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<b>Report To:</b>	<b>Policy and Resources Committee</b>	<b>Date:</b>	<b>24 March 2020</b>
<b>Report By:</b>	<b>Steven McNab, Head of Organisational Development, Policy and Communications</b>	<b>Report No:</b>	<b>PR/10/20/SM</b>
<b>Contact Officer:</b>	<b>Louise McVey, Corporate Policy, Performance and Partnership Manager</b>	<b>Contact No:</b>	<b>01475 712042</b>
<b>Subject:</b>	<b>The Role of Elected Members in Locality Planning</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek agreement from the Policy and Resources regarding the role of Elected Members in locality planning.

## 2.0 SUMMARY

- 2.1 Elected Members have an important contribution to make to locality planning given the unique knowledge they have of communities. This report therefore sets out proposals regarding their role in locality planning.
- 2.2 The model for locality planning that both the Alliance Board and the Integration Joint Board (IJB) have approved is to have a Locality Planning Group (LPG) in each of the six localities, along with a Communications and Engagement Group in each locality that will sit underneath the LPG.
- 2.3 Elected Members will be able to participate in locality planning will be through LPGs. Elected Members will be able to attend meetings of the LPG in their locality so that they can highlight the views of their constituents, hear what is being discussed and provide feedback to their constituents on the work of the LPG. This will be similar to the role that Elected Members have on Community Councils where they are deemed ex-officio members and their role is to engage and listen.
- 2.4 It is important for the success of Communication and Engagement Groups that they are community led. The membership of these groups will therefore primarily consist of members of the community who live in that locality, with support provided by the third sector, a Corporate Policy Officer for community planning and Community Learning and Development.
- 2.5 While Elected Members will not sit on the Communication and Engagement Groups as members, they will be kept fully informed of the key issues raised by the groups through their role on LPGs. In addition, upon the request of the Communication and Engagement Groups, Elected Members may be invited to attend a meeting to answer specific questions or provide information.

## 3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Policy and Resources Committee agree that:
- Locality Planning Groups are chaired by a community representative where possible;
  - Elected Members are invited to attend Locality Planning Groups; and
  - Elected Members do not participate in Communications and Engagement Groups.

**Louise Long**  
**Lead Officer for Inequalities**  
**Corporate Director (Chief Officer) Inverclyde HSCP**

## **4.0 BACKGROUND**

- 4.1 The Community Empowerment (Scotland) Act 2015 placed a statutory requirement on Inverclyde Alliance to develop locality plans for the communities of Inverclyde that experience the greatest inequalities.
- 4.2 In addition, the Public Bodies Joint Working (Scotland) Act 2014 placed responsibility on the HSCP in relation to locality planning. Health and Social Care Partnerships must set up two or more localities and the localities should be established to enable service planning at a local level within natural communities.
- 4.3 Inverclyde Alliance and the HSCP have been working together to put in place arrangements for locality planning that meet the needs of both pieces of legislation.
- 4.4 Inverclyde Alliance and the HSCP have agreed to establish the following six localities to ensure that the whole of Inverclyde has the opportunity to participate in locality planning:
  - Kilmacolm and Quarriers Village
  - Port Glasgow
  - Greenock East and Central
  - Greenock South and South West
  - Greenock West and Gourock
  - Inverkip and Wemyss Bay
- 4.5 The model for locality planning that both the Alliance Board and the IJB have approved is to have a Locality Planning Group in each of the six localities, along with a Communications and Engagement Group in each locality that will sit underneath the LPG. Appendix 1 contains an organogram that illustrates the model for locality planning that is being implemented.
- 4.6 The purpose of the Locality Planning Groups is to provide a forum for community representatives and public services to come together to develop and implement a Locality Action Plan and to take an active role in and provide leadership for local planning of service provision.
- 4.7 Communication and Engagement Groups will be responsible for the development of robust and comprehensive community involvement and engagement in support of their respective Locality Planning Group.

