



North Ayrshire
Community Planning Partnership



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

North Ayrshire Locality Partnership Terms of Reference

November 2022

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Locality Partnerships

1 - Rationale

Locality planning was introduced in the Community Empowerment (Scotland) Act 2015, under Part 2: Community Planning. It is one of the ways local communities work together with public and third sector organisations to improve residents' lives and neighbourhoods.

The North Ayrshire Locality Planning arrangements are 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.

Locality planning has two main functions:

- To tackle inequalities; and
- To enable community bodies to participate in decision making at a neighbourhood level.

Key areas of focus

Key areas of focus for Locality Planning are:

- Sharing a focus on and acting jointly to address inequalities, including health;
- Giving more power to people and communities;
- Ensuring the contribution of Locality Partnerships to the development of the Local Outcomes Improvement Plan (current priorities are Wellbeing, Work and World);
- Leading the design and delivery of the locally determined Locality Plans, sitting within the LOIP and being clear about the intended impact;
- Collectively focusing thinking, actions, and behaviours on improving places, with an emphasis on public services being shaped around what matters to people, especially those experiencing disadvantage, in holistic and seamless ways;
- Ensuring the role of Locality Partnerships as formal consultees in Council and CPP partner strategies; and
- Ensuring that focus, impact and visibility of Locality Planning is clear and promoted within communities.

Key components

The key components in the Locality Planning approach in North Ayrshire are:



2 - Membership

The membership of the Locality Partnerships will comprise:

- All Elected Members of North Ayrshire Council who represent the Locality;
- 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 serving on the Locality Partnership. Prior to such appointment there will be a public process to invite expressions of interest in such membership. Any such community representative will be appointed by the Locality Partnership. In making any such appointment the Locality Partnership shall, as far as possible, have regard to ensuring a balance of representation from the towns, communities of interest, age groups and those with other protected characteristics within the Locality. Locality Partnerships will seek community representation based on participation by expertise and experience, and the skills and knowledge required by the Partnership to deliver on its priorities.
- For the Arran Locality Partnership, membership will include the leads for the three themes of the Island Plan Steering Group.

3 – 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. Co-opted members should not exceed the number of members arrived at through elected members and community representatives.

4 - 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.

5 - Community Planning Partners (advisors)

Community Planning Partners will be represented on Locality Partnerships as follows:

- 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
- Third Sector Interface
- Ayrshire College
- KA Leisure

CPP partners will also convene and attend regular (quarterly) locality network meetings to support community partners and communities, specifically in relation to inequalities, and this will be reported to Locality Partnerships as a standing item on the agenda.

6 - 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.

7 - Schools

There will be a standing item in relation to reports from local schools and colleges if appropriate on each Locality Partnership agenda. Representatives from the relevant schools will attend the Locality Partnership meeting to speak to the report. There will also be standing item in relation to reports from Locality Partnerships on the locality school cluster meetings.

8 - 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.

Representation will be formalised between the two locality groups.

9 - Period of Membership

The term of office of Elected Members of the Locality Partnership shall be until the day of the next ordinary Elections for Local Government Councillors. The term of office of all other Community members shall be until the day of the next ordinary election of the Community Council for the area where they reside, which failing the day of the next ordinary Elections for Local Government Councillors. The term of office of Officers shall continue until the nominating body replaces them or they cease to be an employee of the nominating body.

10 - 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.

11 - Code of Conduct

Members shall subscribe to and comply with the Standards in Public Life - Code of Conduct for Members of Devolved Public Bodies.

12 - Standing Orders

Standing Orders will be prepared for meetings of Locality Partnerships, which will incorporate the relevant parts of the Terms of Reference.

13 - Quorum

The quorum will be one quarter of the members of the Locality Partnership, excluding co-opted members.

In relation to the awarding of grants, no business shall be transacted at a meeting of the Locality Partnership Board unless there are present, and entitled to vote at least one member who represents the body whose function is to be exercised (e.g. the Council).

14 - Voting (including Arran)

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. Specific arrangements are in place for Arran

15 - 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.

16 - 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.

17 - Meetings

There shall be at least four ordinary meetings of the Locality Partnership each year. Meetings may be held on a fully in person basis or on a wholly remote basis by electronic means or in circumstances whereby some Members attend in person and others take part via remote means.

