
NORTH AYRSHIRE COUNCIL

21 September 2022

Council

Title: Locality Planning in North Ayrshire

Purpose:

- 1) To provide and update on Locality Planning in North Ayrshire; and
- 2) To seek Council approval for the revised Locality Partnership Terms of Reference and Standing Orders (attached at Appendices 1 and 2).

Recommendation: That Council approves the revised Locality Partnership Terms of Reference and Standing Orders for Meetings attached at appendices 1 and 2 respectively.

1. Executive Summary

- 1.1 This report seeks approval by Council for the updated Standing Orders which regulate the operation of the Locality Partnerships (LPs).
- 1.2 The previous version has been in place since 2016, when the LPs were established. The updates relate both to changing relationships with our communities and improvements to processes over that period as well as learning on areas requiring additional clarity and improved practice.
- 1.3 The North Ayrshire approach to community and locality planning was commended by Audit Scotland in the Council's Best Value Assurance Report of 2020.

2. Background

- 2.1 Open, transparent, and participatory government is fundamental to democracy, and crucial to building trust with local communities. North Ayrshire Council is committed to involving local people and communities in taking decisions which affect their lives. In North Ayrshire, community engagement and community empowerment are part of a continuum which includes our approach to engagement, consultation, co-production and co-delivery. Audit Scotland, in the Council's Best Value Assurance Report of 2020, stated:

"The council is committed to community empowerment and is recognised as a sector leader."

Locality Planning

- 2.2 The key democratic device for increasing the direct influence of local people in North Ayrshire in how they are governed is Locality Planning. Locality planning was introduced in the Community Empowerment (Scotland) Act 2015, under Part 2: Community Planning. It is one of the ways local communities work together with public and third sector organisations to improve residents' lives and neighbourhoods. North Ayrshire has taken a particularly inclusive approach to community and locality planning, understanding that building community capacity and social capital within our communities is a more effective route to reducing inequalities than public sector service delivery alone. The Council's Best Value Assurance Report of 2020 commented:

"The council strives to engage well with some of its most vulnerable communities, including people who are long-term unemployed or who have issues with substance misuse. Where possible, the council seeks to identify people who can act as advocates for these under-represented groups. This has worked well in some cases, for example, engagement with Syrian refugees."

North Ayrshire Council Decentralisation Scheme

- 2.3 The North Ayrshire Locality Planning arrangements are the North Ayrshire Decentralisation Scheme in terms of section 23 of the Local Government etc (Scotland) Act 1994, as well as complying with the obligations of North Ayrshire Community Planning Partnership under Part 2 of the Community Empowerment (Scotland) Act 2014. Locality Partnerships are chaired by elected members as agreed by North Ayrshire Council and since the alignment of Elected Member wards to locality boundaries in 2019, Elected Members may sit on one Locality Partnership.

Functions of Locality Partnerships

- 2.4 The current functions of the Locality Partnerships are to develop, review and implement the priorities of the Locality Plan for their areas, and as part of this:
- Develop a Locality Plan based on agreed local priorities (evidenced from data and community workshops) which aligns with the Single Outcome Agreement and has regard to the plans of Community Planning Partners
 - Monitor and review actions to progress the Locality Plan
 - Engage regularly with the CPP Board to review developments and share success
 - Report directly to the CPP Board
 - Prepare an annual local outcomes improvement progress report containing an assessment of whether there has been an improvement in the achievement of the outcomes of the Locality Plan
 - Promote and consider the impact of Community Planning partner strategies and policies at Locality level.
 - Receive reports from Community Planning Partners on matters affecting the Locality and respond to strategic issues in relation to service delivery at Locality level to support their alignment with the Locality Plan.
 - Influence and improve delivery of services provided within the Locality to support their alignment with the Locality Plan

- Inform the work of elected members within the Locality
- Develop and implement Participatory Budgeting in relation to monies delegated to the Locality Partnership
- Promote and support activities that address local issues and grow community capacity, empowerment, and volunteering
- To support local communities and organisations in aligning their work in support of the priorities of the Locality Plan
- Listen to, consult, and represent local communities in the Locality
- Support the role of Community Councils in aligning their work in support of the priorities of the Locality Plan
- To name new streets within the Locality
- To administer the disbursement of any grant or other financial payment to local organisations or individuals from within the area in terms of the relevant grants schemes.
- North Coast Partnership only - to administer the disbursement of the Largs Car Park fund
- Respond to consultations on matters affecting the Locality.

Local progress

2.5 The progressive nature of locality planning in North Ayrshire has been demonstrated in a number of areas where the influence of the Locality Partnerships has developed significantly:

- Increased engagement of and buy-in from a wide range of local organisations, for example the involvement of a range of community associations, the youth forum and the elderly forum in Irvine Locality Partnership;
- The development of a number of bespoke mechanisms and approaches to widen engagement in local issues, for example the development of the Chit Chat neighbourhood engagement model in the Three Towns, Irvine and Largs and charettes in the Three Towns, Kilwinning and the Garnock Valley;
- The proliferation of a number of interest-based forums, with locality based members, such as the NA Food Network and the North Ayrshire Museums Forum;
- The development of two iterations of Locality Plans, identifying locality priorities, actions and delivery mechanisms, with priorities including social isolation, the environment, financial inclusion and transport;
- The development of Islands Plans for Arran and Cumbrae, capturing and articulating community aspirations, with support from national and local government and agencies to facilitate delivery
- A growing sense of social responsibility in relation to poverty and inequalities, as evidenced by a range of CIF projects, including the Fullarton and Vineburgh food and addiction support initiatives;
- Increased support for young people's mental health, as evidenced in the North Coast and Cumbraes through work at Largs Academy and in Arran by work with the Arran Youth Foundation and Arran High School;
- An increased interest in and ownership of placemaking initiatives and environmental issues, for example the adoption of PB initiatives in relation to Streetscene services and Place Framework development in Saltcoats and Largs;

- An increased level of volunteering, as evidenced, for example, by the work of the Ardrossan Community Development Trust;
- Successful partnerships between public and third sector organisations, for example the development of a stalled space in Kilbirnie through the Council and the Garnock Valley Men's Shed and Cycling without Age in the North Coast and Cumbraes;
- Contributions to local employment, for example the employability initiatives at Beith Community Development Trust;
- Increased ownership of and accountability for financial resources such as the Community investment Fund and related external funding, for example Millport Town Hall, Irvine Youth Hub and the Three Towns Growers; and
- A total investment to date by the Council in the Community Investment Fund of £5.6m, expenditure to date of almost £2m and CIF awards have supported the leverage of £6 049 233.80 in additional funding. The majority of this is from external sources such as Lottery and Scottish Government. For each £1 of CIF granted £3.05 has been awarded in additional funding.

Recent national developments and local progress

- 2.6 Two key national developments are also influencing the nature of participatory democracy, in relation to advancing the Christie principles and developing proposed mechanisms to increase engagement nationally.

