

# North Ayrshire Community Planning Partnership

## Terms of Reference



North Ayrshire  
Community Planning Partnership

### SECTION 1: ABOUT COMMUNITY PLANNING

#### a. Vision and Priorities

Our shared vision of ‘North Ayrshire – A Better Life’ is about championing and developing the positive aspects of life in North Ayrshire, whilst also tackling poverty and disadvantage in all of its forms. North Ayrshire offers many advantages over other areas – such as the attractive and unique local environment, many areas of affordable housing, good development potential, and some good transport links. The area therefore offers people ‘a better life’ than many others. However there are also individuals and communities in North Ayrshire who face many disadvantages in their lives, for example in accessing better employment and training, in enjoying better health and wellbeing, in receiving better care and support services. As Community Planning partners, we have a role to play in helping these people achieve ‘a better life’.

To achieve this we need to make sure that life is “Fair for All” in North Ayrshire. Fair for All is our strategy for promoting equity. This strategy and the pledges we are delivering on are available at

[www.northayrshire.community/about-us/fair-for-all/](http://www.northayrshire.community/about-us/fair-for-all/)

The key pledge within Fair for All is:

“North Ayrshire CPP pledges to tackle the root causes of child poverty and mitigate its impact to create a better life for local people.”

The CPP has agreed the following shared priorities along with the overarching themes of building stronger communities and prevention:

- A Working North Ayrshire
- A Healthy and Active North Ayrshire
- A Safe and Secure North Ayrshire
- A Thriving North Ayrshire – Children and Young People

The CPP priority areas do not operate in isolation. There are many interrelationships between the priorities and their combined contribution will help to achieve ‘North Ayrshire – A Better Life’.

#### b. Local Outcomes Improvement Plan (LOIP)

The LOIP is our key strategic plan. It sets out what we collectively want to achieve for North Ayrshire. It includes an Action Plan to demonstrate how we will achieve these outcomes on the ground, and a set of performance indicators to measure progress over time. More information is available at: [www.northayrshire.community/working-together/our-priorities](http://www.northayrshire.community/working-together/our-priorities)

### **c. About these Terms of Reference**

The CPP Terms of Reference illustrate the CPP structure in terms of the CPP's agreed shared priorities, and to confirm each group's:

- Remit
- Membership
- Frequency of meetings
- Reporting arrangements.

## **SECTION 2: STRUCTURE OF THE COMMUNITY PLANNING PARTNERSHIP**

The structure of the CPP is illustrated on the diagram on the following page, including the position of, and links between, the:

- CPP Board
- Fair for All Advisory Panel
- CPP Senior Officers Group
- Locality Partnerships
- Economic Development and Regeneration Board
- Safer North Ayrshire Partnership
- Health & Social Care Partnership Integrated Joint Board
- Childrens Services Strategic Partnership
- CPP Community Engagement Network

Sub-groups and Working Groups also operate below the level of the strategic groups outlined above.

# North Ayrshire Community Planning Partnership Structure



North Ayrshire  
Community Planning Partnership



## SECTION 3: CPP BOARD

### a. Remit

- To drive the achievement of 'North Ayrshire – A Better Life'.
- To set the broad strategic direction for North Ayrshire Community Planning Partnership.
- To assume accountability for preparing and delivering the Local Outcomes Improvement Plan (LOIP)
- To approve partnership strategies and action plans within the context of the LOIP, as appropriate.
- To assume overall accountability for performance monitoring and reporting.
- To allocate resources.
- To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.
- To support the Locality approach

### b. Membership

- The Board membership reflects the statutory community planning partners, and additional partners who are key to achieving the CPP's shared priorities.
- The Board members are:

North Ayrshire Council	Elected Member - Community Planning Portfolio Holder (CHAIR) Elected Members – representation from Locality Partnerships (6) Chief Executive
NHS Ayrshire and Arran	Chief Executive Chair NHS Ayrshire and Arran Board(VICE CHAIR)
Police Scotland	Divisional Commander
Scottish Fire and Rescue	Local Senior Officer
Scottish Enterprise	Director level
Skills Development Scotland	Director level
Strathclyde Partnership for Transport	Director level
Job Centre Plus	District Manager
Scottish Government	Director Level
Third Sector Interface	Chief Executive
Ayrshire College	Vice Principal
KA Leisure	Chair of Board
Health and Social Care Partnership	Chair of IJB

- There are additional partners listed within Schedule 1 of the Community Empowerment (Scotland) Act 2015 who join with the Board as required

### c. Frequency of meetings

- The CPP Board will meet quarterly.
- The Chair may at any time convene additional meetings.

