



**South Ayrshire HSCP/CPP
Locality Planning Partnerships
Terms of Reference**

Purpose

‘Ensuring the voice of local communities shapes wellbeing, services and support in South Ayrshire’

Locality Planning Partnerships (LPPs) will be representative groups that will lead the collation and understanding of local information and intelligence associated with health and wider outcomes in order to identify areas for local prioritisation to be addressed through partnership approaches from local statutory, voluntary, community, independent and other sectors together with local citizens.

The LPPs will model the localised outworking of the [Wellbeing Pledge](#) and support wider reform programmes such as Caring for Ayrshire.

The LPPs will be supported to make decisions on the deployment of discretionary budgets through participatory mechanisms to address local priorities.

The LPPs will be enabled to influence wider statutory service services and resources to further address local issues and to address inequalities.

The LPPs will significantly support the engagement and consultation needs of key Community Planning partners including the NHS Ayrshire and Arran-led [Caring for Ayrshire](#) and will embrace key national drivers such as the need to address climate change.

General

1. Locality Planning Partnerships are working groups of the South Ayrshire Health and Social Care Partnership and South Ayrshire Community Planning Partnership
2. Members of Locality Planning Partnerships will uphold the vision, mission, values, principles, ethics agreed by the Integration Joint Board and Community Planning Partnership Board and in terms of elected officials and officers, will be bound by and

operate in accordance with their respective codes of conduct.¹ The HSCP Vision, Values, etc is appended.

3. Locality Planning Partnerships may operate flexibly and according to their local context ensuring that they:

- Fulfil their statutory requirements re health and care planning, the HSCP Strategic Plan and the Wellbeing Pledge
- Support the requirements of wider Community Planning such as that related to the Community Empowerment Act
- Develop ways of working that take into account local context and priorities
- Work in a way that ensures good and inclusive representation
- Work in partnership with other local planning forums
- Work in the context of regular formal meetings but also through live networks and relationships, short life working/action groups and through active linkage to service delivery groups
- Develop local plans based on local priorities
- Lead the allocation of discretionary resources from parent bodies particularly through participatory approaches
- Influence local service delivery to support improvement
- Advocate for and support reform work in services such as Primary Care
- Support the development and response to Place Planning and ensure its integration with wider local planning
- Be a significant engagement mechanism to support the Caring for Ayrshire programme
- Contribute to the development of the IJB Strategic Plan and support the working out of the Wellbeing Pledge in practice
- Contribute to key shared imperatives such as addressing climate change and also the shared Local Outcome Improvement Plan (LOIP) priorities

4. **Membership**

4.1 Allowing for the flexibility that arises from paragraph 3 the formal Membership is likely to include:

¹ For example, relating to Disclosure of Information, Conflict of Interest or Patient Confidentiality or other clinical and ethical codes

- Representation from each locality based Town, village, neighbourhood as appropriate – for example through Community Councils
- Representation from HSCP Services including:
 - Locality Manager for Adult and Older People’s Services
 - Clinical Nurse Manager
 - Principal Social Worker
 - Children’s Services and Criminal Justice
 - Allied Health Professionals
- Representation from local Primary Care (for example, the GP Cluster lead, a Practice Manager or a member of the wider Practice Team). This might also include representation from other independent health contractors such as pharmacists, optometrists and dentists
- Representation from independent care sector providers
- Representation from the Third Sector active in the locality
- Representation from the Third Sector Interface organisation – Voluntary Action South Ayrshire
- Representation from local unpaid carers
- Representation from Public Health/Health Improvement
- Representation from Housing, Thriving Communities and other relevant local authority departments as appropriate to locally agreed priorities
- Representation from other statutory services such as Police Scotland and Scottish Fire and Rescue
- Representation from key linked forums such as Learning Partnerships/School Clusters
- Depending on the locally agreed priorities for the Group, other members may be co-opted with particular expertise in key areas
- Community Planning staff will be included with the circulation of minutes and papers but not be expected to take part in meetings other than occasionally

Whilst it is not intended to have all groups with protected characteristics present in each meeting, there will be a strong commitment to connect to and listen to all groups, to be inclusive and to address equality and inequality related issues.

