

Subject: **Locality Planning Forum – Review**

Purpose: Informs IJB of the outcome of the Locality Planning Forum review with key stakeholders.

Recommendation: Approve outcome of the review and the new Terms of Reference. Approve implementation of the LPF engagement pilot to grow community involvement at locality level.

Glossary of Terms	
CPP	Community Planning Partnership
IJB	Integration Joint Board
LPF	Locality Planning Forum
SPG	Strategic Planning Group
ToR	Terms of Reference
TSI	Third Sector Interface
LPs	Locality Partnerships (CPP)

1.	EXECUTIVE SUMMARY
1.1	In April 2018 to reflect the development of HSCP's new strategic plan (2018-2021) and the implementation of North Ayrshire Community Planning Partnership's (CPP) locality partnerships (LPs), a review of HSCP Locality Planning Forums (LPFs) was undertaken.
1.2	The revised terms of reference (ToR) for LPFs are provided at Appendix 1. These may require to be updated after the completion of Scottish Government's review of progress of integration expected to report in December 2018. As a matter of course, the ToR will be reviewed at both the 18 month period and 3 year planning cycle.
2.	BACKGROUND
2.1	To meet the Scottish Government - Localities Guidance, North Ayrshire Health and Social Care Partnership (the Partnership) developed LPFs in 2015/16. The LPFs enabled the Partnership to meet the ambitions of its first Strategic plan 2015-2018.
2.2	The LPFs were developed to ensure the voice, strengths and assets of communities had a mechanism to inform the future planning, redesign and improvement of local health and social care services.
2.3	In doing so the LPFs are intended to:

	<ul style="list-style-type: none"> • <i>Support a proactive approach to capacity building in communities, by forging the connections necessary for participation, and help to foster better integrated working between primary and secondary care</i> • <i>Support GPs to play a central role in providing and co-ordinating care to local communities, and, by working more closely with a range of others – including the wider primary care team, secondary care and social care colleagues, and third sector providers – to help improve outcomes for local people.</i> • <i>Support the principles that underpin collaborative working to ensure a strong vision for service delivery is achieved.</i> • <i>Be well organised, and with sufficient structure to co-ordinate their input to strategic planning.</i> • <i>Ensure robust communication and engagement methods will be required to assure the effectiveness of locality arrangements.</i>
2.4	During that planning period the CPP launched LPs to meet section 23 of the Local Government etc. (Scotland) Act 1994, as well as complying with the obligations of North Ayrshire Community Planning Partnership ambition to meet Part 2 of the Community Empowerment (Scotland) Act 2014). It was important to create a synergy Partnership LPFs and this new arrangement.
3.	Proposals
3.1	LPF Review
3.1.1	<p>To meet the ambitions of the new Strategic plan 2018-2021 and the Local Government Governance Review it was recognised that there needs to be additional capacity within LPFs in order to:</p> <ul style="list-style-type: none"> • <i>Make recommendations to the Strategic planning Group in relation to the Commissioning and de-commissioning of services by ensuring that ‘Effective services must be designed with and for people and communities – not delivered “top down” for administrative convenience.</i> • <i>To provide an organisational mechanism for local leadership of service planning, to be fed upwards into the strategic commissioning plan. Localities must have a real influence on how resources are spent or redirected in their area.</i>
3.1.2	A review of locality and strategic planning processes also resulted in an update to the Participation and Engagement Strategy to reflect clearer pathways between LPFs, SPG and closer links with Locality Partnerships through the CPP to support delivery of shared priorities for local communities.
3.1.3	The revised terms of reference make the roles of LPFs and those of forum members more explicit and underpins the importance of effective engagement with local communities.
3.2	<u>LPF Engagement Pilot</u>
3.2.1	An engagement pilot project (provided at Appendix 2), which will improve links to communities and develop conduits for future engagement activity, has been planned with the intention of improving the engagement activity of LPFs. The completion of this pilot may impact on the structure of LPFs and lead to further revision of the Terms of reference at a later date.
3.2.2	<p>The pilot will see the introduction of two community volunteering roles within LPF memberships:</p> <ol style="list-style-type: none"> a) A locality engagement champion