These are: *If not now, when? Social Renewal Advisory Board 2021* and *Report of the Institutionalising Participatory and Deliberative Democracy Working Group, Scottish Government 2022*.

- 2.6.1 Mechanisms included in the latter report are Citizens' Assemblies, Mini-Publics, Citizen's Enquiries and Citizens' Panels/Juries and Assemblies for under 16s. These all provide time-limited, focused discussions which the public may be more able to contribute to than open-ended commitments. These are supported by officers and experts and therefore have resource implications.

- 2.6.2 In the report of the Scottish Government's "*If not now, when? Social Renewal Advisory Board 2021*" the discussion in relation to *Communities and Collective Endeavour* says:

"The four Calls to Action in this section focus on giving more power to people and communities, empowering frontline teams, developing new arrangements for local governance, and collectively focusing our thinking, actions, and behaviours on improving places. This is not all about funding: it's about leadership, culture, values and an enduring commitment to change."

Our communities have responded to the pandemic with courage, hard graft, kindness and togetherness, and a renewed Scotland must build on this shared sense of purpose to further shift the balance of power. We are therefore calling on the public sector to give more control to people and communities over the decisions that affect their lives. This is a central recommendation in this report."

- 2.6.3 By co-producing locality planning with its communities, North Ayrshire has already made significant progress in respecting and promoting subsidiarity and making innovative arrangements for local governance. We are encouraging and supporting additional governance mechanisms for local areas, such as development trusts, and we work to ensure parity of esteem with partners in the work we do locally.
- 2.6.4 Our “Accessing our Council” Transformation workstream is progressing a “no wrong door” approach to ensuring our workforce is equipped to support residents holistically to get the right support at the right time and to understand opportunities for residents and communities to develop their skills and to become involved locally.
- 2.6.5 Our LOIP, Council Plan, CLD Strategy, Youth Participation and Citizenship Strategy and Child Poverty Strategy reveal that the culture in North Ayrshire, within the confines of statutory obligations, is one of partnership with our communities.

What next?

- 2.7 Of the four calls to action above therefore, two areas are particular areas for development in Locality Planning in North Ayrshire:
- “Focus on giving more power to people and communities;” and
 - “Collectively focusing our thinking, actions, and behaviours on improving places,” with an emphasis on **public services being shaped around what matters to people**, especially those experiencing disadvantage, in holistic and seamless ways.

The following work is currently in progress to support and promote the role of Locality Planning:

2.7.1 Focus on giving more power to people and communities: Participation

- Reviewing and formalising the contribution of Locality Partnerships to the development of the LOIP and the LOIP action plan;
- Ensuring the role of Locality Partnerships as formal consultees in Council and CPP partner strategies;
- Clarifying and promoting the role of Community Representatives in Locality Partnerships through new role profiles and case studies;
- Continuing to support, promote and develop the role of Community Councils, generally and in relation to Locality Partnerships;
- Strengthening the role of co-option of community members through experience and expertise to encourage participation from other local governance bodies e.g. development trusts, community associations and from the wider community;
- Further developing the network of Chit Chats where relevant in localities to strengthen local voices and voices of communities of interest, including minority groups;
- Developing a participation mechanism for older people;
- Receiving information about the locality activity of Police Scotland, especially in relation to early intervention, wellbeing and partnerships;

- Receiving information about the locality activity of Scottish Fire and Rescue, especially in relation to early intervention, wellbeing and partnerships;
- Receiving information about the activity of schools in the locality, including opportunities for community support and involvement;
- Identifying and utilising participatory mechanisms identified in the Scottish Government working group report to strengthen participation in issues in a timely manner and to encourage residents and communities to influence Council and CPP policy:
- Citizen's Assemblies;
- Mini-publics;
- Citizen's Enquiries and Citizens' Panels/Juries; and
- Assemblies for under 16s.
- Developing the Participation Statement of Intent into a Participation Strategy for North Ayrshire.

2.7.2 Locality Partnership involvement in service design

- Reviewing and extending options for participatory budgeting opportunities with Council services and partners;
- Leading and coordinating community participation and involvement through, for example:
- Our "Accessing our Council" Transformation workstream
- Further development of locality and community hubs
- Tackling Child Poverty Board mini-enquiries
- Climate Change Strategy
- Various other workstreams to be agreed by Locality Partnerships.

2.7.3 Collectively focusing our thinking, actions, and behaviours on improving places

2.7.3.1 The Climate Emergency has been identified as a priority in our LOIP Strategic Needs Assessment by 42% of population who live in 20% most deprived areas. Our localities told us that improving our local environment and championing the natural environment is important to them and our communities told us supporting people to get active is important to them.

2.7.3.2 The following work is in progress:

- Strengthening the strategic role and influence of Locality Partnerships in identifying placemaking opportunities with the Council, including ensuring regular reporting to Locality Partnerships on environmental issues, developments and investments by the Council.
- Strengthening the local role of Locality Partnerships in leadership of placemaking initiatives and stewardship of things that influence where people live through linking community and spatial planning proposals at a local level in the following:
- Local Development Plan 3
- North Ayrshire Regeneration Delivery Plan
- Place Plans

- Place Frameworks
- Islands Plans
- Place-based investments
- Active Travel and Walking Routes
- Regeneration Capital Grant Fund (RCGF) proposals and projects
- CIF projects
- Relationships with Development Trusts.

2.7.3.4 Strengthening Locality Partnership and community participation in placemaking by creating opportunities for Locality Partnership and community participation through, for example:

- Identification and restoration of stalled spaces.
- Tree planting initiatives; and
- PB opportunities as identified by services and partners.

2.7.3.5 North Ayrshire's partnership with Keep Scotland Beautiful has resulted in Climate Literacy training for CPP Senior Officers and this is now being offered to Locality Partnerships.

2.7.3.6 The creation of a community environmental forum to work with the Environmental Sustainability and Climate Change Strategy is being developed, with a view to becoming a point of coalescence and joint action for North Ayrshire environmental interest groups. This will be underpinned by the £350k set aside by North Ayrshire Council for community Environmental/Climate Change participatory budgeting (PB) and will be made up of environmental interest groups from all six localities. Applications will be sought from groups and Locality Partnerships and regular reports will be brought to the Locality Partnerships. Good practice by community groups and the Council and its partners will be shared and promoted.

2.8 A Community Planning Conference in Autumn 2022 will co-produce next steps in maximising the opportunities in community and spatial planning with an outline agenda to include:

- Local Development Plan 3
- Place Partnerships (with Creative Scotland)
- Island Plans
- The community environmental forum
- Community Investment Fund.

Standing Orders

2.9 As a result of the ongoing development of Locality Planning in North Ayrshire a review and update of the Terms of Reference and Standing Orders for Meetings has been undertaken.