## **5.0 ROLE OF ELECTED MEMBERS**

- 5.1 Elected Members already engage with residents and groups on a wide range of issues and take on an important community leadership role. Not only can they bring this knowledge to locality planning, but they can represent the views of the people who live in their ward and they can encourage their constituents to become involved in locality planning. This means that Elected Members have a unique and invaluable contribution to make to locality planning.
- 5.2 The best way of harnessing the unique knowledge and contribution that Elected Members can make to locality planning is through their participation in Locality Planning Groups.
- 5.3 Elected Members will be able to attend meetings of the LPG in their locality so that they can highlight the views of their constituents, hear what is being discussed and provide feedback to their constituents on the work of the LPG. This will be similar to the role that Elected Members have on Community Councils where they are deemed ex-officio members and do

not have voting rights. The role of Elected Members on Community Councils is to engage and listen.

- 5.4 A terms of reference has been drafted for the Locality Planning Groups and this is contained within Appendix 2 of this report.
- 5.5 The purpose of establishing Locality Planning Groups is to empower communities by strengthening their voices in decisions about public services. Members of the community will therefore be offered the opportunity of being either the chair or vice chair of Locality Planning Groups.
- 5.6 The model for locality planning that is being implemented in Inverclyde also consists of the establishment of a Communications and Engagement Group in each of the six localities.
- 5.7 A terms of reference has been drafted for the Communication and Engagement Groups and this is contained within Appendix 3 of this report.
- 5.8 It is important for the success of the Communication and Engagement Groups that they are community led. The membership of these groups will therefore primarily consist of members of the community who live in that locality, with support provided by the third sector, a Corporate Policy Officer for community planning and Community Learning and Development.
- 5.9 While Elected Members will not sit on the Communication and Engagement Groups as members, it is important that they are kept informed of the key issues and feedback provided by the groups. Through their role in Locality Planning Groups, Elected Members will receive regular updates on the work of the Communication and Engagement Groups.
- 5.10 In addition, it is recommended that Elected Members are invited to attend Communication and Engagement Groups either on a one off basis or on a more regular basis, depending on the requirements of the group. The purpose of this would be to answer questions from the community and provide information on specific issues.

## 6.0 IMPLICATIONS

### 6.1 Finance

#### Financial Implications:

##### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

##### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

### 6.2 Legal

There are no direct legal implications arising from this report.

### 6.3 Human Resources

Human Resources: There are no direct human resources implications arising from this report.

### 6.4 Equalities

#### Equalities

(a) Has an Equality Impact Assessment been carried out?

	YES
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO

(c) Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO

### 6.5 Repopulation

There are no direct repopulation implications arising from this report.

## 7.0 CONSULTATIONS

7.1 The Alliance Board was asked to agree the role of Elected Members in Locality Planning Groups and Communication and Engagement Groups as outlined in this report.

## 8.0 BACKGROUND PAPERS

8.1 None

Appendix 1 –  
Organogram



## Appendix 2 – Locality Planning Groups Terms of Reference

Name of Group	Locality Planning Groups (LPGs)
<b>Title</b>	Terms of Reference
<b>Purpose</b>	<p>The purpose of Locality Planning Groups is to provide a forum for community representatives and public services to come together to:</p> <ul style="list-style-type: none"> <li>• Develop and implement a Locality Action Plan</li> <li>• To govern and account for the delivery of Inverclyde Health and Social Care Partnership's (HSCP) Strategic Plan 2017-22.</li> </ul>
<b>Role</b>	<p>The role of LPGs will be to:</p> <ul style="list-style-type: none"> <li>❖ Develop a Locality Action Plan that: <ul style="list-style-type: none"> <li>• Meets the requirements of the Community Empowerment (Scotland) Act 2015;</li> <li>• Takes account of local issues such as inequalities and poverty</li> <li>• Delivers on the Inverclyde HSCP Strategic Plan objectives and 6 BIG ACTIONS;</li> <li>• Delivers against the road map of 'what we expect to look like' at the end of the plan period;</li> <li>• Achieves transformation to a health and wellbeing partnership; and.</li> <li>• Delivers financial and service sustainability</li> </ul> </li> <li>❖ Assess progress against the Locality Action Plan which will utilise performance management processes</li> <li>❖ Review the Locality Action Plan on an annual basis</li> <li>❖ Achieve a "Locally Planned, Locally Owned, Locally Delivered" service portfolio with person centred care and outcomes at its heart.</li> <li>❖ Request that community engagement is carried out to support the work of the Locality Planning Group and specify the level of confidentiality, i.e. whether the engagement is open to the wider community or if it is of a confidential nature and only relevant to members of the Communications and Engagement Group who have signed a disclaimer.</li> </ul>
<b>Membership</b>	<p>Membership will consist of:</p> <ul style="list-style-type: none"> <li>• Community representatives from the localities Communication and Engagement Group.</li> <li>• A carers representative</li> <li>• A GP</li> <li>• Housing representative</li> <li>• Third Sector representative</li> <li>• Fire and Rescue</li> <li>• Police Scotland</li> <li>• Community Learning and Development</li> <li>• Alliance Board representative</li> <li>• HSCP representative</li> </ul>

