



## **CPC CONSTITUTION 2011**

Glasgow Child Protection Committee is the inter-agency strategic partnership responsible for child protection policy and practice in Glasgow City and in partnership across Scotland.

### **1 Aims and Objectives**

#### **1.1 Aim**

- To ensure continuous improvement, strategic planning, public information and communication through strategic leadership and ownership of activity in Glasgow to protect children and young people as set out within National Guidance for Child Protection in Scotland (Scottish Government 2010).
- To improve co-operation between agencies in Glasgow in their work to protect children
- To enhance the development and delivery of services in Glasgow that have a role in the protection of children and young people.
- To ensure that the fundamental principles are underpinned within GIRFEC, the UN Convention on the Rights of the Child, Children's Charter and the Framework for Standards.

#### **1.2 Objectives**

- Design, develop, publish, distribute, disseminate, implement and regularly review and evaluate clear and robust inter-agency child protection policies, procedures, protocols and guidelines as necessary to protect children and meet their needs and within the GIRFEC framework.
- Monitor and review information across agencies about the identification of children and young people at risk and about the operation of the Child Protection Register
- Agree, implement and review multi-agency quality assurance mechanisms for inter-agency work, including auditing against the Framework for Standards; address the implications of these reports for services; and inform strategy
- Co-ordinate HMIE inspections of child protection services
- Have in place mechanisms to identify and disseminate lessons from past and current practice including learning from SCRs, inspection reports and other inquiry reports to promote good evidence based practice based policy and practice developments and address issues of poor practice.
- Develop and deliver multi-agency training programmes that complement single agency training, identify training needs and to take a leading role in developing and promoting training programmes
- Encourage and support effective working relationships between different services and professional groups based on effective communication and co-operation
- Design, produce and disseminate public information about protecting children and young people within a communication strategy.
- Identify opportunities to share knowledge, skills and learning with other CPC's
- Clearly identify the key links that are required to be made with other bodies, and ensure that these links are made
- Ensure the work of the CPC takes on board the views of children and families

## **2. Chief Officers Group**

Chief Officer's Group will consist of Chief Constable from Strathclyde Police, SCRA and Chief executives of NHS GG&C and Glasgow City Council. They will meet four times a year and ensure that their agencies, individually and collectively work to protect children and young people as effectively as possible. They will also have responsibility for maximising the involvement of agencies not under their direct control, will be responsible for overseeing the commissioning of all child protection services and will be accountable for this work and its effectiveness.

### 2.2 The Chief Officer group will:

- Demonstrate effective leadership to ensure a corporate approach
- Ensure their CPC are properly constituted
- Ensure dedicated finance for the CPC through joint funding and ensure the provision of an annual report outlining details of expenditure to guarantee value for money.
- Agree the appointment of the Chair and Vice Chair of the CPC, their role and remit, terms of reference and term of office.
- Have strategic responsibility for the CPC and its membership.
- Determine its (own) local membership and business agreements.
- Agree reporting mechanisms with elected members
- Make clear what management performance information is needed to ensure that areas are continually improved to address any weaknesses revealed in SCSWIS inspection, audit or significant case reviews.
- Agree and endorse the CPCs annual report and any other national and/or local planning and reporting requirements.
- Ensure interface with adult protection, MAPPA, ADPs and other planning fora

## **3. Roles and Responsibilities and Membership of the Committee**

3.1 To fulfil its role and responsibilities Glasgow CPC requires members from each of the main agencies responsible for working together to safeguard and protect children and young people. Member agencies must appoint representatives who have the relevant delegated responsibility level and capacity to make decisions on behalf of the service or agency they represents to contribute to developing and maintaining strong and effective inter-agency child protection procedures and protocols and ensure local child protection services are adequately resourced.

### 3.2 Members of Glasgow Child Protection Committee will include:

- Chair of the Committee (independent)
- Lead Officer/Child protection Co-ordinator
- Social Work Services
- Education Services
- Glasgow Life
- NHS Greater Glasgow
- Strathclyde Police
- SCRA
- Procurator Fiscal
- Housing Services

- Children's Panel
- Community Resources
- Representative from Third Sector

#### **4. Roles and Responsibilities of Lead Officer/Child Protection Co-ordinator**

4.1 The Lead Officer will co-ordinate CPC activities, including the work of any sub-committees and support the implementation of the core functions of the CPC consistent with the functions stated in the National Guidance for Child Protection in Scotland (2010) and will include:

- Supporting the work of CPC subgroups
- Ensuring the CPC is informed of national developments, including changes in legislation, Scottish Executive policies, regulations and guidance
- Taking forward specific tasks as identified by the CPC and the Chair
- Coordinate production of annual report and Business Plan

#### **5. Roles and Responsibilities of Child Protection Training Co-ordinator**

5.1 The key functions of the Training Co-ordinator will include:

- Co-ordination of local multi-agency training involving all relevant agencies
- Development and delivery of training programmes
- Develop and maintenance effective consultation and evaluation systems

#### **6. Roles and Responsibilities of Administrative Support**

6.1 Administrative support for the CPC will be provided by the Lead Officer/Child protection Co-ordinator. This will include the timeous circulation of papers, preparation of the agenda and the production of an accurate minute of each CPC meeting. Administrative support will also be provided for the various sub groups of the CPC.