	<p>b) A locality communication champion</p> <p>Ideally, these roles will be filled by community members but can be fulfilled by existing forum members. These roles will be supported by NAHSCP Engagement Officer and Communications Officer.</p>
3.2.3	<p>A formal application process will be implemented in order to ensure opportunities for wider community members to fulfil these new roles.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Advertising roles throughout the community using various communication methods • Clear role descriptions detailing time commitment, what each role would contain, volunteer expenses provided etc • Accessible interview process – An informal conversation with Chair, Locality Coordinator and GP • Applicant must have an understanding of local community and existing community networks
3.2.4	<p>The pilot will seek increased public involvement by these new members building, developing and enhancing existing community networks to better provide the Partnership with local intelligence on health and social care issues.</p>
3.2.5	<p>The pilot will seek to enhance each LPFs engagement methods, including:</p> <ol style="list-style-type: none"> a) Widespread social media presence b) Dedicated email address c) Bi-monthly surgeries held at local library d) One large locality event per year e) Participatory budgeting events
3.2.6	<p>The pilot will seek to establish a locality 'asset map' in cooperation with Third Sector Interface (TSI) and CPP colleagues. This new approach will be reviewed annually</p>
3.2.7	<p>Each LPF will be obliged to report activity back to SPG, including</p> <ol style="list-style-type: none"> a) Issues identified through engagement b) Number of community members spoken c) Broad demographics of those engaged d) Any actions taken as a result of engagement activity
3.2.8	<p>A phased implementation of the pilot across all localities is proposed</p> <ul style="list-style-type: none"> • Phase 1 (October/November) – Kilwinning and North Coast LPFs • Phase 2 (December/January) – Garnock Valley and Irvine LPFs • Phase 3 (February/March) – Three Towns and Arran LPFs
3.2.9	<p>This pilot is supported by all LPFs and endorsed by wider SPG at its meeting on 15th August.</p>
3.3	<p><u>Anticipated Outcomes</u></p> <p>It is anticipated that LPFs will have greater capacity to engage effectively with local communities, form a greater understanding of local health and care concerns and therefore have greater input to the strategic planning process of the Partnership.</p>
3.4	<p><u>Measuring Impact</u></p> <p>As identified in section 13.2.3 of the ToR, LPFs will be provided with update reports on achievements, performance and progress made against priorities at the locality level.</p>

4.	IMPLICATIONS
Financial:	No financial implications.
Human Resources:	No implications for Partnership staff
Legal:	In establishing LPFs we are complying with national requirements set out by Scottish Government. No further legal concerns are anticipated
Equality:	No EIA has been completed on these terms of reference. However, LPFs will have duty to consider the characteristics of people within their communities and ensure their view are appropriately represented
Children and Young People	Through LPF engagement, the unique health and care needs of local young people will be identified and concerned.
Environmental & Sustainability:	No environmental or sustainability issues.
Key Priorities:	LPFs will help support progress towards the 5 strategic priorities as part of forum business.
Risk Implications:	The risk of LPFs not function appropriately is that the voice of communities are not heard or represented within the Partnership. This could lead to a misunderstanding of community needs impact on future service developments.
Community Benefits:	No tendering or procurement implications

Direction Required to Council, Health Board or Both <i>(where Directions are required please complete Directions Template)</i>	Direction to :-	
	1. No Direction Required	✓
	2. North Ayrshire Council	
	3. NHS Ayrshire & Arran	
	4. North Ayrshire Council and NHS Ayrshire & Arran	

