

Protecting People Independent Chair / Convenor Person Specification

Overall Purpose of the Role

To work collaboratively as part of the COG Team to provide a whole systems approach to the leadership of public protection responses. To support the Committee to fulfil its core functions of continuous improvement, public engagement and communications, strategic commissioning, assurance, oversight of strategic risk and leadership. To facilitate mutual accountability for delivery of improvement priorities and performance targets and provide independent advice and assessment of performance and risk to the COG and other stakeholders.

Main Accountabilities

1	To provide effective leadership of the Committee, ensuring that all functions are discharged to a high standard, in a timely and proportionate manner and in accordance with relevant legislative requirements (including sections 42 – 47 of the Adult Support and Protection (Scotland) Act 2007 ¹). Including by: • Facilitating Committee meetings, setting the agenda, approving minutes and overseeing systems of accountability for the completion of agreed actions. • Overseeing the production, review and publication/submission of the Committee's strategic commissioning plan and annual report. • Overseeing arrangements for communication of the work of the Committee to relevant stakeholders. • Overseeing the inclusion of the expertise of People with Lived Experience in arrangements for discharging Committee functions. • Participating in regular meetings with the COG and senior officers from component organisations where required. • Contributing to the agreement of priorities and workplans for the Protecting People Strategic Support Team.
2	To demonstrate integrated leadership for public protection, including through representation at agreed Community Planning and other strategic groups (local, regional and national). This might include acting as a spokesperson for the Committee in the media and at public events where appropriate.
3	To facilitate mutual support and accountability for the delivery and quality of public protection responses in-line with the COG vision and agreed strategic priorities. This includes seeking appropriate assurances from partner organisations, as well as provision of assurance to the COG.
4	To oversee the identification and management of strategic risks to the delivery of the COG vision and priorities and Committee strategic commissioning plan.
5	To promote a culture of continuous improvement and reflective learning for public protection at a strategic level.
6	To facilitate the joint strategic commissioning of public protection responses for Dundee.

¹ Sections 42 – 47 of the Adult Support and Protection (Scotland) Act set out statutory duties in relation to Adult Protection Committees, membership, Committee procedure, duty to provide information to the Committee, biennial reports and guidance. Section 42 (1) describes the statutory functions of the Committee which the Convenor, through their leadership, must ensure are fulfilled.

7	To oversee the Learning Review process, including overseeing the commissioning of reviews and integration of learning into practice. This might include chairing the Learning Review Panel as required.
8	To provide independent advice and support to the COG, Strategic Support Team, senior officers from partner organisations and other relevant strategic groups.
9	To facilitate resolution of any conflicts arising with the Committee, supporting members to reach positive solutions.

Personal Qualities

Selflessness	Act solely in terms of the public interest. (Principle of Public Life)
Integrity	Avoid placing yourself under any obligation to people or organisations that might try inappropriately to influence you in your work. Do not act or take decisions in order to gain financial or other material benefit for yourself, your family or your friends. Must declare and resolve any interests and relationships. (Principle of Public Life)
Objectivity	Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. (Principle of Public Life)
Accountability	Be accountable to the public for their decisions and actions and submit yourself to scrutiny necessary to ensure this. (Principle of Public Life) Be open to challenge and accept question as seeking to understand (rather than as criticism).
Openness	Act and take decisions in an open and transparent manner. Do not withhold information from the public unless there are clear and lawful reasons for so doing. (Principle of Public Life)
Honesty	Be truthful, honest and open. Be brave.
Resilient	Accept feedback as an opportunity for reflection and learning.

Values

Commitment to shared vision	Maintain a focus on the agreed vision for public protection and make decisions / take actions directed to achieve this. Recognise that each agency / person is part of a whole system and work within a wider Protecting People approach.
Trust	Show trust in other members.
Respect	Respect the different views, opinions, constraints and expertise held by different members and organisations. Respect the confidentiality of discussions.

Inclusive	Include all those with a role in protecting people in recognising and discharging a shared responsibility for public protection. Think beyond organisational boundaries.
Passion	Demonstrate an interest, commitment and ambition for protecting people at risk.

Behaviours

Learning	Be open to doing things differently and learning new approaches / ways of doing things from others.
Contribute	Take responsibility for progressing actions out-with meetings and for leading specific areas of work. Contribute your transferrable skill set as well as your subject expertise. Work as part of a team of COG members.
Consistency	Be consistent in your actions and communications – align these to the agreed vision for Protecting People.
Transparency	Provide / share all of the relevant information with those who need to know and understand it.
Dissemination	Communicate information and decisions throughout the organisation you represent. Consider who needs to know what and make sure this is communicated to them.
Delegate	Delegate leadership of risks and actions throughout the Protecting People structure. Support and empower the Committees / Partnerships to lead and make decisions.
Mutual Support	Provide support across departmental / organisation boundaries (resources, expertise, advice, peer support). Share responsibility and ownership when there are challenges to be overcome.
Personal responsibility	Take personal responsibility for being informed and prepared for COG meetings and activities. If you do not know something pro-actively seek out the required information.

Skills

Advocacy	Advocate on behalf of the organisation that you represent and of the people we are responsible for protecting.
Influence	Influence others within your organisation and beyond to change, take action and recognise their responsibility for protecting people.
Analytical	Ask questions of information to establish an understanding of its potential meaning.
Strategic	Focus on strategic leadership and on agreed priorities. Take a whole systems approach.

Constructive challenge	Challenge others in a way that is constructive, respectful and helpful.
Communicative	Listen to understand, communicate views pro-actively and use common / understandable language.
Judgement	Ability to make reach considered conclusions and decisions.

Knowledge, Understanding and Experience

Public Protection	Knowledge, understanding and experience of protecting people issues, including relevant legislative and policy provisions and best practice.
Role of different organisations / posts	Knowledge and understanding of local, regional and national arrangements for protecting people, including the distinct roles of Chief Officers, the Chief Social Work Officer and other professional leads.
Political systems	Knowledge, understanding and experience of local political systems, including the governance and scrutiny role of Elected Members of the Council, NHS Board members and Integration Joint Board members.
Strategic commissioning	Knowledge and understanding of the strategic commissioning cycle and experience of applying this in practice across multi-agency environments.
Strategic risk management	Knowledge and understanding of systems and processes for strategic risk identification and management.
Organisational development and leadership	Knowledge, understanding and experience of whole systems and participative leadership, change management, conflict resolution and organisational culture and behaviour.
Performance and quality assurance	Knowledge, understanding and experience of performance management and quality assurance systems in complex environments, including outcome measurement and reporting.