#### **7. Roles and Responsibilities of the Chair**

7.1 The Chair of the CPC should be suitably qualified and experienced in child protection work with the capacity required to lead work of the CPC. The Chair of the CPC will be responsible for:

- Chairing Child Protection Committee meetings
- Ensuring the CPC effectively fulfils its functions
- Managing the Lead officer
- Ensuring the development of the annual business plan and report
- Reporting to Chief Officers Group
- Ensuring the CPC collaborates with other CPCs

#### **8. Roles and Responsibilities of the Vice-Chair**

8.1 The vice chair should fully understand their specific role, responsibility and remit, and have in-depth knowledge of child protection. They will be responsible for:

- Assuming the responsibilities of the Chair at the request of the Chair, CPC or Chief Officer's group
- Assisting the Chair in ensuring the CPC effectively fulfils its functions

**9. Meetings**

9.11 The CPC shall meet every eight weeks. Meetings will be considered quorate when attended by representatives of at least four agencies plus the Chair or Vice Chair.

CPC should meet annually to review progress on its business plan and agree framework and key actions for future plan.

**10. Confidentiality and Information Sharing**

10.1 It is critical that, within the CPC, agency representatives are able to have available and discuss detailed information on a range of issues, which will often be sensitive and confidential. The working assumption for the CPC is that members will treat CPC papers and information as in confidence unless specifically agreed otherwise. Only the CPC agendas and minutes will be publicly available.

**11. Sub-Committees of the CPC**

11.1 Glasgow CPC may appoint sub committee's for specific purposes, each group will report back to the CPC.

11.2 Each Sub-committee shall have its own membership and remit and meet as frequently as necessary to conduct business. All are accountable to Glasgow CPC and shall provide regular reports to the CPC as per reporting schedule.

11.3 The Chairperson of each Sub Committee shall be a suitably experienced member of Glasgow CPC, except where members agree to appoint a more appropriate person, who is employed by one of the partner agencies but is not a member of Glasgow CPC.

11.4 The following Sub Committees are established:

- Training – to develop, deliver and evaluate inter-agency training, identify and act upon any identified gaps and work in collaboration with single agencies which have their own training responsibilities.
- Significant Case Review (SCR) – set up as per CPC SCR protocol to establish whether there are lessons to be learned from cases to improve inter-agency working and better protect children.
- Vulnerable Young Persons – to review and implement the CPC's Vulnerable Young person's Protocol and supporting guidance.
- Quality Assurance – to ensure that multi agency mechanisms are in place to improve practice in child protection work and to achieve better outcomes for children.
- Communication – to increase public awareness, understanding and knowledge of, and confidence in, child protection.
- Tripartite – to monitor and ensure continuous improvement in tripartite process

11.5 Further Sub Committees will be established as required through identified need/gaps.

**12. Annual Report and Plan**

12.1 Glasgow CPC shall produce annual reports which will include:

- An account of the year's child protection work against the previous year's plan
- Information on the quality of interagency child protection work
- Management information on child protection work of the previous year
- A plan for the coming year

12.2 A copy of the report will be provided to the partner agencies represented on the CPC and Chief Officers. It will be the responsibility of the Lead Officer/Child protection co-ordinator to draft the Report for the CPC.

**13. Links with other planning fora**

13.1 The CPC will have clear links with other multi-agency planning partnerships and structures to ensure plans and priorities are clearly linked to other national and local plans. This work will be linked with other bodies to identify joint working and avoid duplication and will be reviewed regularly for effectiveness of joint protocols around particular identified issues.

13.2 These connections will include:

- Chief Officers' Group
- Elected members
- All services/agencies represented on the CPC
- Children's Services Executive Group
- Alcohol and Drug Partnership
- Adult Protection Committee
- Adult Services (e.g. mental health, criminal justice, learning disabilities)
- MAPPA
- Community Planning
- Community Safety Partnership

**14. Amendments to the Constitution**

14.1 Proposed amendments to the Constitution must be submitted in writing to the CPC. If approved by the CPC and the Chief Officers group the amendments will be accepted into the Constitution.

The constitution should be reviewed annually.

**Child Protection Committee Membership**

**Donald Urquhart**, Independent Chair of the Committee

**David Williams**, Assistant Director, Social Care Services & *Vice Chair of the Committee*

**Jean Herbison**, Clinical Director, NHS Greater Glasgow and Clyde & *Vice Chair of the Committee*

**Fiona Stevenson**, Lead Child Protection Officer, Glasgow Child Protection Committee

**Gordon Bell**, Authority Reporter, Scottish Children's Reporter Authority

**Aline Devaney**, Principal Procurator Fiscal, Procurator Fiscal Office, Glasgow

**Hugh MacNaughtan**, Authority Chair, Glasgow Children's Panel, Scottish Children's Reporter Authority

**Lorna Dunipace**, Head of Primary Care and Community Services, NHS Greater Glasgow and Clyde

**Mark Feinmann**, Director, North East Director

**Marie Valente**, Head of Child Protection Development, NHS Greater Glasgow and Clyde

**Catriona Renfrew**, Director of Corporate Planning & Policy, NHS Greater Glasgow and Clyde

**Ann Fehilly**, Head of Client Services, Glasgow Community & Safety Services

**Brian Houston**, Assistant Director, Barnardo's

**Elizabeth McKenna**, Innovation Officer, Social Care Ideas Factory

**John Butcher**, Head of Inclusion, Education Services

**Susanne Millar**, Head of Practice Audit / Children & Families, Social Work Services

**Aileen Shaw**, Service Manager, Service Manager, Social Work Services (South)

**Andrea McMillan**, Community Learning Co-ordinator, Glasgow Life

**Val Thomson**, Superintendent Strathclyde Police

**John Kennedy**, Detective Inspector Strathclyde Police

**Heather Voisey**, Partnerships Manager, Glasgow Housing Association

Fiona Stevenson  
Lead Officer  
Glasgow CPC  
Sept 2011