5.	CONSULTATION
5.1	<p>The review of LPFs has taken a phased approach:</p> <ul style="list-style-type: none"> • A review of LPFs was agreed at the LPF Development Group on 15th March 2018 • SPG endorsed review at meeting on 25th April 2018 • A meeting with colleagues from the Health and Social Care Alliance took place on 8th June 2018 to explore how other Integration Boards have approached locality working. It was advised that in many respects, North Ayrshire are leading the way in locality working with many other areas still very much in the development stages. • SPG updated on progress of review on 20th June 2018 • The terms of reference were discussed with the LPF Chairs and Lead Coordinators at a meeting of the LPF development group on 2nd August 2018. <ul style="list-style-type: none"> ◦ The engagement pilot was also discussed at this meeting. • The final terms of reference were distributed and endorsed by SPG on 15th August 2018. <ul style="list-style-type: none"> ◦ The engagement pilot was also presented and endorsed at this meeting.
6.	CONCLUSION
6.1	The review of LPFs is now complete with the revised ToR and locality engagement pilot have been fully endorsed by LPFs and the SPG.

	The implementation of the terms of reference and pilot will lead to more effective engagement at the locality level and identification of local issues. This in turn will improve the contributions of LPFs into the Partnership's strategic planning process.
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LOCALITY PLANNING FORUMS – TERMS OF REFERENCE¹

Revised and updated August 2018
Draft V0.4

1. Introduction

- 1.1 To meet the Scottish Government - Localities Guidance, North Ayrshire Health and Social Care Partnership (the Partnership) developed Locality planning forums (LPFs) in 2015/16 to meet the ambitions of its first Strategic plan 2015-2018.
- 1.2 During that planning period the North Ayrshire Community Planning Partnership (CPP) launched locality partnerships (LPs) to meet North Ayrshire's Decentralisation Scheme (23 of the Local Government etc. (Scotland) Act 1994), as well as complying with the obligations of North Ayrshire Community Planning Partnership (Part 2 of the Community Empowerment (Scotland) Act 2014).

Additional ambitions may arise from the Scottish Governments Local Governance Review which commenced December 2017.

<https://beta.gov.scot/news/local-governance-review-2017-12-07/>

- 1.3 In April 2018 to reflect the development of HSCP's new strategic plan (2018-2021) and the implementation of CPP locality partnerships a review of HSCP locality planning forums was undertaken.
- 1.4 These terms of reference may require to be updated after the completion of Scottish Government's review of progress of integration expected to report in December 2018.

As a matter of course, the Terms of Reference will be reviewed at both the 18 month and 3 year planning cycles.

A review may also be warranted following local service developments or the advent of new policy at the national level.

2. Purpose

- 2.1 HSCP locality planning forums (LPFs) established in 2015/16 where developed to ensure the voice, strengths and assets of communities are have a mechanism in which to inform the future planning, redesign and improvement of local health and social care services.
- 2.2 In doing so the LPFs are intended to:
 - *Support a proactive approach to capacity building in communities, by forging the connections necessary for participation, and help to foster better integrated working between primary and secondary care.*
 - *Support GPs to play a central role in providing and co-ordinating care to local communities, and, by working more closely with a range of others – including the wider primary care team, secondary care and social care*

¹ Version 0.1 2018 review

colleagues, and third sector providers – to help improve outcomes for local people.

- *Support the principles that underpin collaborative working to ensure a strong vision for service delivery is achieved.*
- *Be well organised, and with sufficient structure to co-ordinate their input to strategic planning.²*
- *Ensure robust communication and engagement methods will be required to assure the effectiveness of locality arrangements.*

2.2 However in order to meet the ambitions of the new Strategic plan 2018-2021 and the Local Government Governance Review it was recognised that there needs to be additional work to:

- *Make recommendations to the Strategic planning Group in relation to the Commissioning and de-commissioning of services by ensuring that 'Effective services must be designed with and for people and communities – not delivered "top down" for administrative convenience.*
- *To provide an organisational mechanism for local leadership of service planning, to be fed upwards into the strategic commissioning plan. Localities must have a real influence on how resources are spent or redirected in their area.*