2.9.1 The proposed additions to the Terms of Reference and *functions* of the Locality Partnerships are as summarised as follows:

- An increased focus on tackling inequalities within the Locality Plans;
- To develop proposals for the Community Investment Fund in conjunction with communities and receive updates on the progress and impact of funded initiatives;
- To identify and utilise a range of participatory mechanisms to strengthen participation in issues in a timely manner and to encourage residents and communities to influence Council and CPP policy;
- To receive information about the locality activity of Police Scotland, especially in relation to early intervention, wellbeing and partnerships;
- To receive information about the locality activity of Scottish Fire and Rescue, especially in relation to early intervention, wellbeing and partnerships;
- To receive information about the activity of schools in the locality, including opportunities for community support and involvement;
- To receive regular reports on environmental issues, developments and investments by the Council and community planning partners;
- To support, consider and influence local placemaking initiatives and island plans where appropriate, including but not restricted to:
 - LDP3
 - North Ayrshire Regeneration Delivery Plan
 - Place Plans
 - Place Frameworks
 - Islands Plans
 - Place-based investments
 - Active Travel and Walking Routes
 - The proposed Community Environmental Forum
 - RCGF proposals and projects.

2.9.2 The previous Terms of Reference and Standing Orders were produced in 2016, when LPs were developed. Since that time our approach has developed and improved and the main changes which have been made in comparison to the previous Standing Orders are:

- Following the boundary changes and alignment of Elected Member wards to locality boundaries, the removal of the provision that Elected Members can sit on multiple LPs.
- Updating of the process for the appointment of Community Representatives.
- Inclusion of the requirement to try to achieve a balance of community representation across towns, communities of interest, age groups and those with other protected characteristics.
- Addition of recommendation that Locality Partnerships have a focus on the co-option of young people or their representatives.
- Change in term of office for Community Representatives to align to local Community Council elections.
- Addition of standing item in relation to the locality activity of Police Scotland.
- Addition of standing item in relation to the locality activity of Scottish Fire and Rescue Service.
- Addition of standing item in relation to the activity of local schools.

- Addition of virtual meeting format.
- Addition of a process for complaints under the Code of Conduct of Members of Devolved Public Bodies and Addition of Community Investment Fund process and placemaking to the list of functions.

3. Proposals

- 3.1 It is proposed that Council approves the revised Locality Partnership Terms of Reference and Standing Orders for Meetings attached at appendices 1 and 2 respectively.

4. Implications/Socio-economic Duty

Financial

- 4.1 There are no direct financial implications within the current report.

Human Resources

- 4.2 There are no human resource implications within the current report.

Legal

- 4.3 The North Ayrshire Locality Planning arrangements are the North Ayrshire Decentralisation Scheme in terms of section 23 of the Local Government etc (Scotland) Act 1994, as well as complying with the obligations of North Ayrshire Community Planning Partnership under Part 2 of the Community Empowerment (Scotland) Act 2014. Locality Partnerships are chaired by elected members as agreed by North Ayrshire Council and since the alignment of Elected Member wards to locality boundaries in 2019, Elected Members may sit on one Locality Partnership. The functions of the Locality Partnerships are to develop, review and implement the priorities of the Locality Plan for their areas. The proposed updated Standing Orders are in keeping with these arrangements.

Equality/Socio-economic

- 4.4 The purpose of Community and Locality Planning is to reduce inequalities.

Climate Change and Carbon

- 4.5 The revised LOIP priorities (Work, Wellbeing and World) include environmental objectives, as do many of the Locality Plans.

Key Priorities

- 4.6 Community and Locality Planning contribute to all of the Council's key priorities.

Community Wealth Building

- 4.7 Community and Locality Planning contribute to all of the Community Wealth Building pillars, sometimes directly and sometimes by facilitating partner contributions.

5. Consultation

- 5.1 Locality Planning is designed to be a flexible mechanism which allows for adaptability in local circumstances. Continuous feedback from elected members and local engagement and consultation has informed the proposals for the enhanced functions of the Locality Partnerships, especially the enhanced role in influencing placemaking and environmental improvements.

Audrey Sutton
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For further information please contact **Rhona Arthur, Head of Service (Connected Communities)**, on **(01294) 324415**.

Background Papers

Appendix 1: Locality Partnership Terms of Reference

Appendix 2: Standing Orders for Meetings



Locality Partnership Terms of Reference

Locality Partnerships

Membership

The membership of the Locality Partnerships will comprise:

- All Elected Members of North Ayrshire Council who represent the Locality;
- A Senior Lead Officer appointed by North Ayrshire Community Planning Partnership, who will act as chief advisor to the Locality Partnership;
- An Officer representative from each of the following Community Planning Partnership organisations, namely:
 - North Ayrshire Council
 - Health and Social Care Partnership
 - Police Scotland
 - Scottish Fire and Rescue
 - Third Sector Interface
- An Officer representative from each of the following Community Planning Partnership organisations, expected to attend where relevant to their work or expertise
 - Scottish Enterprise
 - Skills Development Scotland
 - Strathclyde Partnership for Transport
 - Job Centre Plus
 - Scottish Government
 - Third Sector Interface
 - Ayrshire College
 - KA Leisure
- The Chair of each Community Council within the Locality, which failing such community councillor as shall be nominated by the relevant Community Council;
- Where there is no Community Council serving a community council area, an individual from a properly constituted community organisation selected in a fair, open and accountable manner as determined by the Locality Partnership. In the event that a Community Council is subsequently formed for this area, this Member shall be replaced by the Chair of the new Community Council.
- Such further Members of the community as will ensure that the overall number of community representatives (including Community Council and other community representatives appointed in terms of the previous two paragraphs) is the same as the number of Elected Members of North Ayrshire Council serving on the Locality Partnership. Prior to such appointment there will be a public process to invite expressions of interest in such membership. Any such community representative will be appointed by the Locality Partnership. In making any such appointment the Locality Partnership shall, as far as possible, have regard to ensuring a balance of representation from the towns, communities of interest, age groups and those with other protected characteristics within the

Locality. Locality Partnerships will seek community representation based on participation by expertise and experience, and the skills and knowledge required by the Partnership to deliver on its priorities.

Co-opted Membership

Locality Partnerships may co-opt as additional members, further representation, including representatives of an agency or organisation not already serving on the Locality Partnership. Any such representative shall have knowledge or expertise in the distinct areas of the Locality Partnership's work (Participation by Experience). The number of co-opted members must not exceed half that of the Locality Partnership's membership. Co-opted members will have such membership rights as the Locality Partnership may determine. In particular, the Locality Partnership may determine their voting rights and the period of time or defined piece of work for which such Co-opted members are appointed. The period of appointment of such co-opted members shall not exceed the normal period of office of community council members. Only Co-opted members who have full voting rights shall be counted as part of any quorum for meetings.

Deputies

Named Depute Members for Members may be appointed by the constituent authority which nominated the Member, or the Member as appropriate. The appointment of such Deputies will be subject to the same rules and procedures for Members. Deputies shall receive papers for Meetings of the Locality Partnership but shall be entitled to attend or vote at a Meeting only in the absence of the principal Member they represent. If the Chairperson or Vice Chairperson is unable to attend a meeting of the Locality Partnership, any Depute Member attending the meeting may not preside over that meeting.