	<p>If the locality has a Community Council they will be asked if they wish to have a representative on the LPG.</p> <p>Local Authority Councillors, MPs, MSPs and MEPs whose ward or constituency falls wholly or partly within the locality shall be deemed ex-officio members of the LPG. Ex-officio members shall have no voting rights.</p>
<b>Decision Making</b>	Each member of the LPG will have an equal say and decisions will be reached via consensus. If consensus cannot be reached, the issue will be passed to the Strategic Inequalities Implementation Group.
<b>Accountability</b>	<p>Each LPG will be accountable to both:</p> <ul style="list-style-type: none"> <li>• The Strategic Inequalities Implementation Group which will report to Inverclyde Alliance Board; and</li> <li>• The Strategic Planning Group which will report to Inverclyde HSCP Integration Joint Board (IJB).</li> </ul>
<b>Meetings</b>	<p><b>Frequency</b> – Each LPG will meet quarterly.</p> <p><b>Chair</b> - Members of the community will have the opportunity to be either chair or vice chair. If there is not a member of the community who wishes to carry out this role then either the third sector or community learning or development will chair the meetings.</p> <p><b>Agenda</b> - Topics for the agenda will be generated by members of the Locality Planning Group, the Strategic Implementation Group, the Strategic Planning Group, the Alliance Board and the IJB.</p> <p><b>Feedback</b> – from the Communications and Engagement Group will be a standing item on the agenda of each meeting. It will be the responsibility of the Community representatives from the Communications and Engagement Group to provide this feedback.</p>
<b>Public and Press Arrangements</b>	LPG meetings will not be open to the public or members of the press.
<b>Secretariat</b>	<p>Secretariat will be provided by Inverclyde Alliance / Inverclyde HSCP. This will include:</p> <ul style="list-style-type: none"> <li>• Organising meetings by booking rooms and catering</li> <li>• Sending out the agenda and any papers 2 weeks prior to the meeting</li> <li>• Organising presentations and guest speakers</li> <li>• Taking a minute of the meeting</li> </ul>
<b>Quoracy</b>	The Locality Planning Group will be quorate to 50% of standing membership being present plus a minimum of two community representatives.
<b>Confidentiality</b>	Members of Locality Planning Groups will have access to confidential and sensitive material. Members will therefore be required to sign a disclaimer and it will be agreed at the end of each meeting what items are confidential.
<b>Training</b>	All members of the group will receive an induction and take part in a training programme to ensure that they have the skills and knowledge to enable them to fully participate in the group. In addition, members of



	the group will be able to request any specific training that they would like to receive.
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### Appendix 3 – Communication and Engagement Group Terms of Reference