3. Definitions

- 3.1 Each Locality planning Forum (LPF) is a sub-Forum of the North Ayrshire Health and Social Care Partnership's Strategic planning Group (SPG)
- 3.2 The Partnership has six locality planning forums representing; Arran, Garnock Valley, Irvine, Kilwinning, North Coast & Cumbraes and the Three Towns.
- 3.3 The LPF localities share the same geographical area as North Ayrshire Community Planning Partnership (CPP) Locality Partnership.
- 3.4 Each Locality Planning Forum (hereafter 'Forum') advises the Partnership of the health and social care views of professionals, partner agencies, communities, groups of interest and individuals in their locality. This will inform HSCP strategic commissioning/de-commissioning of service delivery models.
- 3.5 Groups of interest may include third sector, independent sector, community and health & wellbeing specific support Forums.
- 3.6 In addition to the six locality Forums, there will be a Joint Forum between the CPP Locality Partnerships and the HSCPs Forum Chairs. This will support cross-forum working and provide oversight of locality business. The Joint Forum will consist of six individual forum chairs and the chair of HSCP Strategic Planning Group as well as appropriate CPP representatives.

4. Forum roles and responsibilities

4.1 Forum Role

- 4.1.1 The Forums will work individually and together to identify priority areas that will improve the health and wellbeing outcomes of service users and their carers, groups of interest, local residents, while meeting the agreed priorities of the strategic plan and the National Health and Wellbeing Outcomes.

² Scottish Government - Localities Guidance <http://www.gov.scot/Resource/0048/00481100.pdf>

- 4.1.2 The Forums will help inform and recommend suitable commissioning/decommissioning solutions to improve the health & wellbeing outcomes for localities and will bring these forward to the Strategic planning Group for consideration. (see *Reporting Arrangements: section 16*)
- 4.1.3 The Forums will provide a voice for partner agencies working in the Partnership and provides a structure where their views are linked to HSCP Governance structures.
- 4.1.4 The Forums will provide a voice for individuals, communities and Forums of interest to inform service redesign and improvement.
- 4.1.5 Forums must take account of local, and often deep rooted, issues, such as inequalities and poverty. This will be done in conjunction with the North Ayrshire Community Planning Partnership (CPP) Locality Partnerships to enable delivery of the CPP Locality Plan.
- 4.1.6 Each Forum will seek to develop a membership that is representative of the communities in its locality recognising that different participants in localities will bring different skills and insights.
- 4.1.7 Each Forum is also expected to host one locality based engagement event per year for staff, partner agencies, communities, groups of interest and residents.
- 4.1.8 All members of the Forums will be invited to an annual learning event. This will include staff and partner agencies who represent the Partnership at CPP Locality Partnership Boards and CPP Locality Partnership Working Groups.

4.2 Forum Responsibility

- 4.2.1 To act as an ambassador and display behaviours consistent with the values of the Partnership.
- 4.2.2 Provide views on the range, quality and accessibility of partnership services to inform service developments, including making recommendations on the commissioning/decommissioning of services to the Strategic Planning.
- 4.2.3 To capture and advise the Partnership of any views about Partnership services expressed by individuals and communities in their locality.
- 4.2.4 To suggest ways to improve the experience of people who use the Partnership's services in their locality.
- 4.2.5 Forums must use a range of communication and engagement methods to maximise participation from all forums and communities.
- 4.2.6 To keep informed and communicate with their communities about Partnership services and plans in relation to their locality to inform service planning, redesign and improvement.
- 4.2.7 To advise the Partnership of any significant development in their Locality that might impact on Partnership services.
- 4.2.8 To be guided by Scottish Government - Localities Guidance as actioned by the Partnership.