Youth Forums

There will be a standing item in relation to reports from the locality Youth Forum on each Locality Partnership agenda. Representatives from the relevant Youth Forum will attend the Locality Partnership meeting to speak to the report. Equally, there will also be standing item in relation to reports from Locality Partnerships on the locality Youth Forum agenda, with Locality Partnership representation to provide an update on Partnership activity.

HSCP Locality Forums

Each Locality shall have a separate Health and Social Care Locality Forum as a specialist group within each Locality. Its function is to prepare a Locality Plan for health and social care integration functions in each locality, which Plan sets out the arrangements for carrying out integration functions in the Locality and forms part of the Integration Joint Board's Strategic Plan. This IJB Locality Plan will form the health and social care component of the relevant Locality Partnership Plan. Any issues exclusively relating to health and social care will generally be remitted by the Locality Partnership to the Health and Social Care Locality Forum for consideration. In turn the Health and Social Care Locality Forum may also remit wider issues to the Locality Partnership for discussion. There will also be a standing item on the Locality Partnership agenda on the progress of the Health and Social Care Locality Plans. Any wider issues which

involve health and social care, or health and social care issues which are not addressed in the HSCP Locality Plan will be actioned through the Locality Partnership Plan.

In a similar way, it is expected that the priorities of the Locality Plans will be reflected in the strategic and local plans of CPP partner organisations.

Period of Membership

The term of office of Elected Members of the Locality Partnership shall be until the day of the next ordinary Elections for Local Government Councillors. The term of office of all other Community members shall be until the day of the next ordinary election of the Community Council for the area where they reside, which failing the day of the next ordinary Elections for Local Government Councillors. The term of office of Officers shall continue until the nominating body replaces them or they cease to be an employee of the nominating body.

Chair

The Chair will be a North Ayrshire Council Councillor who represents the Locality, appointed by North Ayrshire Council. Each Locality Partnership can appoint its own Vice-Chair.

Code of Conduct

Members shall subscribe to and comply with the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies.

Standing Orders

Standing Orders will be prepared for meetings of Locality Partnerships, which will incorporate the relevant parts of the Terms of Reference.

Quorum

The quorum will be one quarter of the members of the Locality Partnership, excluding co-opted members.

In relation to the awarding of grants, no business shall be transacted at a meeting of the Locality Partnership Board unless there are present, and entitled to vote at least one member who represents the body whose function is to be exercised (e.g. the Council).

Voting

As more particularly detailed in the Standing Orders of the Locality Partnership, every effort shall be made by members to ensure that as many decisions as possible are made by consensus. In the event that such consensus is not possible, then only the member or members representing the body (e.g. Council) whose function is to be

exercised shall be entitled to vote.

Delegated Powers

In common with North Ayrshire Community Planning Partnership, the Locality Partnership will normally make recommendations, which will be referred for consideration to the body responsible for exercising the function which is the subject of the recommendation. Alternatively an officer of bodies attending the Locality Partnership may have authority delegated by their parent organisation to implement the recommendation without further decision by their parent organisation. In addition, Community Planning Partners or other organisation may in due course, delegate specific powers to Locality Partnerships.

Minutes

The minutes of the Locality Partnership will be referred to the Community Planning Partnership (CPP) for noting. Any recommendations will be referred to the CPP for ratification, although Community Planning Partners or Officers authorised by them may implement Partnership recommendations prior to the CPP ratifying the minute. It is expected that this will normally be the case in relation to Partnership grant recommendations.

Meetings

There shall be at least four ordinary meetings of the Locality Partnership each year. Meetings may be held on a fully in person basis or on a wholly remote basis by electronic means or in circumstances whereby some Members attend in person and others take part via remote means.

Functions Referred

The function of the Locality Partnership is to develop, review and implement the priorities of the Locality Plan for its area and as part of this:

- Develop a Locality Plan based on agreed local priorities (evidenced from data and community workshops) which aligns with the Local Outcomes Improvement Plan and has regard to the plans of Community Planning Partners
- Monitor and review actions to progress the Locality Plan
- Engage regularly with CPP Board to review developments and share success
- Report directly to CPP Board
- Prepare an annual local outcomes improvement progress report containing an assessment of whether there has been an improvement in the achievement of the outcomes of the Locality Plan
- Promote and consider the impact of Community Planning partner strategies, and policies at Locality level.
- Receive reports from Community Planning Partners on matters affecting the Locality and respond to strategic issues in relation to service delivery at Locality level to support their alignment with the Locality Plan.
- Influence and improve delivery of services provided within the Locality to support their alignment with the Locality Plan

- Inform the work of elected members within the Locality
- Develop and implement Participatory Budgeting in relation to monies delegated to the Locality Partnership
- Promote and support activities that address local issues and grow community capacity, empowerment and volunteering
- To support local communities and organisations in aligning their work in support of the priorities of the Locality Plan
- Listen to, consult and represent local communities in Locality
- Support the role of Community Councils in aligning their work in support of the priorities of the Locality Plan
- Listen to, consult and represent local communities in Locality
- Support the role of Community Councils in aligning their work in support of the priorities of the Locality Plan
- To name new streets within the Locality
- To administer the disbursement of any grant or other financial payment to local organisations or individuals from within the area in terms of the relevant grants schemes
- North Coast Partnership only - to administer the disbursement of the Largs Car Park fund
- Respond to consultations on matters affecting the Locality
- To develop proposals for the Community Investment Fund in conjunction with communities and receive updates on the progress and impact of funded initiatives
- To support, consider and influence local placemaking initiatives and island plans where appropriate, including but not restricted to:
 - LDP3
 - North Ayrshire Regeneration Delivery Plan
 - Place Plans
 - Place Frameworks
 - Islands Plans
 - Place-based investments
 - Active Travel and Walking Routes
 - The proposed Community Environmental Forum
- RCGF proposals and projects
- An increased focus on tackling inequalities within the Locality Plans
- To identify and utilise a range of participatory mechanisms to strengthen participation in issues in a timely manner and to encourage residents and communities to influence Council and CPP policy
- To receive information about the locality activity of Police Scotland, especially in relation to early intervention, wellbeing and partnerships
- To receive information about the locality activity of Scottish Fire and Rescue, especially in relation to early intervention, wellbeing and partnerships
- To receive information about the activity of schools in the locality, including opportunities for community support and involvement
- To receive regular reports on environmental issues, developments and investments by the Council and community planning partners.

Decentralisation Scheme

The North Ayrshire Locality Planning arrangements shall be the North Ayrshire Decentralisation Scheme in terms of section 23 of the Local Government etc (Scotland) Act 1994, as well as complying with the obligations of North Ayrshire Community Planning Partnership under Part 2 of the Community Empowerment (Scotland) Act 2014.



