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<b>Report To:</b>	<b>Inverclyde Alliance Board</b>	<b>Date:</b>	<b>15<sup>th</sup> March 2021</b>
<b>Report By:</b>	<b>Corporate Policy, Performance and Partnership Manager</b>	<b>Report No:</b>	
<b>Contact Officer:</b>	<b>Andrina Hunter</b>	<b>Contact No:</b>	
<b>Subject:</b>	<b>Locality Planning – The Way Forward</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek agreement from the Alliance Board on proposals for progressing the implementation of locality planning across Inverclyde.

## 2.0 SUMMARY

- 2.1 This report provides an update on two key areas. The first is the lessons that were learned from the pilot Port Glasgow Locality Planning Group (LPG) and the implications for the rollout of LPGs across the other 5 localities. The second is proposals regarding the involvement of Elected Members in LPGs.
- 2.2 During 2020 work progressed on establishment of the Port Glasgow LPG, with the first meeting held in November 2020. The first meeting of the Port Glasgow LPG, and the work required to support it, has informed a revised approach to implementation timescales for both the Communication and Engagement Groups (CEG) and LPG creation in all other areas. This revised approach reflects the valuable time required to support community members joining CEGs; provide training and support on digital engagement; facilitate early meetings of CEGs and provide support to the nominated CEG representatives for the LPG. This must all be delivered before an LPG meeting can successfully take place.
- 2.3 To ensure the success and sustainability of the CEGs they must be supported and developed, with a view to building resilience and self-sustaining membership going forward. It is expected that establishment and early development of the CEGs will be supported by the Council's Community Learning and Development Team to ensure a consistent approach, with local third sector and community organisations also being critical to their development.
- 2.4 Elected Members will be able to participate in locality planning, in an ex-officio capacity, as they do in Community Councils. This observational role ensures Elected Members have a link with the work of LPGs and can hear plans are progress in the area. This link to LPGs will also ensure that Elected Members hear, through the community representatives, about the work progressing in CEGs in their area.
- 2.5 A mapping exercise has been undertaken between wards and locality areas in order to identify those local ward councillors who would align to each LPG and this is attached as appendix 3. To try to manage this alignment and the balance regarding representation, it is proposed that this alignment between wards and locality areas is used as a guide to attendance; and that preferably no more than one Elected Member from each political group in each aligned ward be nominated to attend the relevant LPG. This would see potentially between two and four Elected Members in attendance at each of the LPGs.

## 3.0 RECOMMENDATIONS

3.1 It is recommended that the Alliance Board :

- Note the extended approach to implementation of locality planning groups
- Note the model and guidance of Ward based representation proposed
- Agree the proposed terms of reference for CEGs and LPGs
- Note the consolidation of support arrangements within the Council CLD team

**Andrina Hunter,  
Corporate Policy, Performance and Partnership Manager**

## **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. 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.

## **4.2**

Inverclyde Alliance and the HSCP have put in place arrangements for locality planning that meet the needs of both pieces of legislation. Six localities have been established which cover the entirety of the authority area and ensure all communities are able 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

## **4.3**

As previously agreed, each locality will have in place a Locality Planning Group supported by a community level Communications and Engagement Group. An organogram illustrating the model for localities is attached as Appendix 1.

## **5.0 IMPLEMENTATION**

### **5.1**

The requirement to amend service delivery models in response to the Covid-19 pandemic has had an impact on implementation timescales for LPGs across Inverclyde. However it has also provided valuable learning about the process of establishing both CEGs and LPGs in an area. During 2020 work progressed on establishment of the Port Glasgow LPG, with the first meeting held in November 2020.

### **5.2**

The first meeting of Port Glasgow LPG, and the work required to support it, has informed a revised approach to implementation timescales for both the CEG and LPG creation in all other areas. This revised approach reflects the valuable time required to support community members joining CEGs; provide training and support on digital engagement; facilitate early meetings of CEGs and provide support to the nominated CEG representatives for the LPG. This must all be delivered before an LPG meeting can successfully take place.