5. LPF Membership

- 5.1 To ensure the quality of locality Forum input to strategic planning, they must function with the direct involvement and leadership of a broad range of stakeholders. Each Forum will consist of a core group, consisting of:
 - 5.1.1
 - **Chair:** a member of the Integration Joint Board (IJB)
 - **Locality coordinator:** an HSCP senior manager and member of the Strategic planning Group

- **A locality based GP:** but if unavailable replace with a wider primary care representative optometrist/dental/pharmacist working in the locality. This could include a member of a GP practice, for example the practice manager or nurse.
- 5.2 Forum members will consist of representatives from various groups and organisations including:
- 5.2.1
- Service user in last 12 months from GP Practice Forum or Health/Social Care Forum of interest
 - Carer from HSCP carers group
 - Third Sector Interface Representative
 - Independent sector development officer **or** with the agreement of the Chair/Vice Chair a nominated representative from an independent sector organisation working in the locality
 - Community Link Worker
 - CPP Locality partnership Co-ordinator
 - Housing representative
 - Community Champion – role to be developed during 2018/19
 - HSCP Staff Representatives
- 5.3 Forums may also co-opt members to the group for a limited term to help support specific pieces of work
- 5.4 The HSCP and forums recognise the key role that young people play in their communities. As a result forums will link with Education and Communities lead Youth Parliament to gather input and view of young people.

6. Locality planning Forum Chair

6.1 Appointment and Tenure

6.1.1 The IJB will either:

- Appoint a Chair from amongst its membership at the end of the agreed term of office or, when required following resignation or retirement of an LPF Chair
- or**
- Agree that a Forum can nominate their own chair from the existing membership. The nominated individual will then become a non-voting member of the IJB.

6.1.2 In the event that the Forum is to nominate a chair the following process will be used:

- Nominations are submitted to the locality coordinator who will consider the suitability of the nominee
 - Any concerns regarding the values and behaviours of a nominee to undertake the role of Chair and IJB member should be discussed with the strategic planning Lead.
 - Where it is deemed a nominee is unsuitable, their nomination shall be withdrawn and full reasons given in writing

- Where there is more than one nomination a ballot shall be undertaken organised by the Locality Coordinator.
 - An anonymous ballot will take place by all existing members with a simple majority deciding the winner.
 - Where no majority is agreed the IJB will appoint an existing IJB member.
- 6.1.3 The Chair will be appointed for the term of the strategic plan (3 years) or until the end of the current strategic planning process (whichever is shorter).
- 6.1.4 After 3 years, the Chair will be eligible for reappointment
- 6.1.5 In the temporary absence of the Chair the Locality Coordinator will chair the Forum meeting.

6.2 Roles and Responsibilities

The Forum Chair will be responsible for:

- 6.2.1 Agreeing appointments to the Forum and ensuring membership is representative as highlighted in section 6
- 6.2.2 Chairing Forum meetings:
- Agreeing the agenda ahead of time with the Locality Coordinator
 - Ensuring fairness in debate, and support all members to be heard;
 - Ensuring the Terms of Reference are observed;
 - Maintain order and at their discretion, ask for the exclusion of any member who:
 - does not fulfil their role as a forum member
 - is deemed to have acted inappropriately
 - is continually a disruptive influence to Forum business
 - does not represent the values of the Partnership.
- 6.2.3 Attending the Strategic Planning Group on behalf of the Forum for the purpose of:
- Presenting the views and work of the Forum to influence strategic planning
 - Disseminating information back to the Forum
- 6.2.4 Attending the Integration Joint Board as a Non-Voting member

7. Locality Coordinator

7.1 Appointment and Tenure

- 7.1.1 The Partnership Senior Management Team (PSMT) will identify a Locality Coordinator from amongst its managers to support each Forum. There should be cross directorate representation.
- 7.1.2 The Locality Coordinator will hold that role for the period of each Strategic plan (3 years).
- 7.1.3 A Locality Coordinator can be replaced at the end of the agreed term of office or when required following resignation or retirement.
- 7.1.4 The Partnership Senior Management Team (PSMT) will identify a Locality Coordinator from amongst its managers to support each Forum.