North Ayrshire
Community Planning Partnership

Version 2 21 Sept 2022

NORTH AYRSHIRE LOCALITY PARTNERSHIPS

STANDING ORDERS FOR MEETINGS

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1. General

These Standing Orders set out the procedures to be followed at meetings (either held in person or via digital platform) of Locality Partnerships in North Ayrshire. As far as applicable, these shall also be the standing orders for any Working Groups. The term 'Chair' shall include the Chair of any Working Group.

- 1.2** In these Standing Orders "Locality" shall mean one of the six areas of North Ayrshire designated by North Ayrshire Community Planning Partnership under section 9 of the Community Empowerment (Scotland) Act 2015.
- 1.3** Any statutory provision, or regulation issued by the Scottish Ministers shall have precedence if they are in conflict with these Standing Orders.
- 1.4** As more specifically detailed in 8, it is expected that all decisions of the Locality Partnership (LP), will be made by consensus and LP members will endeavour to reach agreement wherever possible.

2. Membership

2.1 Membership of the Locality Partnerships shall comprise:-

- All Elected Members of North Ayrshire Council who represent the Locality.
- A Senior Lead Officer appointed by North Ayrshire Community Planning Partnership, who will act as chief advisor to the Locality Partnership;
- An Officer representative/adviser from each of the following Community Planning Partnership organisations, namely:
 - North Ayrshire Council
 - North Ayrshire Health and Social Care Partnership
 - Police Scotland
 - Scottish Fire and Rescue Service
 - Third Sector Interface.
- An Officer representative/adviser from each of the following Community Planning Partnership organisations, expected to attend where relevant to their work or expertise:
 - Scottish Enterprise
 - Skills Development Scotland
 - Strathclyde Partnership for Transport
 - Job Centre Plus
 - Scottish Government
 - Ayrshire College
 - KA Leisure.
 - Sportscotland
- The Chair of each Community Council within the Locality, which failing, such community councillor as shall be nominated by the relevant Community Council;

- Where there is no Community Council serving a community council area, an individual from a properly constituted community organisation selected in a fair, open and accountable manner as determined by the Locality Partnership. In the event that a Community Council is subsequently formed for this area, this Member shall be replaced by the Chair of the new Community Council.
- Such further Members of the community as will ensure that the overall number of community representatives (including Community Council and other community representatives appointed in terms of the previous two paragraphs) is the same as the number of Elected Members of North Ayrshire Council serving on the Locality Partnership. Prior to such appointment there will be a public process to invite expressions of interest in such membership. Any such community representative will be appointed by the Locality Partnership. In making any such appointment the Locality Partnership shall, as far as possible, have regard to ensuring a balance of representation from the towns, communities of interest, age groups or those with other protected characteristics within the Locality. Locality Partnerships will seek community representation based on participation by expertise and experience, and the skills and knowledge required by the Partnership to deliver on its priorities.

2.2 Co-opted Membership

Locality Partnerships may co-opt as additional members, further representation, including representatives of an agency or organisation not already serving on the Locality Partnership. Any such representative shall have knowledge or expertise in the distinct areas of the Locality Partnership's work (Participation by Experience). Locality Partnerships may wish to focus in particular on the co-option of young people or their representatives to ensure that they are equal partners in the co-design and co-delivery of policies and services which affect them. Co-opted members will have such membership rights as the Locality Partnership may determine. In particular, the Locality Partnership may determine their voting rights and the period of time or defined piece of work for which such Co-opted members are appointed. The period of appointment of such co-opted members shall not exceed the normal period of office of community council members. Only Co-opted members who have full voting rights shall be counted as part of any quorum for meetings.

2.3 Period of Membership

The term of office of Elected Members of the Locality Partnership shall be until the day of the next ordinary Elections for Local Government Councillors. The term of office of all other Community members shall be until the day of the next ordinary election of the Community Council for the area where they reside, which failing the day of the next ordinary Elections for Local Government Councillors. The term of office of Officers shall continue until the nominating body replaces them or they cease to be an employee of the nominating body.

- 2.4** Where an LP Member resigns or otherwise ceases to hold office, the person appointed in his/her place shall be appointed for the unexpired term of the Member they replace.
- 2.5** On expiry of an LP Member's term of appointment the Member shall be eligible for re-appointment provided that he/she remains eligible and is not otherwise disqualified from appointment.
- 2.6** An LP Member appointed under paragraph 2.1 ceases to be a member of the Locality Partnership if they cease to be either a member or employee of the body which nominated them.
- 2.7** A Member of the Locality Partnership may resign his/her membership at any time during their term of office by giving notice to the Locality Partnership in writing. The resignation shall take effect from the date notified in the notice or on the date of receipt if no date is notified. The Locality Partnership must inform the body that made the nomination.
- 2.8** If an LP Member has not attended three consecutive Ordinary meetings of the Locality Partnership or has not attended any meetings for a period of six months, whichever is the longer, and their absence was not due to illness or some other reasonable cause (not exceeding nine months) as determined by the Locality Partnership, the Locality Partnership may, by giving one month's notice in writing to that Member, remove that person from office.
- 2.9** A constituent authority may remove a member which it nominated by providing one month's notice in writing to the member and the Locality Partnership.
- 2.10** Named Deputies for Members may be appointed by the constituent authority which nominated the Member, or the Members as appropriate. The appointment of such Deputies will be subject to the same rules and procedures for Members. Deputies shall receive papers for Meetings of the Locality Partnership but shall be entitled to attend or vote at a Meeting only in the absence of the principal Member they represent. If the Chairperson or Vice Chairperson is unable to attend a meeting of the Locality Partnership, any Depute Member attending the meeting may not preside over that meeting. Deputies can be nominated in their own right to serve on any Sub Committee.
- 2.11** The acts, meetings or proceedings of the Locality Partnership shall not be invalidated by any defect in the appointment of any Member.

3. Chair and Vice Chair

- 3.1** The Chair will be a Councillor of North Ayrshire Council who represents the Locality, appointed by North Ayrshire Council. Each Locality Partnership will appoint its own Vice-Chair. For the avoidance of doubt the Vice-Chair can be any member of the Locality Partnership.

