



**ABERDEEN CITY CHILD  
PROTECTION COMMITTEE**

**CONSTITUTION 2013**

# **ABERDEEN CITY CHILD PROTECTION COMMITTEE CONSTITUTION**

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## **1. PARTICIPATING AGENCIES**

### **ABERDEEN CITY COUNCIL**

Incorporated by and acting under the Local Government etc. (Scotland) Act 1994 and having its principal office at Marischal College, Broad Street, Aberdeen. (hereinafter referred to as “Aberdeen City Council”).

### **GRAMPIAN NHS BOARD**

Constituted under the National Health Service (Scotland) Act 1978 (as amended) and having its principal office at Summerfield House, 2 Eday Road, Aberdeen (hereinafter referred to as “NHS Grampian”).

### **POLICE SERVICE OF SCOTLAND**

Constituted under the Police and Fire Reform (Scotland) Act 2012 and having its Divisional Head Quarters at Queen Street, Aberdeen. (hereinafter referred to as “Police Scotland”)

### **ABERDEEN COUNCIL OF VOLUNTARY ORGANISATIONS**

A company limited by guarantee in Scotland and a Scottish Charity with its local office at Greyfriars House, East Wing, Ground Floor, Gallowgate, Aberdeen (hereinafter referred to as “ACVO”).

### **SCOTTISH CHILDREN’S REPORTER ADMINISTRATION**

Incorporated by and acting under the Local Government etc. (Scotland) Act 1994 and having its local office at Exchange No 2, 62-104 Market Street, Aberdeen. (hereinafter referred to as “SCRA”)

## **2. FUNCTIONS & RESPONSIBILITIES**

- 2.1 The Aberdeen City Child Protection Committee (hereinafter referred to as “the Committee”) is a locally based, interagency strategic partnership responsible for the design, development, publication, distribution, dissemination, implementation and evaluation of Child Protection policy and practice across the public, private and wider third sectors in the locality of Aberdeen and, in conjunction with the work of other Child Protection Committees, across Scotland. Its role, its local structures and membership, is to provide individual and collective leadership and direction for the management of child protection services across Aberdeen City. It works in partnership with the Chief Executive Officers Group and the Scottish Government to take forward child protection policy and practice across the local area and across Scotland.
- 2.2 The core functions of the Child Protection Committee are specified in part 2 of the National Guidance for Child Protection Scotland 2010 (Scottish

Government 2010) as continuous improvement, strategic planning, public information and communication and are, or any revision of same, deemed incorporated herein.

2.3 The Committee has the responsibility to ensure the implementation of and adherence to

- Part 2 of the National Guidance for Child Protection in Scotland 2010 which specifies the individual roles and responsibilities of the Child Protection Committee and its members.
- North East Scotland specific Child Protection Guidelines.
- Aberdeen City specific Child Protection Guidelines.
- The Business Plan of the Committee.
- Any revisions of the foregoing following national or local quality assurance to ensure effective protecting of children in Aberdeen City.

### **3. COMPOSITION OF COMMITTEE**

- The Corporate Director and the Head of Children's Services, or equivalent, from Social Care and Wellbeing, Aberdeen City Council.
- The Corporate Director or Head of Service, or equivalent, from Education Culture and Sport, Aberdeen City Council.
- Head of Service, or equivalent, from the Housing and Environment Directorate, Aberdeen City Council.
- Chief Inspector, or equivalent, from the Aberdeen City Division of Police Scotland with relevant policing skills and experience.
- General Manager (Women and Children) and the City Senior Manager (Aberdeen CHP), or equivalent, from NHS Grampian with relevant health care skills and experience.
- Locality Reporter Manager, or equivalent, from SCRA.
- Two representatives at Director or Assistant Director Level, or equivalent, from separate voluntary sector organisations operating within Aberdeen City.
- A representative, if so advised, from Aberdeen City Alcohol and Drugs Partnership.

- The Chair of each permanent Sub Committee of the Committee who is not already a member of the Committee.
- An additional member from a participating agency where the member for that agency is appointed Chair.
- The Committee may from time-to-time co-opt further members onto the Committee to assist in the discharge of its functions.