### **5.3**

The success of locality planning is dependent on taking the required time to build that strength and confidence at the CEG to ensure a valuable and informed community voice at the LPG. A significant amount of time and effort was spent with the Port Glasgow LPG developing resources which will support implementation in all other locality areas, including development of a valuable community training resource. Further work is required with those community organisations who supported early development to phase an implementation plan which will deliver successfully on the aspiration for all CEGs and LPGs.

### **5.4**

To ensure the success and sustainability of the CEGs they must be supported and developed, with a view to building resilience and self-sustaining membership going forward. It is expected that establishment and early development of the CEGs will be supported by the Council's Community Learning and Development Team to ensure a consistent approach, with local third sector and community organisations also being critical to their development.

### **5.5**

Proposed terms of reference for both LPGs and CEGs are attached as Appendix 2 to this report. These will remain draft / proposed as we work through implementation to ensure they capture learning over this period. A final terms of reference for both structures will be shared with LOIP Programme Board through a regular locality planning update.

## **6.0 ELECTED MEMBER INVOLVEMENT**

- 6.1 Given the important role that LPGs play in delivery of local democracy, there is a need to ensure a strong link from locality planning arrangements in to the role of Elected Members, reflecting their responsibility for representation of local communities.
- 6.2 Elected Members participation in locality planning will be in the form of ex-officio membership, in the same way as is in place for Community Councils. This observational role ensures Elected Members have a link with the work of LPGs and can hear how plans are progressing in the area. This link to LPGs will also ensure that Elected Members hear, through the community representatives, about the work progressing in CEGs in their area.
- 6.3 However we are also aware of the need to balance representation in LPGs and ensure that all relevant stakeholders and partners have equal 'seats at the table'. Additionally we are aware that locality areas do not fully align to the wards, which adds complexity to alignment. There is not an exact science in allocating wards to localities but we have tried to ensure representation across the LPGs. A mapping exercise has been undertaken to identify the Council wards that fall under each locality and the percentage of each Council ward that sits in a locality. This is attached as appendix 3. It is recommended that the local ward councillors whose ward covers the largest percentage of the geographic area of a locality be chosen to sit on the LPG for that locality. Using this approach, the local ward councillors who would align to each LPG is highlighted in bold in the table in appendix 3.
- 6.4 To clearly illustrate how Council wards align to localities, a map is attached in appendix 4.
- 6.5 To try to manage this alignment and the balance regarding representation, it is proposed that this alignment between wards and locality areas is used as a guide to attendance; and that preferably no more than one Elected Member from each political group in each aligned ward be nominated to attend the relevant LPG. This would see potentially between two and four Elected Members in attendance at each of the LPGs. If on occasion an elected member is unable to attend a scheduled LPG, a substitution by another elected member within that ward would be appropriate. This representation reflects the very important role of Elected Members in supporting local democracy, balanced with stakeholder and community representation.

## **7.0 IMPLICATIONS**

- 7.1 Legal: No direct legal implications  
Finance: No direct finance implications  
Human Resources: No direct HR implications  
Equality and Diversity: The establishment of CEG and LPGs will aim to reflect the wider diverse population representation  
Repopulation: There are no direct repopulation implications arising from this report.  
Inequalities: There are no direct inequalities implications arising from this report.