- 3.2** The term of office of the Chair and Vice-Chair shall be the period of their membership of the Locality Partnership in terms of 2.3, or, in the case of a person appointed to fill a casual vacancy, the remainder of that term.
- 3.3** A person holding the office of Chair or Vice-Chair shall be eligible for re-election.
- 3.4** On a vacancy arising in the offices of Chair or Vice-Chair, an election to fill the vacancy shall be held as soon as practicable at a meeting of North Ayrshire Council or the Locality Partnership respectively. The notice for the meeting shall specify the filling of the vacancy as an item of business.
- 3.5** At every meeting of the Locality Partnership the Chair, if present, shall preside. If the Chair is absent from any meeting the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent, a Chair shall be appointed from within any of the members present for that meeting. Any Depute Member attending the meeting in terms of 2.10 may not preside over that meeting.
- 3.6** Respect will at all times be paid to the authority of the Chair or Vice-Chair, or such other Member presiding, when chairing any meeting of the Locality Partnership. When the Chair speaks, he/she shall be heard without interruption. Members shall address the Chair while speaking.
- 3.7.** It shall be the duty of the Chair to:
- Preserve order and ensure fairness in debate, and determine the order in which speakers can be heard;
 - Decide on matters of relevancy, competency and order, and whether to have a recess during the Meeting, having taken into account any advice offered by the Senior Lead Officer or other relevant officer in attendance at the Meeting;
 - Ensure that Standing Orders are observed;
 - Determine any questions of procedure for which no express provision has been made in these Standing Orders;
 - Maintain order and at his/her discretion, order the exclusion of any member of the public who is deemed to have caused disorder or misbehaved;
 - Adjourn a meeting in the event of disorder arising to a time, which the Chair may then or afterwards, fix (the quitting of the Chair shall be the signal that the meeting is adjourned). In the event the Chair quits without disorder having arisen, the meeting shall not be adjourned and the Depute Chair or in his/her absence another member of the Locality Partnership chosen by those Members present shall assume the Chair;
- 3.8** The decision of the Chair on all matters within his/her powers shall be final and shall not be open to question or discussion.
- 3.9** The Vice-Chair may act in all respects as the Chair of the Locality Partnership if the Chair is absent or otherwise unable to perform his/her duties.
- 3.10** In the event that in the absence of the Chair, a meeting is being chaired by either the Vice-Chair or another member appointed under 3.5 above, such

Chair shall only have a vote in relation to the awarding of grants, where such Chair represents the body whose function is to be exercised (e.g. the Council).

- 3.11** The Chair of the Arran Locality Membership, as the sole Elected Member for the ward taking financial decisions, is subject to the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies, and review of Community Investment Fund recommendations by Cabinet and the Audit and Scrutiny Committee.

4. Meetings

- 4.1** There shall be at least four ordinary meetings of the Locality Partnership each year at such time, place and frequency as may be agreed by the Locality Partnership. The Chair and Senior Lead Officer will have the final decision-making role on the meeting arrangements as required.
- 4.2** The Chair may convene Special Meetings if it appears to him/her that there are items of urgent business to be considered. Such Meetings will be held at a time, date and venue as determined by the Chair. If the Office of Chair is vacant, or if the Chair is unable to act for any reason the Vice-Chair may at any time call such a meeting.
- 4.3** Adequate provision will be made to allow for members to attend a meeting of the Locality Partnership or a Working Group of the Locality Partnership, either by being present together with other members in a specified place, or in any other way which enables members to participate despite not being present with other members in a specified place. An appropriate venue may include a meeting held on a wholly remote basis by electronic means or in circumstances whereby some members attend in person and others take part via remote means.

5. Notice of Meeting

- 5.1** Before every meeting of the Locality Partnership, or Working Group, a notice of the meeting, specifying the time, place and business to be transacted at it and signed by the Chair, or by a Member authorised by the Chair to sign on that person's behalf, shall be issued by electronic means to all Members no later than five days (including Saturday and Sunday) prior to the start of the meeting. Such notice will remain valid until rescinded in writing. Lack of service of the notice on any member shall not affect the validity of anything done at a meeting.
- 5.2** Where it is deemed necessary, the Senior Lead Officer, in consultation with the Chair, may also call for a meeting to take place on a wholly remote basis by electronic means or in circumstances whereby some Members attend in person and others take part via remote means.

- 5.3** At all Ordinary or Special Meetings of the Locality Partnership, no business other than that on the agenda shall be discussed or adopted except where by reason of special circumstances, which shall be specified in the minutes, the Chair is of the opinion that the item should be considered at the meeting as a matter of urgency.

6. Quorum

- 6.1** No business shall be transacted at a meeting of the Locality Partnership Board unless there are present, and entitled to vote, at least one quarter of the members of the Locality Partnership.
- 6.2** If within ten minutes after the time appointed for the commencement of a meeting of the Locality Partnership, a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed and the minute of the meeting will disclose the fact.
- 6.3** In relation to the awarding of grants, no business shall be transacted at a meeting of the Locality Partnership unless there are present, and entitled to vote at least one member who represents the body whose function is to be exercised (e.g., the Council),

7 Powers and Business

- 7.1** In common with North Ayrshire Community Planning Partnership, the Locality Partnership will make recommendations, which will be referred for consideration to the body responsible for exercising the function which is the subject of the recommendation. Alternatively an officer of the bodies attending the Locality Partnership may have authority delegated by their parent organisation to implement the recommendation without further decision by their parent organisation. It is expected that this will normally be the case in relation to Locality Partnership grant determinations made within the scope of the relevant grant scheme.
- 7.2** The business of the Locality Partnership is to develop, review and implement the priorities of the Locality Plan for its area, and as part of this to undertake the functions detailed in Appendix A. Community Planning Partners or other organisations may in due course, delegate further specific powers to Locality Partnerships.
- 7.3** There will be a standing item in relation to reports from the locality Youth Forum on each Locality Partnership agenda. Representatives from the relevant Youth Forum will attend the Locality Partnership meeting to speak to the report. Equally, there will also be standing item in relation to reports from Locality Partnerships on the locality Youth Forum agenda, with Locality Partnership representation to provide an update on Partnership activity.

- 7.4** Each Locality shall have a separate Health and Social Care Locality Forum as a specialist group within each Locality. Its function is to prepare a Locality Plan for health and social care integration functions in each locality, and forms part of the Integration Joint Board's (IJB) Strategic Plan. This IJB Locality Plan will form the health and social care component of the relevant Locality Partnership Plan. Any issues exclusively relating to health and social care will generally be remitted by the Locality Partnership to the Health and Social Care Locality Forum for consideration. In turn, the Health and Social Care Locality Forum may also remit wider issues to the Locality Partnership for discussion. There will also be a standing item on the Locality Partnership agenda on the progress of the Health and Social Care Locality Plans. Any wider issues which involve health and social care, or health and social care issues which are not addressed in the HSCP Locality Plan will be actioned through the Locality Partnership Plan. In a similar way, it is expected that the priorities of the Locality Plans will be reflected in the strategic and local plans of CPP partners. It is open to a Locality Partnership and a Health and Social Care Locality Forum for the same Locality to combine into a single body, should this be agreed by the two bodies, North Ayrshire Council and NHS Ayrshire and Arran.