#### **4. APPOINTMENT & ROLE OF MEMBERS**

- 4.1 Except where the Committee have co-opted a member onto the Committee, members of the Committee shall be appointed by the respective agencies they represent and for such term as the relevant agency considers appropriate. Any agency may withdraw any appointment so made at any time and appoint another Committee member in that person's place.
- 4.2 Any agency with the right to appoint members to the Committee may also appoint substitutes for all or any members, being persons who would be entitled to be appointed to the Committee in their own right. A substitute member shall have the same status and powers at a meeting of the Committee as the members for whom he or she substitutes.
- 4.3 All appointments and withdrawals of appointment of members and substitute members of the Committee shall be intimated to the Clerk of the Committee by the relevant agency in writing as soon as practicable after they are made.
- 4.4 Any member of the Committee co-opted by the Committee itself may resign from membership at any time. A resignation shall take effect on receipt of written notification thereof by the Clerk.
- 4.5 Members of the Committee will require to have sufficient level of authority to realise the objectives of the agreed Business Plan on behalf of their agency and make the required policy and resource commitments.
- 4.6 Members of the Committee will require to have the necessary child protection skills and knowledge to enable them to fulfill their individual roles and collective responsibilities in relation to the work of the Committee. Members will be required to support, challenge and hold each other to account to ensure each contributes effectively to the work of the Committee.

- 4.7 Members will be required to cascade and transmit the work of the Committee within their own agency and ensure it is understood and embraced by staff.
- 4.8 The documentation detailed in paragraph 2.3 will be made available to all members upon their appointment to the Committee and/or any Sub Committee thereof.
- 4.9 Members of the Committee shall be responsible for such liaison as may be required with their respective agencies to enable them to fulfill their role in to the work of the Committee.
- 4.10 Members will be required to take adequate measures to protect all confidential information relating to the work of the Committee, and to ensure that such information is only disclosed within their agencies where reasonably required in the fulfillment of any statutory or employment duty, or where required to do so by a Court of Law. Relevant information required to fulfill the functions of the Committee shall be shared.

## **5 APPOINTMENT OF CHAIR & VICE CHAIR**

- 5.1 The Chair of the Committee may be from any participating agency or independent of them and shall be such person as the Committee determine.
- 5.2 The Vice Chair shall be appointed by the Committee from a different agency from the Chair.
- 5.3 Both the Chair and the Vice Chair shall be appointed for a period of 2 years, or for such other period as the Committee may determine. The Chair and Vice Chair shall be eligible for re-election for such further period or periods as the Committee may determine. In the event of more than one candidate for either post, a ballot will take place at a meeting of the Committee. All members will be entitled to vote in the ballot. The Chair of the meeting shall have a deliberative, as well as casting, vote.
- 5.4 In the event of either post becoming vacant at a time other than at the end of the term of office, the post shall be filled in a manner to be determined by the Committee at any of its meetings.
- 5.5 If neither the Chair nor the Vice Chair are present at the Committee meeting, the agency members present shall appoint a substitute to Chair at that meeting.

## **6 ACCOUNTABILITY**

- 6.1 The Committee is accountable to the Community Planning Partnership as the Chief Executive Officers Group individually and collectively responsible for inter alia the leadership, direction and scrutiny of their own respective child protection services and the Aberdeen City Child Protection Committee.
- 6.2 The Committee will have in place a Business Plan outlining its programme for continuous improvement, strategic planning, public information and communication. The Committee will report thereon where required and at regular intervals to the Community Planning Partnership and/or the Integrated Children's Services Partnership.
- 6.3 The Committee will publish an Annual Report as soon as possible after 31 March each year.
- 6.4 The Committee will work in partnership with Aberdeenshire Child and Family Protection Committee and Moray Child Protection Committee in relation to
- North East Scotland Child Protection Register
  - North East Scotland Child Protection Guidelines
  - North East Scotland arrangements for the conduct of Significant Case Reviews
  - North East Scotland Training Programme in child protection matters.

## **7 MEETINGS**

- 7.1 The Committee will meet with such frequency as necessary for the discharge of its functions. It shall meet not less than four times in each period of 12 months.
- 7.2 The quorum of the Committee shall be four members from at least four different services/agencies. In the absence of a quorum, the Committee may meet to make recommendations for consideration at future meetings.
- 7.3 All determinations of the Committee shall be made by a majority vote of the members of the Committee present. If there is an equality of votes, the person chairing the meeting shall have a second or casting vote.
- 7.4 A minute of each meeting of the Committee shall be taken and circulated to the Committee members. Once approved, the minute will be posted on the Child Protection Committee website as an accurate record of that meeting.

- 7.5 The agenda for each Committee meeting will be determined by the Chair. Committee members shall be entitled to have items placed on the agenda, provided they have been intimated to the Chair no later than 8 days before any meeting of the Committee.

