

North Ayrshire Community Planning Partnership Terms of Reference



March 2011

SECTION 1: ABOUT COMMUNITY PLANNING

a. Vision and Priorities

In all of its activities, North Ayrshire Community Planning Partnership (CPP) aims to achieve the Community Plan Vision of 'North Ayrshire - A Better Life'. This is about championing and developing the positive aspects of life in North Ayrshire, whilst also tackling disadvantage in all of its forms.

In 2010 the CPP identified the following shared priorities along with the guiding principles of prevention and early intervention :

- Tackling Worklessness
- Tackling Health Inequalities
- Tackling Community Safety

North Ayrshire
A Better Life



...working together

b. Single Outcome Agreement (SOA)

The Vision and Priorities provide a framework for all CPP activities, and also for the CPP's Single Outcome Agreement (SOA). The SOA is an agreement between the CPP and the Scottish Government on the Outcomes which 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.

The CPP SOA from April 2009. developed the Single Outcome Agreement between North Ayrshire Council and the Scottish Government, which covered 2008/9.

The SOA refreshed and updated the Outcomes and Indicators in the previous Community Plan, and so the SOA acts as the primary focus for all CPP groups.

c. Adding value

The role of the CPP is to set the high level strategic direction for North Ayrshire, and to drive that forward. If something is already being done, or could be done better, by organisations or partnerships working at a more local level, then that will continue. The CPP's role is to work together in areas of strategic significance to North Ayrshire, where there is an added value – or 'collaborative gain' – to be had from working together at that level.

Community planning improves services by adding value at 3 levels:

1. By doing what we do well (and better), as individual agencies
e.g. through learning from each other, sharing best practice, being clear on our own remits and specialisms
2. By linking better together
e.g. communicating more effectively, understanding more about what we can each contribute, looking to each other for help, offering our own support, putting community (not agency) needs first
3. By jointly developing and delivering services
e.g. sharing resources (including funding, staff and accommodation), joint planning and service development (from the start), shared service delivery.

As North Ayrshire CPP develops and matures, we want to continue to move towards this 3rd level, as well as continuing to add value at levels 1 and 2. By reducing duplication via all 3 levels, resources can be freed up and used more effectively.

To deliver the SOA the community planning partners have committed, where appropriate, to:

- Sharing resources, including sharing, pooling and aligning budgets, and sharing staffing and accommodation
- Sharing planning and development of services, and
- Sharing delivery of services.

d. Community engagement

Whilst working together in this way is one of the main aims of community planning, the other key aim is to engage with individuals, local communities and organisations to identify their needs and priorities, and to ensure that these influence the planning and delivery of public services. Effective community engagement is therefore at the heart of community planning in North Ayrshire. This includes:

- Consultation (asking and listening)
- Co-operation (working together)
- Participation (taking part and getting involved).

North Ayrshire CPP have endorsed the National Standards for Community Engagement and developed its own Shared Understanding of Community Engagement (attached at Appendix Four).

e. About these Terms of Reference

The CPP Terms of Reference have been revised as part of the CPP Governance Review,¹ to illustrate the revised CPP structure in terms of the CPP's agreed shared priorities (Section 2), and to confirm each group's:

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

The Terms of Reference cover the CPP structure, as follows:

- CPP Board (Section 3)
- CPP Strategic Management Team (Section 4a)
- Community Health Partnership (CHP) Committee (Section 4b)
- CPP Strategic Partnerships (Section 5)
- CPP Community Engagement Reference Group (Section 6)
- CPP Community Engagement Network (Section 7)
- CPP Team (Section 8)

The Terms of Reference also includes:

- Information on the Administration of all groups, a Chairs' Protocol, and a Member Protocol for all group members (Appendix One).
- Lead responsibility (by group) for each of the CPP shared priorities and the related Single Outcome Agreement (SOA) Outcomes (Appendix Two).
- Comparison of role in relation to remit across the CPP groups (Appendix Three).
- CPP's Shared Understanding of Community Engagement (Appendix Four).

