by exception.

DECISION-MAKING

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

REPORTING, ACCOUNTABILITY AND ASSURANCE

LRWG submits standing update reports to CPC, and LRAPs to PEG for commissioning. The Lead Officer Reports to the Care Inspectorate.

STANDING GROUPS AND TASK BASED GROUPS

LRWG may establish short-life or task groups/review teams to support reviews as required.

MONITORING AND EVALUATION

LRWG evaluates effectiveness of learning review processes in accordance with the Care Inspectorate’s expectations.

REVIEW AND AMENDMENTS

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

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