8. Procedure for Dealing with Items of Business

- 8.1** Every effort shall be made by the Chair and Members to ensure that as many decisions as possible are made by consensus.
- 8.2** Report authors will speak to the terms of any report drafted by them which is on the agenda for a meeting. Thereafter it will be open to any Member to ask a question or questions concerning the item of business under consideration. Such questions must be relevant to the item of business under consideration and may be directed to any Member or officer seeking clarification of the terms of a report
- 8.3** When the Chair is satisfied that there are no more questions to be raised he or she will invite the Locality Partnership to discuss the item of business. Such discussion must be relevant to the item of business and should attempt to achieve a decision by consensus. As part of the Chair's role to manage the meeting, the Chair shall attempt to ensure that Members who wish to speak have a fair opportunity to do so. The Chair shall have power to determine when Members can speak, and will determine the number of occasions and length of time that a Member is able to speak.
- 8.4** When the Chair is satisfied that a decision can be made by consensus he or she will clarify the terms of that decision with the Locality Partnership.

9. Procedure where there is no Unanimous Decision

- 9.1** If the Chair is satisfied that a decision cannot be made by consensus, he or she will invite those of differing views to state the decision they wish the Locality Partnership to make. The first such statement will be known as the motion. Any

member may seek an amendment to the motion. Any motion and amendment must relate to the item of business under discussion. No motion or amendment will be accepted unless it is seconded. It will be open to any Member to ask a question or questions to the mover of any motion or amendment seeking clarity of their motion or amendment.

- 9.2** In the event that discussion on any item has exceeded 30 minutes it will be open to any Voting Member to propose a motion. If this is not seconded the motion will fall and discussion shall continue. If it is seconded, the Chair will ascertain if there are any amendments, which also require to be seconded.
- 9.3** Non-voting members can propose or second a motion or amendment and speak to its terms, but cannot vote on it
- 9.4** Debate: when the Chair is satisfied that there are no more amendments to be raised he or she will state that Locality Partnership is in debate.
- 9.5** Subject to the right of the mover of a motion, and the mover of an amendment, to reply, no Member will speak more than once on the same question at any meeting of the Locality Partnership except:
- On a question of Order;
 - With the permission of the Chair; or
 - In explanation or to clear up a misunderstanding in some material part of his/her speech.
- 9.6** The mover of an amendment and thereafter the mover of the motion will have the right of reply for a period of not more than 3 minutes. He/she will introduce no new matter and once a reply is commenced, no other Member will speak on the subject of debate. Thereafter the discussion will be held closed and the Chair will call for the vote to be taken.

10. Voting

- 10.1** Where a decision cannot be made by consensus in terms of standing order 8, then only Elected Members and Community members shall be entitled to vote, except in relation to the awarding of grants, where only the Member or Members representing the body whose function is to be exercised (e.g. the Council) shall be entitled to vote.
- 10.2** Any decision requiring a vote will be determined by a majority of votes of the Members present and who are entitled to vote on the question. Voting shall be by a show of hands, except where the meeting is being held via a remote meeting platform, when the name of each member voting or declining to vote shall be recorded in the minute by calling the roll of the members. In the case of an equality of votes the Chair shall have a second or casting vote. As the purpose of the Chair's second or casting vote is to break a deadlock, they can cast it whichever way they choose, including casting it differently from their

earlier substantive vote. For the avoidance of doubt, the Chair is not required to cast their second or casting vote in favour of the status quo.

11. Code of Conduct and Conflicts of Interest

- 11.1** Members of the Locality Partnership shall subscribe to and comply with the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies which is deemed to be incorporated into these Standing Orders. All members who are not already bound by the terms of the Code shall be obliged before taking up membership, to agree in writing to be bound by the terms of the Code of Conduct for Members of Devolved Public Bodies.
- 11.2** If any Member has a financial or non-financial interest as defined in the Code of Conduct of Members of Devolved Public Bodies and is present at any meeting at which the matter is to be considered, he/she must as soon as practical, after the meeting starts, disclose that he/she has an interest and the nature of that interest and if he/she is precluded from taking part in consideration of that matter.
- 11.3** If a Member or any associate of theirs has any pecuniary or any other interest direct or indirect, in any contract or proposed contract or other matter and that Member is present at a meeting of the Locality Partnership, that Member shall disclose the fact and the nature of the relevant interest and shall not be entitled to vote on any question with respect to it. A Member shall not be treated as having any interest in any contract or matter if it cannot reasonably be regarded as likely to significantly affect or influence the voting by that Member on any question with respect to that contract or matter.
- 11.4** Where an interest is disclosed, the other members present at the meeting in question must decide whether the member declaring the interest is to be prohibited from taking part in discussion of or voting on the item of business.
- 11.5** Complaints that a member has breached the Code of Conduct of Members of Devolved Public Bodies will be determined by the Locality Partnership or a Working Group set up under Standing Order 19. The complainant must identify the specific provision of the Code which has been breached and why it has been breached, failing which the Senior Lead Officer may advise that the complaint should not be further considered. If the Locality Partnership proceed to a hearing to determine the complaint, it should ensure (a) that members directly involved in the complaint are not members of the meeting which determines the complaint; (b) give to the member who is being complained about fair notice of the subject matter of the complaint and (c) provide the complainant and the member complained about an opportunity to address the meeting. If the Locality Partnership uphold the complaint they can (a) make recommendations to the body who appointed the member to either replace or suspend the member or (b) subject to the approval of the Senior Lead Officer, suspend the member from attending meetings of the Locality Partnership for a period of up to one year.

12. Adjournment of Meetings

- 12.1** A meeting of the Locality Partnership may be adjourned to another date, time or place by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those present and entitled to vote, the meeting shall be adjourned to the day, time and place specified in the motion.

13. Disclosure of Information

- 13.1** No Member or Officer shall disclose to any person any information which falls into the following categories:-

- Confidential information within the meaning of Section 50(a)(2) of the Local Government (Scotland) Act 1973.
- The full or any part of any document marked “not for publication by virtue of the appropriate paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973 (which schedule is attached as Appendix B) , unless and until the document has been made available to the public or press under section 50B of the said 1973 Act.
- Any information regarding proceedings of the Locality Partnership from which the public have been excluded unless or until disclosure has been authorised by the Locality Partnership or the information has been made available to the press or to the public under the terms of the relevant legislation.
- Personal information about any individual unless that individual has consented to its disclosure

- 13.2** Without prejudice to the foregoing no Member shall use or disclose to any person any confidential and/or exempt information coming to his/her knowledge by virtue of his/her office as a Member where such disclosure would be to the advantage of the Member or of anyone known to him/her or which would be to the disadvantage of the Locality Partnership.

14. Recording of Proceedings

Any request to photograph, tape, film, video tape, digital or otherwise record the proceedings of any Meeting shall be notified in advance to the Locality Partnership, to enable the Partnership to determine whether to agree to the request. For the avoidance doubt, recording of remote or on-line meetings is permitted.

15. Admission of Press and Public

- 15.1** Subject to the extent of the accommodation available and except in relation to

items certified as exempt, meetings of the Locality Partnership shall wherever possible be conducted in public. Public notice of the time and place of each meeting of the Locality Partnership shall be given by publishing such notice on the website of the Locality Partnership, which failing, North Ayrshire Council, not less than five days before the date of each meeting. In relation to wholly remote meetings, a member of the public can request to join the meeting as an observer, if technical constraints allow. Alternatively, and subject to obtaining Data Protection agreement of those present, a Locality Partnership may agree to live-stream or subsequently publish the meeting.