- On behalf of the CPP Board, the Chief Executive of North Ayrshire Council may convene additional ad hoc meetings of the relevant partners, to ensure delivery of key initiatives, in between Board meetings.

**d. Reporting arrangements**

- To report to the partner organisations as appropriate.

**e. Specific reporting arrangements into North Ayrshire Council**

The North Ayrshire Council Chief Executive will report into the Council on behalf of the CPP Board via quarterly reports to North Ayrshire Council.

**f. Voting Arrangements**

In terms of a vote having to be taken each organisation will be entitled to one vote. In the case of a tie the Chair of the CPP would have the casting vote.

## SECTION 4: FAIR FOR ALL ADVISORY PANEL

### a. Remit

- To develop a clearer understanding of inequalities in North Ayrshire,
- To provide strong leadership in relation to the Fair for All Strategy,
- To provide expert guidance on delivery on the Fair for All Strategy,
- To encourage and support innovative ways of tackling inequalities, and
- To provide challenge on delivery of the Strategy.

### b. Membership

The members are:

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<b>Chair</b>	Chair of the CPP Board, Leader of the Council
<b>North Ayrshire Council</b>	Five Elected Members Chief Executive Executive Director (Communities)

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Representatives of national organisations who have expertise in relation to inequalities.

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### c. Frequency of meetings

- The Advisory Board will meet six monthly.

### d. Reporting arrangements

- To report to the CPP SOG and CPP Board as appropriate.

## SECTION 5: CPP SENIOR OFFICERS GROUP (FORMERLY SMT)

### a. Remit

- To support the achievement of 'North Ayrshire – A Better Life'.
- To receive instruction from the CPP Board.
- To task the Strategic Partnerships and scrutinise their performance.
- To scrutinise the implementation of the Local Outcomes Improvement Plan (LOIP).
- To support the development and monitor the implementation of partnership strategies and action plans within the context of the LOIP.
- To solve problems and resolve issues raised by the Strategic Partnerships and Locality Partnerships.
- To scrutinise the use of resources and implement joint resourcing approaches
- To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.
- To support the implementation of the Locality Approach.
- To promote measures to build community capacity.
- To shift focus and resources to preventative and early intervention approaches.
- To focus the work of the CPP on addressing inequalities.
- To inform the work of the CPP Board.

### b. Membership

- The membership reflects the CPP's shared priorities;
- CPP Senior Officers Group members are representatives with sufficient knowledge and influence to take forward the group's remit;
- The Chair of the CPP Senior Officers Group will rotate on an annual basis. The Chair will meet periodically with the Chair of the CPP Board and attend the national Community Planning Network to ensure all necessary links are in place;
- The CPP Senior Officers Group Team members are:

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North Ayrshire Council

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NHS Ayrshire and Arran (Chair – Assistant Director of Public Health)

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Police Scotland

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Scottish Fire and Rescue Service

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Third Sector Interface

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Scottish Enterprise

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KA Leisure

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Ayrshire College

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### c. Frequency of meetings

- The CPP Senior Officers Group will meet 6-weekly.
- The Chair may at any time convene additional meetings.

### d. Reporting arrangements

- To report to the CPP Board as appropriate.



## SECTION 6: LOCALITY PARTNERSHIP

### a. Remit

- Develop a Locality Plan based on agreed local priorities (evidenced from data and community workshops) which aligns with the LOIP 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.
- 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, and 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 grant schemes.
- North Coast Partnership only – to administer the disbursement of the Largs Car Park fund.
- Respond to consultations on matters affecting the Locality.