- 4.2 Elected Members may also be part of the LPPs bringing their particular local knowledge, networks and information to the group.
- 4.3 It is not thought appropriate that children or young people form a normal part of the Groups. However, it is thought vital that the LPPs find formal and informal ways of engaging with and listening to their views, for example through other mechanisms such as Youth Forums and Pupil Councils.

- 4.4 Informal mechanisms may be developed with other local structures to ensure good communication and information flows to and from LPPs. Key local forums would be formally invited to provide updates into LPP agendas, for example, Learning Communities and GP Clusters.
- 4.5 Each constituency or service will be responsible for nominating their representative(s) and be asked to review the appropriateness of the representation on an annual basis. Where a member resigns the constituency/service will be invited to nominate new representation.
- 4.6 Members of Locality Planning Partnerships are expected to actively engage in the life and work of the group, albeit in a variety of ways. If there is little or no engagement (other than through legitimate cause such as illness) the Constituency/Service will be invited to review the appropriateness of the representation.
- 4.7 Other members may be co-opted to the group for short periods of time, to offer particular expertise, insight or skill.
- 4.8 A formal Membership list for the LPPs will be drawn up on an annual basis.

5 Code of Conduct for formal meetings

There will be common duty from all members in relation to formal meetings to attend dutifully, prepare diligently, engage constructively, listen respectfully, participate actively (and allow others to participate appropriately), attempt to reach consensus on most issues (but, on occasion, to vote conscientiously) and to respect the position of the Chair.

Once a decision has been made by the Group it is the responsibility of LPP members to publically support this collective decision.

Members will also declare any conflict of interest at the start of any meeting in relation to any agenda item.

6 Office Bearers

- 6.1 A Chair and Vice Chair will be appointed by the LPP from among their membership and will be appointed for a period of up to one year. Individuals can be re-elected Chair/Vice Chair although rotating roles would be encouraged.

- 6.2 The Vice-Chair may act in all respects as the Chair if the Chair is absent or otherwise unable to perform his/her duties
- 6.3 Normally the Chair will preside at the meetings or in their absence, the Vice Chair. If neither is available a chair pro tem will be appointed from within the members of the meeting present.
- 6.4 A member of the group will be appointed to represent the Group on the Strategic Planning Advisory Group of the HSCP.
- 6.5 Roles and responsibilities for all members of the LPP are appended (including Chair, Vice Chair, SPAG representative, community members representing neighbourhoods/villages and officers representing services or disciplines).

A key role for the Chair will be to maintain the Code of Conduct for the Meetings.

7 Agenda

The Agenda for formal meetings will be developed by the Chair with support from others including the Locality Manager and the linked Engagement Officer.

8. Sub Groups/Working Groups

The LPP may establish long term or short life working/action groups.

These may allow the participation of wider representatives linked to the local priority themes.

The Sub-groups/Working Groups will take a formal note of their meetings and regularly report back to the main LPP.

9. Meetings

The Locality Planning Partnerships will meet at a place, time and frequency as agreed by the Group but with, at least 4 formal meetings a year.

Locality Planning Partnerships may want to develop more flexible and responsive ways of meeting and fulfilling their Duties beyond the formal Meetings.

Before every formal meeting of the LPP **notice** will be given to members specifying the meeting place, time and venue normally through electronic means (or by post if that is not available).

No decisions may be made at the Formal Meetings unless a **Quorum** of 50% of the agreed Membership is present. (If the Meeting is not quorate it can still proceed but without the ability to make a formal decision).

No **recordings** of the formal Meetings will be allowed (film, video, tape, digital, photographic, etc) unless with prior agreement from all Group members.

