



Aberdeen City HSCP Locality Leadership Group (LLG)

Terms of Reference February 2018

Review: June 2019

1. Purpose of Localities

The overarching purpose of localities within the scheme of integration is defined as *“to help ensure that the benefits of better integration improve health and wellbeing outcomes by providing a forum for professionals, communities and individuals to inform service redesign and improvement.”*

2. Purpose of Locality Leadership Groups

We are referring to the group of people in these areas who must play an active role in service planning for the local population in order to improve outcomes. Localities must be well organised and have sufficient structure to co-ordinate their input to strategic planning. Locality Leadership Groups (LLG) will be formed, and a key function of this group is to communicate with the local community to ensure that there is good representation of opinion. Cognisance will be taken of potential barriers that may constrain the level of consultation and engagement.

Based upon this consultation, the LLG will make recommendations about how local resources will be used (for the purpose of this paper resources are defined as finance, buildings, people, skills), working closely with the strategic planning and commissioning function of the wider Health and Social Care Partnership to ensure that wherever possible, improvements are made.

2.1 Role of Locality Leadership Groups

- The group will take the lead on developing and reviewing the locality plan and associated priorities on an annual basis.
- The LLG will establish an annual action plan, measurement plan and report against said actions / measurements. The planning and reporting cycle will run from 1st April – 31st March each year. The combined locality reports will be submitted to the Integrated Joint Board (IJB) on an annual basis.
- The group will steer, drive and communicate progress with activities related to the locality plans.
- The group will support and promote integrated working.
- The group will take responsibility for the communities ‘voice’ to be heard and reflected within the locality plans.



3. Underlying Principles

- Locality working – Working and planning in localities will include input from statutory services, voluntary and third sector organisations and the wider community, including public representatives and carers. In addition the LLG will work with existing forums and communities of interest to avoid duplication.
- Involvement – a co-production, co-operative, participatory approach should be taken, ensuring that people are not denied the opportunity to participate due to their inability to access consultation sessions.
- Outcomes – the overall programme of work and any associated strands will be linked to the priorities identified within the locality plan.
- Leverage – supporting, unlocking and improving the use of the total assets within the locality.

4. Constitution

The group will be representative of statutory, voluntary and third and independent sectors and the wider community. There will be a balanced representation of all groups.

5. Chair and Vice Chair

The Chair will be elected on a two yearly basis and will be nominated by members of the group. It is essential that the incumbent Chair is able to demonstrate previous active participation in the group and is knowledgeable in the purpose and function of the LLG. The incumbent Chair will not necessarily have been the Vice Chair in the previous year. (See Appendix 1).

Equally, the Vice Chair will be elected on a two yearly basis and will be appointed by the group.

5.1 Role of the Chair

- Will be content-neutral forming the group into a collaborative team, supporting consensus and accomplishment of tasks.
- Helps the group to understand their common objectives and assist them to plan how to achieve these objectives.
- Contributes structure and process to interactions so the group is able to function effectively.
- Supports everyone to do their best thinking and practice. encourages full participation, promotes mutual understanding and cultivates shared responsibility.
- Enables group members to search for inclusive solutions and build sustainable agreements.
- Encourages the group to follow good meeting practices, timekeeping, following an agreed-upon agenda, and keeping a clear record.
- Has the knowledge and skill to be able to intervene in a way that adds to the group's creativity rather than taking away from it.



- In the event that a consensus cannot be reached, assists the group in understanding the differences that divide it.

6. Membership

The guidance developed by the Scottish Government suggests key representatives who should sit on the LLG.

1. Primary and Community Care team members
2. Public Health representative
3. Housing representative
4. Secondary care representative
5. Social work and social care representative
6. Members of the community
7. Third and independent sector organisations
8. Head of Locality
9. Any representative that the LLG agrees is vital to delivering the outcomes set out within the locality plan

Representation from the Aberdeen City HSCP Organisational Development team will be required to facilitate discussion as appropriate.

Whilst this membership could be regarded as “core” it is within the gift of the LLG to determine other members whose contribution will facilitate delivery of the necessary outcomes, and, as previously mentioned ensures that there are no barriers to inclusion due to accessibility.