### b. 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 Service
  - 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 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 made to ensure such community representation includes at least one representative of young persons.

**c. Frequency of meetings**

There shall be at least four ordinary meetings of the Locality Partnership each year.

**d. Reporting arrangements**

The Chairs of the Locality Partnerships will report to the CPP Board on a quarterly basis.

## SECTION 7: HEALTH & SOCIAL CARE PARTNERSHIP

### a. Remit

- Provide assurance to the NHS Board and North Ayrshire Council that systems, procedures and resources are in place to monitor, manage and deliver on the following key outcomes:-
  - Managing health and social care services
  - Shifting the balance of care to more local setting
  - Supporting CPP partners to reduce inequalities
  - Improvements in the health and care outcomes of local people
- Managing integrated services for health and social care
- To support the LOIP vision of “North Ayrshire a Better Life” and to lead on the CPP priority of a Healthier North Ayrshire and related outcomes.
- Contributing to the NHS Local Delivery Plan
- To receive formal reports from sub-groups and other groups/partnerships with formal reporting responsibilities.
- To develop and implement partnership strategies and action plans.
- To establish and monitor sub-groups and short-life task groups as appropriate.
- To ensure that appropriate links are made in respect of cross cutting issues.
- To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.

### b. Membership

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NHS Ayrshire & Arran  
North Ayrshire Council  
Professional and stakeholders including Third and Independent Sector

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### c. Frequency of meetings

The Partnership meets quarterly.

### d. Reporting Arrangements

To report to partner organisations as appropriate.

## SECTION 8: NORTH AYRSHIRE ECONOMIC DEVELOPMENT AND REGENERATION BOARD

### a. Remit

- To contribute to the vision of North Ayrshire a Better Life
- To deliver the North Ayrshire Economic Development Strategy and take lead responsibility for the LOIP priority of a Working North Ayrshire and associated outcomes.
- To commission a Business Plan
- To agree an Implementation Plan
- To agree resource allocations to achieve delivery of the Business Plan and Implementation Plan including service design and delivery
- To bring resource to the area to secure the delivery of the Business Plan and Implementation Plan
- To monitor progress of the Business Plan and Implementation Plan against milestones and targets on an annual basis
- To build and review the relationship of the Economic Development and Regeneration Board with the Regeneration Company and the Community Planning Partnership
- To provide an annual report to the Council, partner bodies and CPP Board
- To create and disseminate strong and consistent messages that highlight the economic success stories in North Ayrshire and underline the great potential for economic growth
- To receive formal reports from sub-groups and other groups/partnerships with formal reporting responsibilities.
- To develop and implement partnership strategies and action plans.
- To establish and monitor sub-groups and short-life task groups as appropriate.
- To ensure that appropriate links are made in respect of cross cutting issues.
- To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.

### b. Membership

- The members are:

Chair	Independent member
North Ayrshire Council	Council Leader Leader of Opposition/URC Director Chief Executive
Scottish Enterprise	Representative
Department of Work and Pensions	Representative
Private sector	United Paper Mills representative Simpson's representative Taste of Arran representative
Skills Development Scotland	Representative
Ayrshire College	Representative
Third Sector Interface	Representative

### c. Frequency of meetings

- The EDRB will meet quarterly
- The Chair may at any time convene additional meetings.

**d. Reporting arrangements**

- To report to the CPP Senior Officers Group and CPP Board as appropriate.
- The Economy and Employment Policy Board delivers the Council response to “a Working North Ayrshire”, therefore the Economy and Employment Policy Board reports to North Ayrshire Council Cabinet. It will also provide updates to the EDRB.

**e. Sub-Groups and Reporting Responsibilities**

- The EDRB forms additional task and finish groups to support delivery as it sees fit. The private sector representatives on the EDRB Board will chair groups.