Name of Group	Communication and Engagement Groups
<b>Title</b>	Terms of Reference
<b>Purpose</b>	<p>Locality Engagement Groups are responsible for the development and implementation of robust and comprehensive community involvement and engagement in support of their respective Locality Planning Group.</p> <p>The purpose of the groups are to:</p> <ul style="list-style-type: none"> <li>• Ensure that local people can contribute to the planning, design and delivery of local services through effective collaboration and empowerment.</li> <li>• Discuss and deliberate priorities to assist with prioritising work in communities</li> <li>• Enable local communities have a say in how defined budgets can be used to address priorities</li> <li>• Promote two-way communication between the HSCP, Community Planning Partners and communities.</li> <li>• Make it easier for communities to participate in community planning at a locality level where it can have most relevance to their lives and circumstances.</li> <li>• Provide a mechanism to encourage more people to participate and contribute to how local services may look in the future.</li> <li>• Enable hard to reach groups who do not traditionally engage with services to participate and have a say.</li> </ul>
<b>Role</b>	<p>To ensure that Inverclyde Alliance and Inverclyde Health and Social care Partnership carry out their responsibilities for community involvement / engagement / consultation in accordance with the Community Empowerment (Scotland) Act 2015, Public Bodies (Joint Working) (Scotland) Act 2014, other relevant legislation and best practice by:</p> <ul style="list-style-type: none"> <li>• Ensuring that Locality Action Plans reflect the community's aspirations and priorities.</li> <li>• Involving the community in the review of Locality Action Plans to ensure they continue to reflect local needs, circumstances and aspirations.</li> <li>• Developing and maintaining an up to date list of assets for their respective locality.</li> <li>• Providing public services with feedback on how they currently communicate with communities and identify improvements.</li> <li>• Provide community feedback on service redesign and improvement.</li> <li>• Developing and implementing a local communication and engagement plan to encourage ongoing dialogue between the HSCP, Inverclyde Alliance and communities.</li> <li>• Provide training and build capacity amongst members of the community interested in participating in locality planning.</li> </ul>
<b>Membership</b>	<p>Membership will consist of:</p> <ul style="list-style-type: none"> <li>• Members of the community who live in that locality. (There will be no restriction on the number of community members that can join). New members will be able to join at any time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support for the group will be provided by the third sector, Community Learning and Development, an Alliance Board representative and an HSCP representative.</li> </ul> <p>Non-members will be invited to meetings if agreed by the group to provide information or to discuss a particular issue on the agenda.</p>
<b>Accountability</b>	<p>Progress on the development and implementation of communication and engagement plans will be reported to the relevant Locality Planning Group.</p> <p>Communication and Engagement Groups will be accountable to the community. The groups will be required to ensure that the wider community receive feedback on the work being progressed by the group.</p>
<b>Meetings</b>	<p><b>Frequency</b> - It is anticipated that the groups will meet on a monthly basis initially and after that it will be up to the group to decide the frequency.</p> <p><b>Chair</b> - Members of the community will have the opportunity to be either chair or vice chair. If there is not a member of the community who wishes to carry out this role then either the third sector or community learning or development will chair the meetings.</p> <p><b>Agenda</b> - Topics for the agenda will be generated by members of the Communications and Engagement Group, Locality Planning Group, Alliance Board, HSCP, community planning partners and Council services.</p> <p><b>Format</b> – The format of the meetings will include small group discussions.</p> <p><b>Feedback</b> – It will be the responsibility of the Alliance Board representative to provide the group with information that they have requested at previous meetings.</p>
<b>Public and Press Arrangements</b>	<p>Communication and Engagement Groups are not open to the public or members of the press.</p>
<b>Secretariat</b>	<p>Secretariat will be carried out by either the third sector or Community Learning and Development (dependant on who is responsible for the co-ordination of the Community and Engagement Group in that locality) and will include:</p> <ul style="list-style-type: none"> <li>• Organising meetings by booking rooms and catering</li> <li>• Sending out the agenda and any papers 2 weeks prior to the meeting</li> <li>• Organising presentations and guest speakers</li> <li>• Taking a minute of the meeting</li> </ul>
<b>Quoracy</b>	<p>A minimum of 6 members of the community must be present in order for a meeting to go ahead.</p>
<b>Confidentiality</b>	<p>The aim is to be open and transparent with members of the Communications and Engagement Group. However, this means that they will have access to confidential and sensitive material. Members</p>

	will therefore be required to sign a disclaimer and it will be agreed at the end of each meeting what items are confidential.
<b>Training</b>	All members of the group will receive an induction and take part in a training programme to ensure that they have the skills and knowledge to enable them to fully participate in the group. In addition, members of the group will be able to request any specific training that they would like to receive.
<b>Review</b>	Communication and Engagement Groups will be reviewed on an annual basis. An annual community event will be held in each locality to bring the community together to provide an update on the work of the Communications and Engagement Group and the Locality Planning Group. This will provide an opportunity for any new members to join the Communications and Engagement Group.