

## Locality Planning Group(s)

### Terms of Reference (ToR)

Revised – December 2023 (for review 6 monthly)

#### 1. LOCALITIES - WHAT IS IT ABOUT?

The Inverclyde HSCP Locality Groups are established in accordance with the Public Bodies (Joint Working) (Scotland) Act 2014, the Act puts in place the legislative framework to integrate health and social care services in Scotland. Section 29(3) (a) of the Act noted above requires each integration Authority to establish at least two localities within its area.

#### What will Locality Planning Groups do?

For the HSCP to make informed decisions about our strategic planning and commissioning, we need to fully understand our community's priorities. Locality Planning Groups will influence and help shape our services in Inverclyde, they will have **three** main purposes:

- 1) The HSCP Locality Groups represent local stakeholder groups in relation to health and social care services to influence, help shape and inform HSCP service planning.
- 2) The HSCP Locality Groups can provide views on the development, implementation and review of Inverclyde HSCP strategic plans.
- 3) The HSCP Locality Groups will be a key partner in developing and supporting engagement, communication and sharing of information locally to deliver the key outcomes for Inverclyde.

#### What won't Locality Planning Groups do?

- 1) The HSCP Locality Groups are not decision makers.
- 2) The HSCP Locality Groups will not have budgetary responsibility.
- 3) The HSCP Locality Groups will not replace existing Community Groups, Community Hubs or Networks, we want to work alongside the existing groups and complement their networks and good work.

**2. WHY GET INVOLVED?**

We want to ensure communities have the opportunity to influence your local health and care services.

We want to ensure communities have the opportunity to make a difference to local people's health and wellbeing.

We want to ensure this is an opportunity to influence the long-term planning for health services across Inverclyde.

**3. WHERE ARE THE EAST AND WEST LOCALITIES?**

The **East Locality** is defined as including the towns and villages of:

- Kilmacolm and Quarriers Village
- Port Glasgow
- Greenock East and Central (boundary Bakers Brae)

The **West Locality** is defined as including the towns and villages of:

- Greenock West and Gourock
- Greenock South and South West
- Inverkip and Wemyss Bay

**4. WHO WILL BE ON THE MEMBERSHIP?**

We want to ensure a range of voices are heard so are keen to ensure we have a cross section of key people. This will involve:

- Carers
- General Practitioners (GPs)
- Health & Social Care Partnership (HSCP) Senior Manager(s)
- Health & Social Care Professionals
- Persons who use local health and social care services
- Representative(s) of the housing sector
- Third, voluntary and independent sector

The Chair will be appointed annually and will serve no more than a maximum of three years. Members of the HSCP Senior Management Team will initially be in the Chair as we develop our localities.

Established 'networks' and/or stakeholder groups should nominate their relevant representative to the Locality Planning Groups. In addition, the HSCP Locality Groups may invite contributions from other relevant stakeholders that it considers will add value to specific discussions.

A representative from the HSCP Locality Groups will represent the interests of their Locality at the Strategic Planning Group (SPG).

**5. WHAT IS THE ROLE OF MEMBERS?**

We are keen that members

- Attend meetings regularly and consistently.
- Link with other interested people through agreed networks to ensure the interests of their community are represented.
- Actively contribute to the discussions of the HSCP Locality Group(s).

**6. HOW WILL IT OPERATE**

**6.1 Meetings**

On an annual basis at the first meeting of each year, the HSCP Locality Group(s) will agree a schedule of meetings sufficient to deliver local priorities. Meetings will be no less than four per calendar year. In addition, information may be provided and sought on a virtual basis, communicated via email.

**6.2 Administration**

Support will be provided to the HSCP Locality Group(s) and will include arranging meetings; producing meeting agendas; recording action notes; rolling action log; and circulating papers to members.

The HSCP will offer members reasonable support, including appropriate expenses, to enable them to attend meetings and fulfil their duties

**6.3 Review of Terms of Reference**

These Terms of Reference will be reviewed 6 months initially and at least annually thereafter, at the first meeting of the HSCP Locality Group(s) each year, or at any time the HSCP Board considers a review to be necessary in the light of experience or emerging issues.

**7. REPORTING**

The Locality Groups will report directly to the Strategic Planning Group (SPG).