15.2 The Locality Partnership may by resolution at any meeting exclude the press and public during consideration of an item of business where it is likely in view of the nature of the business to be transacted or of the nature of the proceedings, that if members of the press and public were present there would be a disclosure to them of exempt information as defined in Schedule 7(A) of the Local Government (Scotland) Act 1973 Act, or it is likely that confidential information would be disclosed in breach of an obligation of confidence. The categories of exemption, which may apply under Schedule 7(A) of the 1973 Act, are set out in Appendix B

15.3 Every meeting of the Locality Partnership shall be open to the public but these provisions shall be without prejudice to the Locality Partnership powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. The Locality Partnership may exclude or eject from a meeting a member or members of the press and public whose presence or conduct is impeding the work or proceedings of the meeting.

16. Alteration, Deletion and Rescission of Decisions of the Locality Partnership

Except insofar as required by reason of illegality, no motion to alter, delete or rescind a decision of the Locality Partnership will be competent within six months from the decision, unless a decision is made prior to consideration of the matter to suspend this Standing Order in terms of Standing Order 17.

17. Suspension, Deletion or Amendment of Standing Orders

With the exception of Standing Orders 6.3, 7.1, 10.1, 11.1, 11.2, 11.3, 11.4, 13, and 18.1, any one or more of the Standing Orders in the case of emergency as determined by the Chair upon motion may be temporarily suspended, amended or deleted at any Meeting so far as regards any business at such meeting provided that two thirds of the Members of the Locality Partnership present and voting shall so decide. Any motion to suspend Standing Orders shall state the number or terms of the Standing Order(s) to be suspended.

18. Minutes

- 18.1** The names of the Members and others present at a meeting shall be recorded in the minutes of the meeting.
- 18.2** The minutes of the proceedings, including any decision or resolution made by that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement of their accuracy after which they will be signed by the person presiding at that meeting. A minute purporting to be so signed shall be received as evidence without further proof.
- 18.3** The minutes will also be referred to the Community Planning Partnership for noting by them. Any recommendations made by the Locality Partnership in relation to a matter where they do not have decision making powers delegated to them from the body whose function is to be exercised, will be referred to the Community Planning Partnership for ratification. If ratified, the recommendation will be submitted to the relevant body or bodies for their consideration. This is without prejudice to the powers of Community Planning Partners or officers authorised by them to agree to implement Locality Partnership recommendations prior to the Community Planning Partnership ratifying the minute. It is expected that this will normally be the case in relation to Locality Partnership grant determinations made within the scope of the relevant grant scheme.

19. Working Groups

- 19.1** The Locality Partnership may establish any Working Group as required from time to time but each Working Group shall have a limited time span as may be determined by the Locality Partnership.
- 19.2** The Membership, Chair, remit, powers and quorum of any Working Group will be determined by the Locality Partnership.
- 19.3** Agendas for consideration at a Working Group will be issued by electronic means to all Members no later than two days (not including Saturday and Sunday) prior to the start of the meeting.

Appendix A

Functions of the Locality Partnership

The function of the Locality Partnership is to develop, review and implement the priorities of the Locality Plan for its area and as part of this to:

- Develop a Locality Plan based on agreed local priorities (evidenced from data and community engagement) which aligns with the Local Outcomes Improvement Plan and has regard to the plans of Community Planning Partners
- Monitor and review actions to progress the Locality Plan
- Engage regularly with CPP Board to review developments and share success
- Report directly to CPP Board
- Prepare an annual local outcomes improvement progress report containing an assessment of whether there has been an improvement in the achievement of the outcomes of the Locality Plan
- Promote and consider the impact of Community Planning partner strategies, and policies at Locality level.
- Receive reports from Community Planning Partners on matters affecting the Locality and respond to strategic issues in relation to service delivery at Locality level to support their alignment with the Locality Plan.
- Influence and improve delivery of services provided within the Locality to support their alignment with the Locality Plan
- Inform the work of elected members within the Locality
- Develop and implement Participatory Budgeting in relation to monies delegated to the Locality Partnership
- Promote and support activities that address local issues and grow community capacity, empowerment and volunteering
- To support local communities and organisations in aligning their work in support of the priorities of the Locality Plan
- Listen to, consult and represent local communities in the Locality
- Support the role of Community Councils in aligning their work in support of the priorities of the Locality Plan
- To name new streets within the Locality
- To administer the disbursement of any grant or other financial payment to local organisations or individuals from within the area in terms of the relevant grants schemes.
- North Coast Partnership only - to administer the disbursement of the Largs Car Park fund
- Respond to consultations on matters affecting the Locality
- To develop proposals for the Community Investment Fund in conjunction with communities and receive updates on the progress and impact of funded initiatives
- To support, consider and influence local placemaking initiatives and island plans where appropriate including but not restricted to:
 - LDP3
 - North Ayrshire Regeneration Delivery Plan
 - Place Plans

- Place Frameworks
- Islands Plans
- Place-based investments
- Active Travel and Walking Routes
- The proposed Community Environmental Forum
- RCGF proposals and projects.

Appendix B

Local Government (Scotland) Act 1973

SCHEDULE 7A: DESCRIPTIONS OF EXEMPT INFORMATION

For the purposes of these Standing Orders the word “authority” in this Appendix shall mean any of the bodies detailed in paragraph 2.1 of these Standing Orders.

1. Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office holder, former office-holder or applicant to become an office-holder under, the authority.
2. Information relating to any particular occupier or former occupier of, or applicant for, accommodation provided by or at the expense of the authority.
3. Information relating to any particular applicant for, or recipient or former recipient of, any service provided by the authority.
4. Information relating to any particular applicant for, or recipient or former recipient of, any financial assistance provided by the authority.
5. Information relating to the adoption, care, fostering or education of any particular child or relating to the supervision or residence of any particular child in accordance with a supervision requirement made in respect of that child under the Social Work (Scotland) Act 1968.
6. Information relating to the financial or business affairs of any particular person (other than the authority).
7. Information relating to anything done or to be done in respect of any particular person for the purposes of any of the matters referred to in section 27(1) of the Social Work (Scotland) Act 1968 (providing reports on and supervision of certain persons).
8. The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
9. Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

10. The identity of the authority (as well as of any other person, by virtue of paragraph 6 above) as the person offering any particular tender for a contract for the supply of goods or services.

11. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

12. Any instructions to counsel and any opinion of counsel (whether or not in connection with any proceedings) and any advice received, information obtained or action to be taken in connection with:

(a) any legal proceedings by or against the authority, or (b) the determination of any matter affecting the authority,
(Whether, in either case, proceedings have been commenced or are in contemplation).

13. Information which, if disclosed to the public, would reveal that the authority proposes:

(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
(b) to make an order or direction under any enactment.

14. Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

15. The identity of a protected informant.