The LLG will use its discretion to invite/co-opt other bodies and groups to join the group as relevant.

The group may, if necessary, appoint a working or sub group.

Representation should be diverse to suitably reflect the individual geography and demographics of the locality.

7. Frequency and Attendance

The LLG core group will meet every 2 months or 6 times a year. This is a minimum requirement. The group may choose to meet more frequently to suit the needs of current business. The LLG may also choose to convene “sub groups” or “working groups”. It is anticipated that these groups will meet in the shorter term, to address particular actions (which contribute to the overarching LLG action plan), frequency to be determined.

The dates, times and venues for LLG meetings will be set annually by the Chair, and communicated to the wider membership by the end of October.



There is an expectation that members of the group will regularly attend and will submit apologies in advance of the meeting if unavailable. In order to maximise attendance, dates, times and venues of LLG meetings will be communicated one year in advance (in the October of the previous year).

8. Working Arrangements

Decisions made by the LLG will be made by general agreement during the meeting. In the unlikely event that consensus cannot be reached during the meeting, any difference will be noted within the minute and the Head of Locality will progress any associated discussion through the relevant forum.

Aberdeen City Health and Social Care Partnership will be responsible for providing administrative support for the LLGs.

Requests for items to be tabled on the LLG agenda will be made two weeks in advance of the LLG meeting. The Chair will work in collaboration with the Head of Locality to prepare the agenda. The agenda items should reflect activities associated with the implementation of the locality plan. The Chair will be responsible for issuing the agenda and any other relevant papers one week in advance of each meeting. Consultation regarding the agenda will take place between the Head of Locality and the Vice Chair in the absence of the Chair. It is the responsibility of each member to ensure that they have read these papers and are therefore fully informed prior to attending the meeting

Minutes of all meetings will be distributed as draft within five working days of the meeting.

9. Relationships

The Locality Leadership Groups will build upon and take account of the community planning process and create effective relationships which potentially will improve outcomes for the local population.

Heads of Localities will work closely with each other to ensure that there is a balance between priorities that are City wide and Locality specific.

It would be beneficial for the Heads of Locality to work closely with Aberdeen City Council colleagues responsible for the implementation of the Local Outcome Improvement Plans for each locality as part of the Community Planning Process.

The Head of Locality will represent the ambitions of the LLG at operational meetings within the partnership. Members of the LLG will sit on other relevant meetings where locality representation is vital e.g. Strategic Planning Group. The Head of Locality will sit on the Strategic Commissioning Programme Board. It is the duty of the nominated representative to provide any relevant feedback from these meetings to the LLG. It is also of paramount importance that the nominated representative represents the intent of the LLG and not their own personal opinion or interest. It is the duty of the nominated representative to arrange for an alternate if they are unable to attend a meeting.



It is essential that LLGs develop a mutual relationship with the strategic planning function of Aberdeen City Health and Social Care Partnership, and with the Locality Operational Management Team. This relationship is presented in the diagram below.



10. Review

These terms of reference will be reviewed annually.



APPENDIX 1

Process for Electing a Chair (LLG)

In the event of the Chair resigning, or at the end of their term of office (see LLG Terms of Reference (TOR)), the following process will be used to elect a new Chair.

1. Nominations will be requested by the administrator for the LLG. The call for nominations will be sent to all regular members of the group who have attended regularly during the past 12 months.
2. Nominations will be submitted electronically, using the official nomination sheet, to the LLG administrator on or before the closing date.
3. In the event of only one nominee, there would be no requirement for a ballot and that the single nominee would be duly appointed.
4. A list of nominated candidates who meet the criteria within the LLG TOR will be distributed electronically to the LLG members. An official LLG ballot paper will be distributed alongside this list. The closing date of the ballot will be detailed within this email communication.
5. All completed ballot papers will be submitted to the LLG administrator on or before the ballot closing date.
6. The Head of Locality will work with the LLG administrator to ensure a final outcome from the ballot process.
7. The outcome of the ballot will be communicated to the LLG membership within 5 working days of the close of the ballot.

In the event of a tied result – steps 3-6 will be repeated for those tied candidates