All formal Meetings will be **open to the Public** who may listen to proceedings. However, this would not preclude the groups' entitlement to exclude attendees who are disruptive or who may negatively affect the work of the LPP. It is also the group's prerogative to exclude members of the Press if their presence may impede the work or proceedings of the group.

Consequently, formal public notice will be given for the meetings.

Decisions made within the Group will generally be made by consensus. Where a consensus cannot be reached at one meeting the matter can be carried forward to the next meeting to permit further discussion/resolution or proceed to a vote.

Formal Meetings will be minuted. The Minute will include the names of all members present, those apologising and those in attendance. The draft Minute will be initially approved by the Chair before internal circulation before formal agreement from the Group at the next meeting. Only after this would the Minute be publically available.

Accountability, Governance and reporting

As formal component parts of both the HSCP (IJB) and Community Planning the LPPs will report into:

- The IJB Strategic Planning Advisory Group (a sub-group of IJB)
- The Community Planning Board

The LPPs will also link into the new Community Engagement Co-ordination Group and ensure LPPs are integral to any consultation and engagement activity.

Co-ordination between Localities

It is important that the 6 LPPs have opportunities to share information, approaches and practice. An LPP Chairs Group will provide this space.

Support

- There will be support from statutory partners including:
 - HSCP Partnership Engagement Officers and wider HSCP Planning and Communications staff
 - Thriving Communities staff
- VASA will also support third sector organisation engagement
- Community Planning staff will also support the LPPs in particular, in relation to local LOIP planning and reporting

Appendix a



Appendix b

Roles and Responsibilities

Role and responsibility of all Formal Group members

- To respect the Code of Conduct for the meetings
- To respect the Chair and their management of the Meeting

- To respect the 'constituency' that they are representing within the meetings
- To act as a channel of communication to and from the LPP for their 'constituency'

Role and responsibility of Chair

- To convene formal Locality Planning Partnership Meetings
- To chair meetings and to seek to maintain the Code of Conduct
- To develop the Agenda for meetings with support from others
- To ensure good forward planning for meetings
- To agree the draft Minute of the Meeting
- To oversee decision-making
- To ensure Sub-groups are held to account and report formally to the Group
- To represent the LPP in formal meetings or in written correspondence
- To invite people not respecting the Code of Conduct to leave the Meeting
- To represent the LPP at the other appropriate meetings

Role and responsibility of Vice Chair

- To support the Chair in their role
- To deputise for the Chair in their absence

Role and responsibility of Strategic Planning Advisory Group representative

- To represent the Locality Planning Partnership on the Strategic Planning Advisory Group (SPAG)
- To ensure good communication to and from SPAG to the Locality Planning Partnership

Role and responsibility for community members representing geographical areas

- To represent as best as they are able, their neighbourhood or village in the Locality Planning Partnership
- To bring information from the neighbourhood/village to the Locality Planning Partnership and to take information back from their Locality Planning Partnership to their neighbourhood/village

Role and responsibility for members representing statutory services

- To represent their service area within the Locality Planning Partnership meetings
- To communicate to and from Locality Planning Partnership in relation to their service area

Role and responsibility for members representing professions/disciplines

- To represent their discipline within the Locality Planning Partnership meetings
- To communicate to and from Locality Planning Partnership in relation to their discipline

Appendix c

Suggested Agenda

(Once process re profiling consideration, priority setting and local plan developed)

(Also – likely to be asked to have inputs on key developments)

- Welcome/Apologies
- Conflicts of Interest declarations
- Minute of previous meeting
- Matters Arising
- Action Plan update
 - Formal Sub-group reports as per local plan:
 - Communication
 - Engagement
 - Local Grants
 - Etc
- Formal link reports:
 - Learning Community
 - GP Cluster
 - Community Councils
- Operational updates
 - HSCP
 - Other Statutory Services
- Community Planning update
- Caring for Ayrshire update
- Issues for next agenda

Other issues:

- Elected Members and Wards
- Community Councils