

Terms of Reference

E-Protect Implementation Group

Overseeing Phase 1 Delegation & Children's Portal Implementation and the Journey Toward Full Multiagency Real-Time EIRD

1. Purpose

The E-Protect Implementation Project Group provides **implementation oversight** for Phase 1 of the digital child protection pathway and coordinates preparatory work for Phase 2, in line with the strategic direction set by the Child Protection Committee (CPC) and the Bairns Hoose Oversight Board.

The Group will:

- Oversee delivery of **Phase 1** (Delegation Portal + Children's Portal) as the partnership's secure, structured interim workflow for IRDs and child protection documentation.
- Prepare the partnership for **Phase 2**, the CPC mandated longterm ambition for a realtime multiagency EIRD solution.
- Strengthen governance, information security, auditability and alignment with the CPC Quality Assurance Framework.
- Support improvement of the multiagency chronology, recognising current manual limitations and the need for future digital integration.

2. Governance

Chair:

- Patricia Pattison, Lead Officer – Child Protection Committee

Reporting Line:

- The Group reports to the Child Protection Committee (CPC) and the Bairns Hoose Project Board, providing assurance on implementation progress, risks, system capability, and alignment with the strategic direction set by these bodies.

Role of the Group within the Governance Structure:

- The Group is responsible for implementation oversight for Phase 1 (Delegation Portal + Children's Portal) and for coordinating preparatory work toward Phase 2 in a manner that remains aligned with CPC's strategic mandate.
- The Group does not set strategic direction; it implements and operationalises the direction agreed by CPC and the Bairns Hoose Project Board.

Meeting Frequency:

- Monthly, or aligned with key program milestones and decision points.

Project Management:

- Project management support will be confirmed subject to resource availability and organisational structures.

Linkages to Other Governance Groups:

- The Group will ensure alignment with:
 - The CPC Quality Assurance Framework
 - Bairns Hoose Project governance
 - Digital governance arrangements within partner agencies
 - Information Governance and Security Groups as required

3. Scope

3.1 Implementation Oversight

The Group ensures Phase 1 implementation is safe, consistent and aligned with CPC expectations by:

- Coordinating operational, technical and IG requirements.
- Providing assurance on progress, risks and dependencies.
- Ensuring accurate communication of system capability and limitations.
- Overseeing planning and readiness work for Phase 2 realtime multi-agency EIRD, within the boundaries set by CPC strategic direction.

3.2 Interim Phase 1 – Delegation Portal and Children’s Portal Implementation

Phase 1 delivers the partnership’s **interim model** for digital IRDs and wider child protection workflow. This includes:

- A secure delegated workflow replacing email exchanges.
- Digitised CPPM and CP pathway documentation through the Children’s Portal.
- Clear workforce messaging on system capability, limitations and expectations.
- A consistent interim method for multiagency chronology.

Phase 1 provides the foundation from which the partnership will transition to future real-time EIRD capability.

3.3 Phase 2 – Preparatory Work Toward Full Multiagency Real-Time EIRD

Phase 2 reflects CPC’s long-term ambition for a fully collaborative, real-time multiagency IRD model.

The Group will:

- Engage with System C's national development work.
- Identify technical, IG and security requirements for full partner access.
- Support operational and workforce readiness for a real-time model.
- Ensure expectations across agencies remain aligned with CPC's strategic position.

3.4 Multiagency Chronology Improvement

The Group will:

- Establish and maintain a secure interim chronology method aligned with the CPC Quality Assurance Framework.
- Define future digital chronology requirements for incorporation into Phase 2 development.

4. Duration

The EProtect Implementation Project Group is a **time limited group**, established to oversee delivery of **Phase 1** of the digital child protection pathway and to coordinate preparatory activity for the transition to **Phase 2**, in line with the strategic direction set by the Child Protection Committee (CPC) and the Bairns Hoose Oversight Board.

The continuing need for the Group will be reviewed periodically by the Child Protection Committee.

5. Membership

5.1 Core Membership

Core Membership reflects the agencies and roles required for safe and accountable delivery of Phase 1 and coordinated preparatory work for Phase 2. Core members hold delegated authority from their organisation to contribute to decision-making relating to E-Protect implementation.

Core Membership includes:

- **Chair:**
Patricia Pattison – Lead Officer, Child Protection Committee
- **Senior Responsible Officer:**
Olivia Robertson – Senior Manager, Children's Services (NHS Fife)
- **Senior Supplier:**
Craig Blyth – Directorate Solutions Manager, Business Technology Solutions
- **Technical Lead:**
Gemma Arthur – Lead Officer, BTS Solutions Specialist
- **Solutions Architect:**
Corinne Beall – System Architect, BTS, Fife Council

- **Agency Representatives with delegated authority:**
 - Police Scotland
 - NHS Fife
 - Fife Council Social Work
 - Education Services Representative
- **Business Support:**
 - Business Support Officer (Minutes)
 - Business Support Officer (Implementation Support)

5.2 Additional Members (As Required)

Additional members may be invited to contribute specialist expertise or undertake discrete tasks required for implementation, testing, IG modelling, training development, or preparation for Phase 2.

Additional members may include:

- Information Governance Lead / Data Protection Officers (Police Scotland, NHS Fife, Fife Council)
- Communications Lead
- ICT Security Specialists (Police Scotland, NHS Fife, Fife Council)
- Business Technology Solutions
- System C representatives
- Other technical or operational specialists as identified

5.3 Membership Responsibilities

Members will:

- Attend meetings or send a briefed deputy with delegated authority.
- Communicate decisions, risks and progress within their organisation.
- Support IG, security, testing and training requirements.
- Nominate staff for workstreams where required.
- Uphold governance by ensuring consistent implementation of Group decisions.

Workstreams and Groups

Workstreams and task-and-finish groups may be established to support delivery of specific elements of EIRD.

Workstreams are delivery-focused only and operate on a delegated basis. They do not hold decision-making, approval or sign-off authority, and may not amend scope, sequencing, timelines or system positioning.

All decisions, approvals and onward reporting rest solely with the eProtect Implementation Project Group, within the strategic direction set by the CPC and Bairns Hoose Oversight Board.

6. Quorum

A meeting of the E-Protect Implementation Project Group will be considered quorate when attended by:

- The Chair or designated alternative , and
- At least one representative from each core agency:
 - NHS Fife
 - Fife Council Social Work
 - Police Scotland
 - BTS

If quorum is not achieved, discussions may proceed, but decisions must be deferred until a quorate meeting is convened.

7. Reporting and Communication

The Group will:

- Report to CPC and the Bairns Hoose Project Board on progress, risks and alignment.
- Coordinate all communications to ensure accurate, consistent messaging and dissemination.
- Maintain a communication plan that addresses sequencing, system limitations and the risk of misinterpretation.
- Approve all materials for wider release.

8. Communication Channels and Information Governance

The Group will ensure:

- All communication relating to E-Protect is routed through agreed channels and is approved prior to dissemination.
- A communications plan will be developed and maintained, particularly to manage the risk of strategic misalignment between Phase 1 capability and CPC's long-term ambition.

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