



PROTECTING PEOPLE ANGUS – STRATEGIC COMMITTEE (PPASC)

(inclusive of Angus Adult Protection Committee, Angus Child Protection Committee and Angus Violence Against Women Partnership)

TERMS OF REFERENCE (TOR)

(First approved by the PPASC on 30/04/24)

1.0 Introduction

- 1.1 The Protecting People Angus Strategic Committee Committee (PPASC) (established in April 2024) is a multi-agency Committee established to provide leadership and oversight of the arrangements in place to ensure support and protection of vulnerable Angus citizens, specifically vulnerable children and young people, vulnerable adults and women and children affected by violence, and do so on behalf of Angus Chief Officer Group (COG).

PPASC is the established Committee which will act as the Child and Adult Protection Committee and the Violence Against Women and Girls Partnership to ensure appropriate cross sectoral leadership and development of policy and practice.

The PPASC is not responsible for oversight of Multi-agency Public Protection Arrangements (MAPPA), Alcohol and Drug Partnership, Community Justice and Mental Health and Wellbeing.

- 1.2 Background:
Police Scotland, NHS Boards and Local Authorities are the key agencies that have individual and collective responsibilities for the protection of vulnerable people. They must account for this work and its effectiveness. In Angus, the COG consists of the Chief Executive of NHS Tayside, Tayside Divisional Commander Police Scotland with delegated authority of the Chief Constable and Angus Council Chief Executive who have overarching responsibility for these services.

The Chief Constable, Chief Executives of Health Boards and Local Authorities (a group hereafter referred to as Chief Officers) are responsible for ensuring that their agency, individually and collectively,

work to protect children and young people and vulnerable adults as effectively as possible. They also have responsibility for maximising the involvement of those agencies / bodies not under their direct control, including the Scottish Children's Reporter Administration (SCRA), the Crown Office and Procurator Fiscal Service (COPFS) and the Voluntary / Third Sector.

The Chief Officers of Health and Social Care Partnerships (Integration Joint Boards) are accountable to the Chief Executives of the Local Authority and the Health Board that make up their partnership for their role in relation to child and other aspects of public protection.

2.0 Title, vision and scope

- 2.1 The Committee will be titled 'Protecting People Angus Strategic Committee' (herein referred to as 'the PPASC').
- 2.2 The PPASC will take responsibility for adult support and protection, child protection, and violence against women and girls. It will function as the statutory 'Adult Support and Protection Committee' and the 'Child Protection Committee' and 'Violence Against Women and Girls Partnership' for Angus.
- 2.3 From herein when referring to Public Protection the remit is that of Child Protection, Adult Protection and Violence Against Women and Girls.

3.0 Purpose and remit

- 3.1 Within the Angus locality the PPASC will, in accordance with any statutory requirement (for example, The Adult Support and Protection (Scotland) Act 1997), regulations or guidance, have strategic oversight of the agencies' responsibilities for the Public Protection agenda.
- 3.2 The PPASC will publish a Strategic Plan outlining its priorities for continuous improvement. The PPASC will report to the Angus Chief Officer Group (COG) on a regular basis in respect of its functions, responsibilities and achievements.
- 3.3 The PPASC will produce a "Protecting People Angus Strategic Committee" Annual Report and develop and maintain a Risk Register.
- 3.4 The Annual Report will be presented to COG for approval. It will then be reported to the Family, Education and Justice Committee of Angus Council (FEJ) and Angus Full Council Committee. The PPASC will Publish the report independently on their website after the approval process has been completed. Partner agencies may also disseminate with their own scrutiny channels.

4.0 Functions and Responsibilities

The PPASC is a strategic group comprised of partners from a range of local

agencies. Members of the committee will support the Independent Chair to provide reports for COG, including consideration of progress in quality assurance, performance management and strategic developments amongst other key issues. The PPASC through its membership will provide assurance to COG by:

- i. Ensuring governance arrangements and protocols are in place to promote multi-agency and cross authority working and ensuring these are reviewed on an ongoing basis.
- ii. Reviewing multi-agency procedures, policies and strategies, taking account of new and emerging issues for protecting children, adults at risk and violence against women and girls. The committee will also provide comment in relation to relevant single agency policies, procedures and other work as required.
- iii. Responding to the Scottish Government and other National Bodies as appropriate.
- iv. The committee will have strategic oversight of any multi-agency national inspections taking place within Angus.
- v. Ensuring arrangements are in place to monitor, review, disseminate and report activity in relation to aspects of Public Protection that are within the committee's remit, including current as well as emerging issues supported by robust data and analysis of the data.
- vi. Ensuring that arrangements are in place for raising awareness of Public Protection issues within communities.
- vii. Promoting the work of agencies involved in the elements of Public Protection under the committee's remit.
- viii. Ensuring that constituent agencies have in place relevant policies and procedures to meet the requirements of the Public Protection agenda across the Angus area and that these are reviewed on an ongoing basis.
- ix. Ensuring the implementation of the Public Protection Strategic Plan for the Angus.
- x. Ensure quality assurance and improvement methodology underpins our approach to self-evaluation and continuous improvement.
- xi. Providing regular reports to COG.
- xii. Supporting Learning Reviews as required by National Guidance, with a view to ensuring that relevant learning is disseminated and incorporated into policies, protocols and practice across multi-agency partnerships.
- xiii. Ensuring the voice of those with lived experience is heard in public protection service design and delivery where appropriate. Either directly or via appropriate services such as Independent Advocacy.
- xiv. Taking account of learning from sources including research; inspection locally and nationally; and other localities in order to promote good practice and contribute to improved outcomes.
- xv. Publishing annual and biennial reports in line with relevant national guidance and legislation.
- xvi. Promote best multi-agency practice in respect of prevention, recognition and response to Public Protection concerns.
- xvii. Liaising and networking effectively with other bodies and agencies whose work interfaces with that of the PPASC.
- xviii. Provide oversight of multi-agency training needs to ensure these are

- identified and delivered. In addition, seek assurance that single agency training needs are being met as per relevant national guidance.
- xix. Consideration, scrutiny and monitoring of Learning Review referrals and Learning Reviews,
 - xx. Oversight of Large-Scale Investigations (LSI) and any emerging learning themes from these.
 - xxi. Each representative is responsible for ensuring that the work of the PPASC is communicated within their agency and that their workforce are consulted and involved where appropriate. It is also important for the PPASC to have an understanding of the impact of protection work on staff and to support their wellbeing if required.

5.0. Membership of the PPASC

- 5.1 The membership of the PPASC will be such as to ensure representation from constituent agencies at a sufficiently senior level. Representation will come from the main agencies with direct responsibilities for, or interests in, matters of public protection across the area, who will be responsible for identifying their representatives.
- 5.2 Multi-agency partners should ensure that their representatives are of senior grade/rank or hold delegated relevant authority and responsibility on behalf of the agency by its Chief Executive (or equivalent), to make decisions, and where necessary policy and resource commitments, on behalf of the agency in the course of the work of the PPASC.
- 5.3 Members of the PPASC will appoint a named deputy who should have appropriate authority to take forward the functions and decisions required in the absence of the primary nominee.
- 5.4. PPASC Membership and representation will include:
 - PPASC Independent Chair
 - Chairs of the Delivery Groups
 - Chief Social Work Officer
 - Senior Manager with responsibility for frontline Child Protection
 - Director Education & Lifelong Learning
 - Police Scotland Tayside Division PPU DCI
 - Police Scotland Tayside Division Head of Department CID and PPU
 - Associate Nurse Director of Public Protection NHS Tayside
 - Health & Social Care Partnership Head of Service/HSCP Social Work Lead
 - Associate Medical Director for AHSCP
 - Care Inspectorate Strategic Link Inspector
 - Third Sector strategic representative
 - Advocacy strategic representative
 - Representative from the Scottish Childrens Reporter Administration (SCRA)
 - Director of Vibrant Communities and Sustainable Growth
 - Gender Based Violence (GBV) Strategic Representation – Sexual

Violence

- Gender Based Violence (GBV) Strategic Representation – Domestic Abuse
- CEO of Rossie Young People's Trust
- Angus Council Legal Representative
- Health Board (children - consultant level) – Pediatric Consultant

- The PPASC will invite key partner organisations who contribute to the broader public protection agenda to provide an annual overview to committee.

- In addition, the PPASC may co-opt additional members who will add significant value to its work. For example:
 - Scottish Fire and Rescue Service (SFRS)
 - Scottish Ambulance Service (SAS)
 - Carers Service
 - Crown Office and Procurators Fiscal Service

- Health Improvement Scotland (HIS) and Armed Forces Welfare will be invited to contribute to any items as required.

The Lead Officer for Child Protection, Adult Support & Protection and Violence Against Women will also be in attendance to provide support to the committee.

Representation and attendance are reported to COG at regular intervals by the Independent Chair.

6.0. Administrative support

The PPASC and core Delivery Groups will be supported by the Angus Council Protecting People Business Support Team for minute taking. Partners will take responsibility for providing working groups and other emerging business on a case-by-case basis.