## **8.0 CONSULTATIONS**

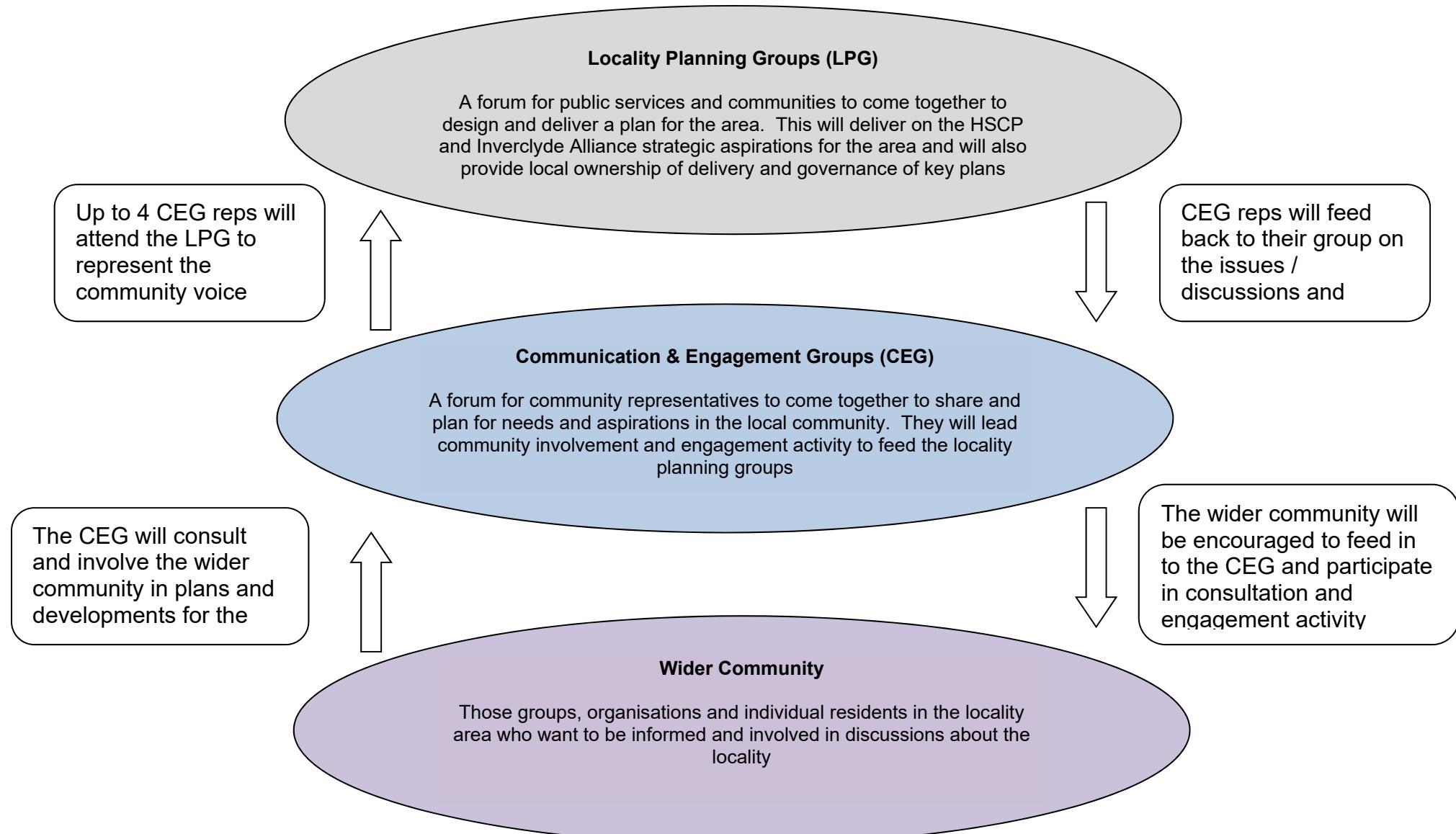
- 8.1 The proposal for future implementation of locality planning has been discussed with services and partners involved in support and delivery of locality planning