## SECTION 9: SAFER NORTH AYRSHIRE PARTNERSHIP

### a. Remit

- To contribute to the achievement of the Vision of 'North Ayrshire – A Better Life'.
- To receive instruction from and report to the CPP Board and CPP Senior Officer's Group.
- To receive formal reports from sub-groups and other groups/ partnerships with formal reporting responsibilities.
- To take lead responsibility to implement CPP priority of A Safe and Secure North Ayrshire and related Local Outcomes Improvement Plan (LOIP) outcomes
- To allocate devolved resources.
- To lever in external and partner resources and allocate as appropriate.
- To develop and implement partnership strategies and action plans.
- To establish and monitor sub-groups and short-life task groups as appropriate.
- To ensure that appropriate links are made in respect of cross-cutting issues.
- To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.
- To consider strategic community safety issues arising from Locality Partnerships.

### b. Membership

Strategic Partnership members are at the level of Elected Members and representatives with sufficient knowledge and influence to take forward the Partnerships' remit.

#### The members are:

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Police Scotland  
Scottish Fire and Rescue Service  
North Ayrshire Council (Chair - Elected Member)  
Alcohol and Drugs Partnership (ADP)  
NA HSCP  
Third Sector Interface  
Community Justice Authority (CJA)

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### c. Frequency of meetings

- The Partnership will meet every 6-12 weeks, as appropriate.
- The Chair may at any time convene additional meetings.

### d. Reporting arrangements

- To report to the CPP Board and CPP Senior Officers Group as appropriate.

### e. Sub-Groups and Reporting Responsibilities

**SAFER NORTH AYRSHIRE PARTNERSHIP**

*Responsible for: Delivering against  
CPP shared priority Tackling Community Safety and related LOIP Outcomes*



**SUB-GROUPS/REPORTING RESPONSIBILITIES**

Violence Against Women Partnership  
Prevention First

## SECTION 10: CHILDRENS SERVICES STRATEGIC PARTNERSHIP

### a. Remit

The Childrens Services Strategic Partnership is responsible for delivering against the Community Planning Partnership theme of “A Thriving North Ayrshire – Children and Young People” and working towards our ambition to ensure children have the best start in life and for North Ayrshire to be the best place in Scotland to grow up. The partnership also provides a strategic lead in the delivery and monitoring of the ‘Getting it Right For You’ 2016-20 North Ayrshire’s Children’s Services Plan.

### b. Membership

- North Ayrshire Council
- NHS Ayrshire and Arran
- North Ayrshire Health and Social Care Partnership
- Police Scotland
- Scottish Children’s Reporters Administration
- Children’s Panel
- Third Sector, and
- Scottish Fire and Rescue Service

### c. Frequency of meetings

The CSSP meets quarterly and is currently chaired by the Director of the Health and Social Care Partnership.

### d. Reporting arrangements

The partnership reports to the CPP Board, the CPP Senior Officers Group, North Ayrshire Council Cabinet, Health & Social Care Partnership Integrated Joint Board, and NHS Ayrshire & Arran Board as appropriate



## SECTION 11: CPP COMMUNITY ENGAGEMENT NETWORK

### a. Remit

- To share information on community planning partners' consultation and engagement with local communities.
- To act as a sounding board for the development of partnership strategies and action plans.
- To establish a two-way dialogue on the impact of community planning on the local community.
- To share information and best practice in relation to community engagement.
- To promote the National Standards for Community Engagement.
- To support the implementation of the CPP Community Engagement Strategy. To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.

### b. Membership

The membership is open to:

- All public, community and voluntary organisations with an interest in promoting community engagement in community planning.
- This includes Elected Members, workers, volunteers and group members from:
  - All statutory community planning partners
  - Other public sector bodies
  - Community and voluntary organisations.
- Chair is a TSI Representative

### c. Frequency of meetings

The CPP Community Engagement Network will meet quarterly.

The Chair may at any time convene additional meetings.

### d. Reporting arrangements

- To report to the CPP Senior Officers Group as required.