7.0. Roles and responsibilities of Agency Representatives

- i. To represent their organisation or sector at meetings of the PPASC and contribute to decision-making with the full authority of their organisation or sector as delegated by its Chief Executive/Officer. The representatives will also support and participate in the leadership and development opportunities led by the committee.
- ii. To reflect sector accountability in multi-agency decision making at this level.
- iii. To collate the views of sector staff/officers on particular issues as necessary and ensure that these are made available to the PPASC.
- iv. To fully participate in the business life of the PPASC and its delivery between meetings.
- v. To ensure that decisions of the PPASC and the implications of such

- decisions are communicated to and understood by staff/officers at all levels of their sector.
- vi. To manage the distribution and implementation of all documents (i.e.) guidance/procedures/protocols within the widest context of their sector.
 - vii. To ensure that obstacles to their sector's full participation in collaborative public protection practice and decision-making are addressed and overcome.
 - viii. To ensure, in partnership with others, that the multi-agency public protection strategic plan is implemented in accordance with the decisions of the PPASC.
 - ix. To ensure, in partnership with others, that agreed standards of practice in public protection are met and sustained.
 - x. To be aware of current and emerging issues and risks concerning public protection and their relevance to the work/deliberations of the PPASC.
 - xi. To arrange for an appropriate substitute to attend meetings of the PPASC when the representative is unable to attend.
 - xii. To arrange for minutes of PPASC meetings to be available to relevant sector staff as appropriate.
 - xiii. To chair Delivery Groups, Short Life Working Groups etc. as required. Chairs of the Delivery Groups will by default become members of the PPASC. Or appoint suitably qualified and experienced individuals from within their organisation to do so.
 - xiv. To propose agenda items, prepare papers, data requests and to prepare for meetings by reading minutes and agenda papers.

8.0 Quorum

- 8.1 Excluding applicability of 8.2, meetings of the PPASC will be quorate for business decisions when there is representation from the Independent Chair or Vice Chair and representation from the three primary agencies (NHS, Police Scotland and Angus Council – a senior representative from these agencies or their depute, excluding legal and administrative representatives).
- 8.2 Prior to a business decision being made in relation to a thematic area of work, the Independent Chair or Vice Chair and three primary agencies must seek representation from at least one agency specialising in the thematic area. If this is not possible, the decision should be deferred, on at least one occasion, to the next meeting agenda for a representative to attend, if possible.
- 8.3 If there is representation from two of the primary agencies business decisions will be made by the PPASC pending agreement of the third primary agency representative. The Independent Chair will discuss the business decisions with the third agency representative prior to the minutes being circulated to the PPASC

9.0 Chair

- 9.1 The appointment of an Independent Chair (required by statute) will be

a tripartite decision taken by the Chief Executive of Angus Council, the Chief Executive of NHS Tayside and the Divisional Commander, Police Scotland Tayside Division with the advice of the Lead Officer or Chief Social Work Officer.

- 9.2 The Chair will hold office for a two-year period and shall be eligible for reappointment to the Chair for a further two-year term. In the event of the Chair being unable to complete their term in office, the Vice Chair will hold responsibility until such time as a new Independent Chair can be appointed.
- 9.3 In the event of the Chair being absent from a meeting, the Vice Chair should assume the responsibilities and function of Chair.
- 9.4 The Chair is responsible for the convening and conduct of meetings of the PPASC in accordance with the Terms of Reference.
- 9.5 The Chair will represent the PPASC and its interests at COG and as required at any external meetings and functions, to agencies, and to the wider public including through any communication with the press or media.
- 9.6 The Chair will ensure that COG remain informed of the activities of the PPASC. The Chair will act as a conduit to ensure that the PPASC remains accountable to COG.
- 9.7 The Chair will be responsible for ensuring that the Strategic Plan of the committee is progressed, this includes liaising directly with agencies as required. The Chair will provide updates to COG on a regular basis.
- 9.8 Any complaint regarding the conduct of the Independent Chair should be made to the Chief Social Work Officer.

10.0 Vice Chair

- 10.1 The appointment of a Vice-Chair will be agreed by the PPASC, subject to endorsement by COG.
- 10.2 In the absence (for whatever reason) of the Chair, the Vice-Chair will assume the range of responsibilities normally carried by the Chair.

11.0 Meetings of the PPC

- 11.1 Meetings of the PPASC will be convened every two months in person and be chaired according to the PPASC Terms of Reference. The frequency of meetings will be reviewed annually.
- 11.2. Agenda papers will be distributed at least five working days in advance of meetings. Minutes will be taken at all meetings of the PPASC and circulated in draft within twenty-one days after the meeting.
- 11.3 Any member with a potential conflict of interest should make a

declaration at an appropriate time during the meeting.