## **9.0 LIST OF BACKGROUND PAPERS**

- 9.1 None

## Appendix 1

### Locality Planning Organogram



## Appendix 2 –Terms of Reference

Name of Group	Locality Planning Groups (LPGs)
Title	Terms of Reference
Purpose	<p>The purpose of Locality Planning Groups is to provide a forum for community and public services to come together to:</p> <ul style="list-style-type: none"> <li>• Discuss and plan for priorities specific to that local area</li> <li>• Develop and implement a Locality Action Plan</li> <li>• To oversee and scrutinise delivery of Inverclyde Health and Social Care Partnership's (HSCP) Strategic Plan 2017-22</li> </ul>
Role	<p>The role of LPGs will be to:</p> <ul style="list-style-type: none"> <li>❖ Develop and oversee delivery of 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 strategic issues such as inequalities and poverty;</li> <li>• Delivers on the Inverclyde HSCP Strategic Plan objectives;</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> </ul>
Membership	<p>Membership will consist of:</p> <ul style="list-style-type: none"> <li>• No more than 4 community representatives nominated from the Communication and Engagement Group</li> <li>• A carer representative</li> <li>• A GP representative</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>• HSCP representative</li> <li>• Local Ward Councillors (Ex-officio)</li> </ul>
Decision Making	<p>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 Partnership for review and decision.</p>
Accountability	<p>Each LPG will be accountable to both:</p> <ul style="list-style-type: none"> <li>• The Strategic Inequalities Partnership, on behalf of Inverclyde Alliance</li> <li>• The Strategic Planning Group, on behalf of 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> – The chair will be selected, by consensus, from members of the LPG</p> <p><b>Agenda</b> – The agenda will be generated by members, and informed by the plan for the locality. Requests may also come from the partnerships to which the LPG is accountable</p>
<b>Secretariat</b>	<p>Secretariat will be provided by Inverclyde Council / HSCP. This will include:</p> <ul style="list-style-type: none"> <li>• Organising and minuting meetings, including venue booking where required</li> <li>• Distributing agenda and papers</li> <li>• Organising presentations and guest speakers</li> </ul>
<b>Quorum</b>	The Locality Planning Group will be quorate where 50% of standing membership being present; including at least one community representative.
<b>Confidentiality</b>	Members will have access to confidential and sensitive material and will be required to handle this information appropriately. Confidential / sensitive items will be marked as such on the agenda.
<b>Training</b>	All members 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.

## Communication and Engagement Group

Name of Group	Communication and Engagement Groups
Title	Terms of Reference
Purpose	<p>Communication &amp; 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 to have a say in use of defined budgets</li> <li>• Make it easier for communities to participate in community planning at a locality level</li> <li>• Provide a mechanism for more people to participate in decisions on how local services look</li> <li>• Enable hard to reach groups who do not traditionally engage with services to participate and have a say.</li> </ul>
Role	<p>To ensure strong local involvement in line with the Community Empowerment (Scotland) Act 2015, Public Bodies (Joint Working) (Scotland) Act 2014, and any other relevant legislation 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 Locality Action Planning to ensure it reflects local needs and aspirations</li> <li>• Maintaining a list of assets for their respective locality</li> <li>• Identifying opportunities for improved and coordinated communication with communities</li> <li>• Providing community feedback and involvement on service redesign and improvement</li> <li>• Delivering a local communication and engagement plan</li> <li>• Providing training and capacity building amongst members of the community interested in participating in locality planning</li> </ul>
Membership	<p>Membership will be drawn from local residents of the locality, with no restriction in numbers who can join/ become involved.</p> <p>The group will be supported by Inverclyde Council CL&amp;D service to develop the required skills and access suitable training.</p> <p>Non-members will be invited to meetings at the agreement of the group to provide information or speak to a specific issue</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.</p> <p><b>Agenda</b> - Topics for the agenda will be generated by members of the Communications and Engagement Group and Locality Planning Group</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 LPG members of the group to provide feedback on the LPG and wider locality activity.</p>
<b>Secretariat</b>	<p>Secretariat will be carried out by Community Learning and Development (initially) and will include:</p> <ul style="list-style-type: none"> <li>• Organising meetings</li> <li>• Sending out the agenda and any papers</li> <li>• Organising presentations and guest speakers</li> <li>• Taking a minute of the meeting</li> </ul>
<b>Quorum</b>	<p>A minimum of 50% of members must be present in order for a meeting to go ahead.</p>
<b>Confidentiality</b>	<p>Members will have access to confidential and sensitive material and will be required to handle this information appropriately. Confidential / sensitive items will be marked as such on the agenda.</p>
<b>Training</b>	<p>All members 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.</p>
<b>Review</b>	<p>Groups will undertake a review on an annual basis, linked to an annual community event to provide an update on the Locality Plan for the area.</p>