## **SECTION 12: LOCALITY PARTNERSHIP SUPPORTING STRUCTURES**

In order for Locality Partnerships to receive the support they require to be effective and that the wider CPP is responsive to the locally agreed priorities the following supporting structures and mechanisms are in place:

### **Reports to CPP Board**

The minutes of Locality Partnership meetings will be considered by the CPP Board.

### **Elected Members on Board**

The six Elected Members who are Chairs of Locality Partnerships will be members of the CPP Board.

### **Chairs Group**

A Chairs Group will meet four times per year. This will comprise the Locality Partnership Chairs along with relevant officers. At two meetings per year the HSCP Locality Forum Chairs will join the meeting. This group will be chaired by the Chair of the CPP.

### **CPP Senior Officers Group and Locality Partnership Implementation Board**

The six Senior Lead Officers on the Locality Partnerships will be members of the CPP Senior Officers Group.

The Locality Partnership Implementation Board members will be the six Senior Lead Officers, along with other relevant officers. The Implementation Board will be chaired by the Chief Executive of North Ayrshire Council.

The purposes of the Locality Partnership Implementation Board are to:

- Provide leadership, direction and commitment to Locality Partnerships,
- Support delivery of the Locality Plans,
- Promote effective communication of the work of Locality Partnerships across CPP partners and the wider community, and
- Link closely with the CPP Senior Officers Group and CPP Board and ensure that the work to implement the Locality Partnerships is continuing at pace.

### **Locality Partnership Working Group**

The members of the Locality Approach Working Group will be the Chief Executive of North Ayrshire Council , Head of Democratic Services (NAC), Head of Service (Connected Communities)(NAC), Principal Manager (Planning & Performance) (HSCP), Senior Manager (Policy, Performance and Community Planning) (NAC), Executive Director of Communities, Locality Partnership Lead Officers.

The group will drive forward the development of Locality Partnerships, promote effective working relationships and ensure linkages across the CPP.

## APPENDIX ONE: ADMINISTRATION OF CPP GROUPS AND MEMBER PROTOCOL

### a. Administration of CPP Groups

- Meetings will be called by the Chair.
- All group members may contribute items to the agenda with the permission of the Chair.
- Agendas should be circulated one week in advance of the meeting.
- Minutes of meetings should be forwarded to the Chair for approval within one week of the meeting.
- Minutes of meetings should be approved by the Chair and circulated to group members within two weeks of the meeting.
- Minutes of meetings will be made available on the CPP web pages.

### b. Chairs' Protocol

Chairs of all CPP Groups are expected to:

- Ensure that the agenda contributes to the implementation of the Local Outcomes Improvement Plan
- Ensure that membership is appropriate for the implementation of the Local Outcomes Improvement Plan
- Take responsibility for reporting to the CPP Board/CPP Strategic Management Team
- Agree agenda with CPP team well in advance of meeting
- Take responsibility for ensuring that agenda items are dealt with effectively and proper decisions are taken and minuted
- Ensure administrative arrangements in the CPP terms of reference are followed
- Take responsibility for ensuring that all views are aired and properly considered as well as curtailing discussion which is repetitive or irrelevant to the agenda
- Take responsibility for ensuring progress at meeting, agreement and action points are allocated accordingly
- Monitor and review member attendance at meetings.

### c. Member Protocol

All CPP group members are expected to:

- Give priority to community planning meetings to ensure attendance.
- Submit apologies in advance to the Chair and the Community Planning Assistant, if unable to attend.
- Have a nominated substitute who may attend on occasion. All substitutes should be appropriately briefed in advance of the meeting.
- Acknowledge that group membership will be reviewed once 3 consecutive meetings are missed by the group member or nominated substitute.
- Prepare for meetings by reading the appropriate documentation and carrying out any necessary consultation.
- Contribute honestly and openly at all meetings.
- Act as a conduit of information to and from partner organisations.
- Take responsibility for progressing actions after meetings.
- Identify opportunities to share resources, service planning and development, and service delivery.
- Act as ambassadors of community planning within partner organisations
- Seek to identify and share good practice examples of community planning
- Promote community engagement and equal opportunities within community planning