



North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

# **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
  - Irvine Bay Regeneration Company
  - 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 on the Locality Partnership. These community representatives will be appointed by the Locality Partnership. Prior to such appointment there will be a public process to invite expressions of interest in such membership. For the initial appointment of such community representatives, expressions of interest shall

be invited at a Locality community conference. All reasonable endeavours shall be made to ensure such community representation includes at least one representative of young persons.

### **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**

An officer member of the Locality Partnership will remain a member for three years. Otherwise, the term of office of Members of the Locality Partnership shall be until the day of the next ordinary Elections for Local Government Councillors or Community Council in Scotland, as appropriate.

### **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.

### **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

## 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 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 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
- 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.

## **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.