- 11.4 In the rare event that a member or their depute are unable to attend an exception report will be required in advance of the meeting.
- 11.5 Should any dissent from decisions arise which are not resolved by the PPASC any member can escalate their concern to their COG member or in the absence of a COG member to the COG Chair for consideration.
- 11.6 Agenda will be set by the Chair and Vice Chair. Committee members will be invited two weeks in advance of the meeting to raise agenda items.

12.0 Delivery groups

- 12.1 The PPASC will maintain five standing Delivery Groups, each of which will be responsible for audit, performance, risk, quality assurance and improvement:

- Public Protection Self Evaluation and Continuous Improvement (SECI)
- Public Protection Workforce Development
- Public Protection Practice Development
- Public Protection Prevention
- Public Protection Data

The Delivery Groups will have terms of reference approved and reviewed by the PPASC.

- 12.2 Members of the PPASC will appoint Chair of the Delivery Groups. Chairs of the Delivery groups will become members of the committee by virtue and for the duration of that role.
- 12.3 The Chairs of the Delivery Groups will be nominated by the PPASC. Each Delivery Group will elect a Vice Chair/Lead Officer. Chairs may also be required to represent the PPASC at any relevant National Group covering the three PPASC Agendas.
- 12.4 PPASC may by majority agreement at any time, decide to create new standing operational groups or amend/dissolve existing ones.
- 12.5 Membership of the Delivery Groups will be by agreement of the PPASC. Representatives will be drawn from staff with particular responsibility and expertise for any aspect of Public Protection.
- 12.6 A minute of meetings will be taken and distributed to members of the Delivery Groups. Minutes of all meetings will be made available to PPASC and also to members of COG if required. It is the responsibility of Angus Council Protecting People Business Support Team to make arrangements for the proper taking and distribution of minutes and

agendas.

- 12.7 PPASC may, at any stage, establish a Short Life Working Group (SLWG) to progress the work of the PPASC on any issue on its behalf. Membership of such groups will be by agreement of the PPASC and may include individuals drawn from outwith the members of the PPASC itself. PPASC will stipulate the timescales to which these groups will operate (usually short life). All groups are accountable to COG through the PPASC and operate directly under the auspices of the PPASC.
- 12.8 The Delivery Groups will complete business within timescales set by the PPASC unless extension of timescales is endorsed by the PPASC.
- 12.9 The Delivery Groups will be invited to present their workplan on an annual basis, presenting any exception, risks and progress.

13.0 Data Protection and Management of Information

- 13.1 In Accordance with the Adult Support and Protection (Scotland) Act 2007, each of the public bodies and office-holders must provide the Adult Protection Committee, with any information which the Committee may reasonably require for the purposes of performing the Committee's functions.
- 13.2 The Protecting People Angus Strategic Committee, and the participating public bodies and office holders agree to comply with the Adult Support and Protection (Scotland) Act 2007 and the relevant Data Protection Legislation, to the extent that they apply to any activities under this Terms of Reference.

14.0 Freedom of Information

- 14.1 The participating Agencies acknowledge that the Protecting People Angus Strategic Committee is subject to the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 (both referred to as the "FOI Legislation"), and shall assist and co-operate with the Committee, meeting any requests for information in relation to the activities under this Terms of Reference which are made to the Committee in connection with the FOI Legislation.
- 14.2 The participating Agencies are each subject to the requirements of the FOI Legislation. Decisions as to whether the legislation requires the disclosure of any information that they hold rests with each participating Agency. The Agency or Agencies that received the request for information will be responsible for releasing, publishing, or refusing to disclose any such information that has been requested.

15.0 Further provision

- 15.1 The Terms of Reference will be reviewed annually by the PPASC.

- 15.2 A Risk Register will be maintained by the PPASC and reported to COG by the Independent Chair. This will also consider any risk raised by the delivery groups.

16.0 References

- 16.1 The following references were used when writing the Terms of Reference:

- [Chief Officer Responsibilities Child Protection](#)
- [Equally Safe Strategy](#)
- [Child Protection Committee National Guidance](#)
- [Adult Protection Committee National Guidance](#)
- [National Guidance for Child Protection in Scotland 2021](#)
- [The principles of "Getting it right for every child"](#)
- [UN Convention on the Rights of the Child \(UNCRC\)](#)
- [Violence Against Women Partnership Guidance](#)

APPENDIX 1 - REPORTING STRUCTURE

