



## Locality Planning Groups

### Terms of Reference

#### 1. PURPOSE

**To ensure that the benefits of better integration improves health and well-being outcomes.**

- 1.1 To provide a bottom up mechanism for professionals, communities and individuals to inform service redesign and improvement for their locality.
- 1.2 To provide a forum for the management of locality arrangements to ensure strong community, clinical and professional leadership of strategic commissioning of services.
- 1.3 To improve local networks and develop robust, productive professional relationships.
- 1.4 To provide the Integrated Joint Board (IJB) through the Strategic Planning Group (SPG) with the assurance that Locality Planning Groups requirements are being managed within all seven localities of the Health and Social Care Partnership (H&SCP).

#### 2. RESPONSIBILITY

- 2.1 To progress the locality, focus of the HSCP Strategic Plan identify local priorities and actions for the locality.
- 2.2 Take a co-production approach to ensure a bottom up approach to service delivery and redesign.
- 2.3 On an on-going basis decide on proposals from local clinicians and professionals, people using services and communities, on ways to improve the delivery of services for the locality.
- 2.4 To take account of local, and often deep rooted, issues such as inequality and poverty. This may be done in conjunction with Fife Community Planning Partnership (CPP) where there are shared priorities.

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- 2.5 Through both analysis of the locality profile data and engagement with those living, working and using services in the community - highlight key challenges that affect the population and implement performance outcomes and indicators for redesign activity based on local outcome measures/national outcomes.
- 2.6 To advise the Partnership on issues affecting the community and provide details on the activities, interventions and resource that will be needed to be put in place to meet agreed locality plans and priorities.
- 2.7 Take account of and consider equality issues under public sector equality duties and protected characteristics
- 2.8 To ensure Locality Plans that are developed reflect the local needs of communities, recognising patterns of deprivation and inequality. These plans will cross-reference with work already being developed under The Plan for Fife.
- 2.9 Members of the Group will have a shared responsibility for informing their organisations and/or service areas of the locality plan aims/progress and for undertaking any relevant work necessary to progress agreed priorities

### 3. REMIT

- 3.1 To inform the strategic commissioning process a collective view on what needs to be made available in respect of their locality across Fife – focus on local design, delivery and priorities.
- 3.2 As clinical leaders in primary healthcare team, part of the GP’s role would be to coordinate the priorities between the Cluster and the Locality and ensure that the Locality Planning Group are cognisant of Primary Care Improvement Plans under the new GP Contract
- 3.3 To develop and deliver a locality plan which focusses on several specific areas of local need. These areas will link into how Fife Health and Social Care Partnership will integrate Health and Social Care in the locality and will provide the locality focus part of the strategic plan
- 3.4 To ensure the locality plan takes account of the perspective of people who use services and people delivering care and treatment in local communities

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- 3.5 To ensure the Locality Group is well organised, and structured to coordinate their input to strategic planning
- 3.6 To ensure effective arrangements are in place to enable relevant health and social care professionals to be accountable for delivery of the Locality Plan, including services provided by the third and independent sectors.
- 3.7 To monitor the implementation of the agreed locality priorities.
- 3.8 In time, to have greater influence over financial & service planning, changes and decision making

#### 4. MEMBERSHIP

- 4.1 The membership of Locality Groups is designed to ensure that a wide range of stakeholders can feed into all aspects of Service Provision for their locality.
- 4.2 Core membership is (as prescribed);
  - Locality Coordinator - Chair
  - Social Work Team Manager
  - District Nursing Team Leader
  - Children’s Services Representative from the Partnership
  - Representative from the local Intelligence Services Team (LIST)
  - GP
  - Housing
  - Third sector
  - Community Hospital Lead/ Senior Charge Nurse
  - AHP
  - Public Rep
  - Service user
  - Carer
  - Independent Sector
  - People Managing Health & Social Care Services in the area
  - Mental Health
- 4.3 It is recognised that specialist input will be required at times from colleagues who are not standing members of the Locality Planning Group. It is proposed that the group includes these colleagues whenever it identifies a need for their involvement in order to support the decision making process and take forward planned interventions to address identified priorities.
- 4.4 In attendance:
  - Administration Support

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## 5. REPORTING ARRANGEMENTS

- 5.1 The Locality Group is a (sub group) of the Strategic Planning Group.
- 5.2 Group activities will be reported to the Strategic Planning Group.
- 5.3 The Strategic Planning Group reports to the Integrated Joint Board.
- 5.4 The priorities resulting from the Health & Social Care Locality Planning Group will be measured against National Health and Wellbeing Outcomes and under Opportunities for All and Community Led Services of the Fife Plan.

## 6. MEETINGS

- 5.1 The Group will meet bi monthly between SPG meetings but may meet more frequently if deemed necessary by the Chair and not less than four times a year.
- 5.2 Meetings will be quorate when at least 50% of the members are present.
- 5.3 Members unable to attend should notify the Administrator in advance and make arrangements for a representative to attend in their place.
- 5.4 Non-members invited to present specific Agenda items will be noted on the Minute as having been in attendance.

## 7. AUTHORITY

- 7.1 In order to fulfil its remit, the Locality Group may obtain whatever professional advice it requires and require Directors or other officers of the IJB to attend meetings.

**These terms of reference will be reviewed considering any changes made by the partnership related to priorities, structure and leadership to support the delivery and outcomes for health and social care in Fife**

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