7.2 Roles and responsibilities

The Locality Coordinator will:

- 7.2.1 Feedback the views and concerns of the Forum to Partnership operational managers
- 7.2.2 Work closely with the Strategic Planning and Transformational Change Team to ensure that locality issues and concerns are addressed quickly.
- 7.2.3 Attend the Strategic planning Group
- 7.2.4 Chair meetings of the LPF in the absence of the Chair

8. GP

8.1 Appointment and Tenure

- 8.1.1 The Forum will have a GP within its membership who operates from a practice within that locality
- 8.1.2 Forum GPs will be identified and confirmed by the HSCP Clinical Director in consultation with the North Ayrshire GP Forum (formerly North Ayrshire GP locality Forum)
- 8.1.3 In the event a GP cannot be appointed from within the locality, an appointment will be sought from the relevant GP cluster Forum.
- 8.1.4 Where no GP can be appointed from the cluster Forum, it is possible to appoint an appropriate – locality based - primary care member.
- 8.1.5 The Forum GP will hold that role for the period of each Strategic plan (3 years).
- 8.1.6 A GP can be replaced at the end of the agreed term of office or when required following resignation or retirement.

8.2 Roles and responsibilities

- 8.2.1 Advise the Forum of on health and wellbeing priorities of the locality.
- 8.2.2 Support the Forum in improving local health and care provision by informing the strategic needs of the locality
- 8.2.3 Represent the Locality planning Forum at practice and GP cluster level

9. Forum Members

9.1 Appointment and Tenure

- 9.1.1 Members will be appointed by approval of the Chair who will ensure each appointment fulfils a necessary (a vacant) position within the Forum
- 9.1.2 A member of the Forum will remain a member for as long as they hold the office in respect of which they are appointed. Otherwise, the term of office of Members of the Forum shall be for the period of a Strategic plan (three years).
- 9.1.3 A person will usually join one Forum and partner agencies seeking membership of a Forum will be permitted one member for each Locality that they cover.
- 9.1.4 Where mitigating circumstances allow, one individual may be a member on more than one Forum to ensure appropriate representation of organisation, Forum or community
- 9.1.5 Members will be appointed by approval of the Chair who will ensure each appointment fulfils a necessary (a vacant) position within the Forum
- 9.1.6 A member of the Forum will remain a member for as long as they hold the office in respect of which they are appointed. Otherwise, the term of office of

Members of the Forum shall be for the period of a Strategic plan (three years).

- 9.1.7 A person will usually join one Forum and partner agencies seeking membership of a Forum will be permitted one member for each Locality that they cover.
- 9.1.8 Where mitigating circumstances allow, one individual may be a member on more than one Forum to ensure appropriate representation of organisation, Forum or community

9.2 Roles and responsibilities

- 9.2.1 Members will support the forum to identify and build on the strengths and assets already existing in each locality and recognise the value communities can bring to improving local health, care and wellbeing.
- 9.2.2 Members of the Partnership's Locality Forums are expected to operate in a way that is consistent with the values of the Partnership.
- 9.2.3 Members will actively represent their area of interest on the Forum with the aim of improving services and ultimately the Health and Wellbeing of locality residents.
- 9.2.4 Members will understand that the forum is not:
- A platform to challenge Integration Joint Board Decisions
 - A forum for complaints regarding individual service provision
 - Not a platform for the progression of personal agendas
- 9.2.5 Any Forum member who has concerns about the behaviour of a fellow Forum member will raise their concerns with the Chair or Vice Chair of the Forum in the first instance. Where this cannot be resolved, the issue will then be raised with the Strategic Planning Lead.
- 9.2.6 Members may appoint a designated deputy for individual meetings, if they are unable to attend.

10. Forum Meetings

10.1 Frequency

- 10.1.1 The forums will meet no less than twice per year, at recommended six month intervals, to comply with HSCP reporting cycles.
- 10.1.2 Forums will meet either in:
- February and August, **or**
 - May and November

Meeting cycles are at each Forums discretion.