### Appendix 3 – Ward / LPG alignment

Locality	Council Ward	Approx. % of Locality in Council Ward	Elected Member	Political Party
Kilmacolm and Quarriers Village	Ward 1	90%	<b>Stephen McCabe</b> <b>Christopher Curley</b> <b>David Wilson</b>	Labour SNP Conservative
	Ward 2	5%	Jim McLeod Drew McKenzie Robert Moran	SNP Independent Labour
	Ward 3	5%	Colin Jackson Michael McCormick Jim McEleny	Labour Labour SNP
Port Glasgow	Ward 1	40%	Stephen McCabe Christopher Curley David Wilson	Labour SNP Conservative
	Ward 2	60%	<b>Jim McLeod</b> <b>Drew McKenzie</b> <b>Robert Moran</b>	SNP Independent Labour
Greenock East and Central	Ward 2	30%	Jim McLeod Drew McKenzie Robert Moran	SNP Independent Labour
	Ward 3	50%	<b>Colin Jackson</b> <b>Michael McCormick</b> <b>Jim McEleny</b>	Labour Labour SNP
	Ward 4	20%	Martin Brennan Graeme Brooks Jim Clocherty Elizabeth Robertson	Labour Conservative Labour SNP

<b>Locality</b>	<b>Council Ward</b>	<b>Approx.% of Locality in Council Ward</b>	<b>Elected Member</b>	<b>Political Party</b>
<b>Greenock South and South West</b>	Ward 3	10%	Colin Jackson Michael McCormick Jim McEleny	Labour Labour SNP
	Ward 4	5%	Martin Brennan Graeme Brooks Jim Clocherty Elizabeth Robertson	Labour Conservative Labour SNP
	Ward 6	25%	Gerry Dorrian Innes Nelson Luciano Rebecchi	Labour SNP Liberal Democrat
	Ward 7	60%	John Crowther Tommy McVey Natasha Murphy	<b>SNP Independent Labour</b>
<b>Greenock West and Gourock</b>  * To avoid duplication in Elected Member representation across localities, representation from Ward 6 has been assigned to the Inverkip and Wemyss Bay locality	Ward 4	25%	Martin Brennan Graeme Brooks Jim Clocherty Elizabeth Robertson	Labour Conservative Labour SNP
	Ward 5	35%	Ronnie Ahlfeld Chris McEleny Lynne Quinn	<b>Independent SNP Independent</b>
	Ward 6*	35%	Gerry Dorrian Innes Nelson Luciano Rebecchi	Labour SNP Liberal Democrat
	Ward 7	5%	John Crowther Tommy McVey Natasha Murphy	SNP Independent Labour

Locality	Council Ward	Approx.% of Locality in Council Ward	Elected Member	Political Party
<b>Inverkip and Wemyss Bay</b>	Ward 1	10%	Stephen McCabe Christopher Curley David Wilson	Labour SNP Conservative
	Ward 3	10%	Colin Jackson Michael McCormick Jim McEleny	Labour Labour SNP
	<b>Ward 6</b>	<b>75%</b>	<b>Gerry Dorrian</b> <b>Innes Nelson</b> <b>Luciano Rebecchi</b>	<b>Labour</b> <b>SNP</b> <b>Liberal Democrat</b>
	Ward 7	5%	John Crowther Tommy McVey Natasha Murphy	SNP Independent Labour