## **8 SUB COMMITTEES**

- 8.1 The Committee shall be entitled to establish such number of Sub Committees (or Sub Groups or Project Teams) as it considers necessary for the purpose of discharging its functions. The role, remit, responsibilities and duration of these Sub Committees will be determined by the Committee.
- 8.2 Each Sub Committee may comprise Committee members and/or other representatives nominated by services/agencies for that purpose.
- 8.3 Each Sub Committee shall report back to the Committee in a manner determined by the Committee.

## **9 ADMINISTRATIVE SUPPORT**

- 9.1 The Committee shall agree the arrangements, including financial arrangements, for providing administrative, secretarial and professional support to the Committee and Sub Committees. Such arrangements shall be sufficient to enable the Committee and any Sub Committees to operate effectively and discharge their functions in compliance with National Guidance.
- 9.2 Arrangements may be reviewed every 2 years.

## **10 INDEMNITY**

- 10.1 Each of the participating agencies shall bear its own liabilities in respect of loss, damage or injury suffered by it or its employees, agents or contractors in connection with the work of the Committee and, in particular, shall indemnify its employees, agents and contractors when carrying out functions of the Committee to the same extent as it would indemnify those persons when carrying out the functions of the relevant agency.



- 10.2 An undertaking in like terms to this Clause will be given by any agency or individual represented on the Committee but not a party to this Constitution.

## **11 AMENDMENTS**

- 11.1 This document comprises the agreed constitution in respect of the Committee and supersedes all prior discussions and documentation relating to same among participating agencies, their representatives or advisors.
- 11.2 In the event that any of the provisions of this Constitution are held to be or become invalid or otherwise unenforceable for any reason, the remainder shall survive unaffected.
- 11.3 Any amendment to this constitution shall be by two thirds majority of the Committee members present and voting at any ordinary meeting of the Committee, provided notice of the proposed changes has been given to all members in advance of the meeting

## **12 DISPUTE RESOLUTION**

- 12.1 Should any dispute or difference arise participating agencies commit to resolving such dispute or difference as quickly as possible to ensure that the main functions of the Committee continue to be undertaken effectively. Each agency shall, as first resort, seek resolution to the dispute or difference with the other member(s) of the Committee.
- 12.2 Should such resolution not be possible, a two thirds majority of the Committee members in attendance and voting at any ordinary meeting of the Committee may appoint an independent arbiter to investigate, report and make recommendations to the Committee. In the absence of a determination by the independent arbiter as to the payment of his/her costs, the participating agencies shall bear the costs equally among them.
- 12.3 A participating agency may withdraw from the Committee by giving 3 months notice of intent to the Chair or the Vice Chair.

## **13 COMPLAINTS**

- 13.1 Any complaint by a member of the public involving only one participating agency in relation to the work of the Committee or to the provisions of the

constitution shall be dealt with in accordance with that agency's complaints procedures. The outcome shall be intimated to the Committee.

- 13.2 Any complaint by a member of the public involving more than one of the participating agencies in relation to the work of the Committee or to the provisions of this constitution shall be led by the agency against whom the bulk of the complaint is made in accordance with that agency's complaints procedures. The final response shall be agreed by all participating agencies complained against prior to being sent to the complainant. The outcome shall be intimated to the Committee.

#### **14 COMMENCEMENT & REVIEW**

- 14.1 The terms of this constitution shall have effect from the most recent date of execution hereof.
- 14.2 The Committee shall ensure that the terms of this constitution are reviewed at least once every three years whilst it remains in force.

**AGENCY****NAME & DESIGNATION****DATE**

Aberdeen City Council



15 July 2013

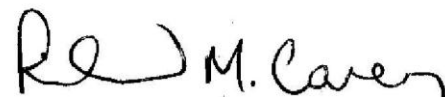
Valerie Watts, Chief Executive, Aberdeen  
City Council



25 July 2013

Police Service of Scotland, Aberdeen City Division

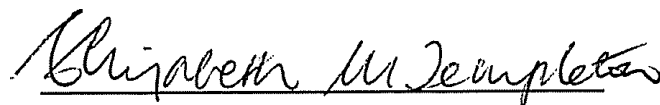
Adrian Watson, Chief Superintendent, Local  
Police Commander, Aberdeen City Division



15 July 2013

NHS Grampian Board

Richard Carey, Chief Executive, NHS  
Grampian




25 July 2013

Scottish Children's Reporters Administration

Elizabeth Templeton, Locality Reporter  
Manager, SCRA

Aberdeen Council of Voluntary Organisations

  
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Joyce Duncan, Chief Executive, ACVO

15 July 2013

Aberdeen City Alcohol and Drugs Partnership

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