10.2 Attendance

- 10.2.1 It is the responsibility of members to inform the chair of their attendance intentions two working days prior to the meeting taking place. In the case of non-attendance an appropriate deputy should attend.
- 10.2.2 Attendance will be reported to the Strategic planning and Transformation Change Team

10.3 Quorum

- 10.3.1 No discussions can take place at a Forum unless at least:
- Two thirds of the core group
- and**

- One third of forum members

Are in attendance

- 10.3.2 Should a quorum not be present within 10 minutes of the allocated start time, the meeting will be adjourned and the template report of the meeting will note this fact and the SPG will be advised accordingly.

10.4 Conflict of Interest

- 10.4.1 All Forum members are required to declare any potential conflicts of interest - that may impact their impartiality in any discussions - at the start of every meeting.

10.4 Additional obligations

- 10.4.1 Out with the bi-annual meetings, forum members are expected to progress the work of the group; regularly attending the Strategic planning Group and communicating via email.
- 10.4.2 Each Forum is expected to convene one locality based engagement event per year for staff, partner agencies, communities, Forums of interest and residents.
- 10.4.3 All members of the Forums will be invited to an annual learning event. This will include staff and partner agencies who represent the HSCP at CPP Locality Partnership Boards and CPP Locality Partnership Working Forums (Appendix 1)
- 10.4.4 The Locality planning Forum Chair and Locality Coordinator will attend two Joint Forum Meetings per annum.

11. Forum Support

- 11.1 Administrative support for the Forums will be provided by the chair or locality coordinator and will include:
- 11.1.2 Arranging meetings and agendas of the Forum in liaison with the Forum Chair. Meeting dates and times will be identified at the start of each calendar year.
Dates should be planned 12 months in advance and submitted to the Strategic planning and Transformational Change Team
- 11.1.3 Making and circulating minutes from meetings which highlight progress
- 11.1.4 Copying and circulating information to Members. There will be a standardised reporting template for this purpose.
All meeting notes will be sent to the Strategic planning and Transformation Change team no later than 10 days after the meeting for inclusion into the SPG agenda (meeting notes should be sent to sbryan@north-ayrshire.gcsx.gov.uk)
- 11.1.5 Liaising with Partnership staff on behalf of the Forum
- 11.1.6 Arranging payment of (non-employee) members' expenses in accordance with the Partnership's policy
- 11.1.7 The HSCP Governance Team will develop a range of standardised templates and deliver training support to the administration staff identified to support each forum. It is proposed that these staff will provide cover for each other during times of absence.
- 11.1.8 The Partnership's Engagement staff will attend Forum meetings in an advisory capacity.

- 11.1.9 Communications and social media support will be available to provide additionality to each forums ongoing engagement work
- 11.2 Key guidance and support will be provided by the Strategic planning and Transformational Change Team managed by Strategic planning and Transformational Change Lead.

12. Public and Press Arrangements

- 12.1 Forum meetings are not open to the public or members of the press.

13. Reporting Arrangements

13.1 Reporting from Forum

- 13.1.1 Forum activities will be reported to the Strategic planning (template attached appendix 2)
- 13.1.2 The Forum Coordinator will submit a minute (attached appendix 1) and verbal update to the Strategic planning Group.
- 13.1.3 The SPG Chair (IJB Vice Chair) will provide the submission of a verbal report and a copy of the SPG minutes to the IJB.

13.2 Reporting to Forum

- 13.2.1 Each forum will be provided with a locality profile highlighting key demographics and characteristics of each area.
- 13.2.2 Each forum will be provided with a Locality Plan, highlighting the Partnership's development intentions at the locality level
- 13.2.3 Forums will be provide with update reports, based on achievements recorded against locality priorities.
- 13.2.4 The CPP coordinator will provide each LPF with an update report template showing CPP progress in their locality. These templates can be brought forward to SPG to improve communications.