18 - 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 Local Outcomes Improvement Plan priorities (currently Wellbeing, Work and World) and has regard to the plans of Community Planning Partners and to inequalities, including health.
- Ensure an increased focus on tackling inequalities within the Locality Plans.
- Monitor and review actions to progress the Locality Plan.
- Ensure an increased focus on tackling inequalities within the Locality Plans.
- 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.
- Identify and utilise a range of participatory mechanisms to strengthen participation in issues in a timely manner and to encourage residents and communities to influence Council and CPP policy.
- 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.
- Listen to, consult and represent local communities in the Locality.
- Support local communities and organisations in aligning their work in support of the priorities of the Locality Plan.
- Support the role of Community Councils in aligning their work in support of the priorities of the Locality Plan.
- Receive information about the locality activity of Police Scotland, especially in relation to early intervention, wellbeing and partnerships.
- Receive information about the locality activity of Scottish Fire and Rescue, especially in relation to early intervention, wellbeing and partnerships.
- Receive information about the activity of Youth Forums in the locality, including opportunities for community support and involvement.
- Receive information about the activity of schools in the locality, including opportunities for community support and involvement.
- Work closely with the HSCP to align priorities and plans where appropriate.
- Name new streets within the Locality.
- 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.
- Respond to consultations on matters affecting the Locality.
- Develop proposals for the Community Investment Fund in conjunction with communities and receive updates on the progress and impact of funded initiatives.
- Support, consider and influence local placemaking initiatives and island plans where appropriate (*see Note 1*), including but not restricted to:
 - LDP3
 - North Ayrshire Regeneration Delivery Plan
 - Place Plans
 - Place Frameworks
 - Islands Plans
 - Place-based investments
 - Active Travel and Walking Routes
 - The proposed Community Environmental Forum
 - RCGF proposals and projects.
- Receive regular reports on environmental issues, developments and investments by the Council and community planning partners.

19 - 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.

20 - Note 1: Place Based Initiatives

LDP3

A Local Development Plan (LDP) covers each council area across Scotland. The North Ayrshire LDP sets out how we aim to guide development and investment in our area over the next 20 years and includes:

- Our **spatial development strategy**: the principles we will use to direct the right development to the right place.
- Our **placemaking policy**: the key criteria that will allow us to deliver the six qualities of successful places.
- Our **strategic development areas** and the key factors we will consider in developing these major areas of change.

North Ayrshire Regeneration Delivery Plan

The Regeneration Delivery Plan will set out how some of our Strategic Development Areas or major regeneration sites will be developed. This includes Ardrossan North Shore/Harbour Area, Irvine Harbourside, Irvine Enterprise Area, Lochshore, and Hunterston.

Place Plans

Local Place Plans are community-led plans setting out proposals for the development and use of land. Introduced by the Planning (Scotland) Act 2019, these plans will set out a community's aspirations for its future development. Once completed and then registered by the planning authority, they are to be considered in the preparation of the relevant local development plan.

Place Frameworks

A Place Based Framework is a practical mechanism for linking the high-level aims of the Place Principle with the capacity of funding and delivery vehicles, such as the Place Based Investment Programme. It is designed to be used to inform and coordinate decisions at national level, regional and local levels, supporting decision makers to shape better places across Scotland.

Islands Plans

The National Islands Plan provides a framework for action to meaningfully improve outcomes for island communities. The Islands (Scotland) Act which was passed by the Scottish Parliament in 2018 sets out the purpose of the National Islands Plan.

10-year local Island Plans were developed with and for the island communities that will drive development of community, economic and environmental wellbeing of Arran and Cumbrae were launched in early March 2022. The Island Plans form the foundations on which to address long-standing issues and challenges faced by both islands and assist in maximising the potential of Arran and Cumbrae.

Place-based investments

Place-based impact investing (PBII) is the act of developing real estate assets with a set of defined social and environmental objectives. PBII investment opportunities include social and affordable housing, small business finance, clean energy, infrastructure and regeneration. As such, these opportunities would include delivering investment in local businesses, quality jobs, affordable homes and town centre regeneration.

Active Travel and Walking Routes

Active travel means making journeys in physically active ways - like walking, wheeling (using a wheelchair or mobility aid), cycling, or scootering. Places like the Trinity Active Travel Walking Hub provide information on guided walks, walking groups and activities and hosts several maps showing active travel routes throughout North Ayrshire.

The proposed Community Environmental Forum

It has been proposed that an Environmental Forum made up from key North Ayrshire environmental interest groups could come together around a North Ayrshire Climate Change Hub and to support delivery of the Council and CPP priorities relating to Climate Change and Sustainability.

RCGF proposals and projects

The Regeneration Capital Grant Fund (RCGF), delivered in partnership between Scottish Government and COSLA, supports locally developed, place-based regeneration projects that involve local communities, helping to support and create jobs and build sustainable communities.