14. Joint Forum Roles and Responsibilities

- 14.3.1 To review and suggest ways to improve the work of the locality forums and partnerships
- 14.3.2 To support the work of the locality forums and partnerships
- 14.3.3 To provide locality perspectives into the priorities and development of the Partnership's strategic plan
- 14.3.4 To represent to the Partnership any concerns related to the delivery of Partnership services across all localities
- 14.3.5 To suggest ways to improve the experience of people who use the Partnership's services
- 14.3.6 To identify suitable projects for task and finish groups to help improve the experience of people who use the Partnership's services

15. Governance Chart



LPF Engagement Pilot

1.	Purpose
	<p>The six Locality Planning Forums in North Ayrshire have now been in existence for over two years and within that time they have had limited engagement with the local community. LPFs should become a focal point for all community engagement across NAHSCP, but for this to happen a radical shift in approach is required. It is proposed that a six month trial of new engagement measures and actions is undertaken.</p>
2.	LPF Membership
	<p>Current LPF membership includes:</p> <ul style="list-style-type: none"> • Chair • Locality Coordinator • G.P • Service user in last 12 months from GP Practice Forum or Health/Social Care Forum of interest • Carer from HSCP carers group • Third Sector Interface Development Officer • Independent Sector Development Officer or with the agreement of the Chair/Vice Chair a nominated representative from an independent sector organisation working in the locality • Community Link Worker • CPP Locality Partnership Co-ordinator • Housing representative • HSCP Staff representative <p>It is proposed to develop three new, formal members. These would include (role descriptions to be discussed):</p> <ul style="list-style-type: none"> • Locality Engagement Champion • Locality Communications Champion <p>Support for above roles will be provided by NAHSCP Engagement Officer and Communications Officer</p> <p>These roles can be filled by existing LPF members</p>
3.	Recruitment Process and Support
	<p>A formal application process will be implemented in order to ensure opportunities for wider community members to fulfil the three new roles.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Advertising roles throughout the community using various communication methods • Clear role descriptions detailing time commitment, what each role would contain, expenses provided etc – Role descriptions to be discussed with current LPF members • Accessible interview process – An informal conversation with Chair, Locality Coordinator and GP

	<ul style="list-style-type: none"> • Applicant must have an understanding of local community and networks
4.	<p>Operational Issues</p> <p>Admin</p> <ul style="list-style-type: none"> • Minutes of meeting to be made public within 3 weeks of meeting • Audio version available on website (accessibility) • Hard copy of minutes available in local library <p>Engagement Methods</p> <ul style="list-style-type: none"> • Social Media <ul style="list-style-type: none"> ○ Twitter ○ Facebook ○ Regular online discussions e.g. – “Let’s talk about” – dementia / mental health – Priorities ○ #KilwinningLPF • Email – WhatMatterstoYou.Kilwinning@north-ayrshire.gov.uk <ul style="list-style-type: none"> ○ Email checked periodically by change team. Relevant emails forwarded to Chair or specified person within LPF ○ Advertise before hand – what areas would you like us to consider? • Information Shared via: <ul style="list-style-type: none"> ○ Local notice board ○ Library ○ GP surgeries ○ Other HSCP premises • Bi-Monthly surgeries at local library • 1 large public event per year for wider public involvement • Participatory Budgeting Events (in partnership with CPP) <p>LPF to map out local community groups, in partnership with TSI, to begin building links for engagement purposes.</p> <p>LPF to foster link with local Community Councils via Locality Partnership</p> <p>Other methods will be available and decided by LPF members</p>
5.	<p>Role of SPG</p> <p>Over and above existing agreements within ToR, LPF to update on the following at each SPG:</p> <ul style="list-style-type: none"> • Issues raised by local community members – What are the community saying and how does that match up with the data? • Engagement stats for quarter: <ul style="list-style-type: none"> ○ How many people have they spoken to? ○ Who? – Which groups? ○ Demographics • You said, we did, we didn’t, we haven’t been able to yet. <p>Update should be a formal presentation.</p>