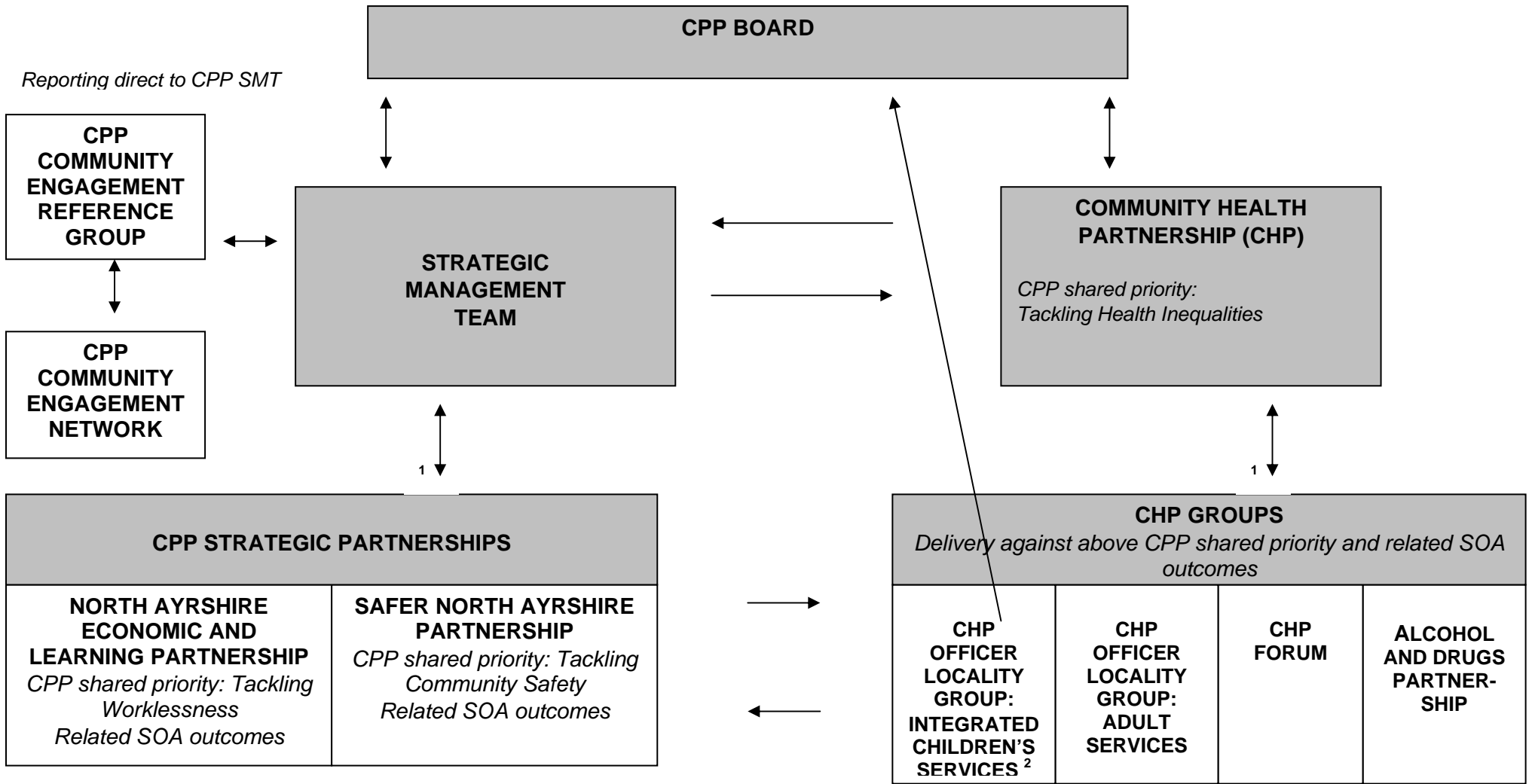
¹ An end of year CPP Governance Review was carried out in 2010 following the 2008 Governance Review

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
- CPP Strategic Management Team
- CPP Strategic Partnerships:
 - North Ayrshire Economic and Learning Partnership
 - Safer North Ayrshire Partnership
- Community Health Partnership (CHP) Committee
- Community Health Partnership (CHP) Groups:
 - CHP Officer Locality Group for Children and Young People
 - CHP Officer Locality Group for Adult and Older People
 - CHP Forum
 - Alcohol and Drugs Partnership
- CPP Community Engagement Reference Group
- CPP Community Engagement Network
- Irvine Bay Urban Regeneration Company.

NORTH AYRSHIRE CPP: STRUCTURE



1 - As appropriate the CPP Strategic Partnerships and CHP Groups – or their subgroups – may also report direct to partner organisations or direct to the CPP Board
 2 – CHP Officer Locality Group: Integrated Children’s Services reports directly to North Ayrshire Council and the CPP Board

SECTION 3: CPP BOARD

a. Remit

- To drive the achievement of the Community Plan Vision 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 Single Outcome Agreement (SOA) with the Scottish Government.
- To approve partnership strategies and action plans within the context of the SOA, 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 carry out an annual review of CPP Board progress and membership.

b. Membership

- The Board membership reflects the changing arrangements for 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	Community Planning Portfolio Holder (1) Elected Members – representation from Area Committees (4) Chief Executive
NHS Ayrshire and Arran	Chief Executive CHP Forum Chair
Strathclyde Police	Divisional Commander
Strathclyde Fire and Rescue	Area Manager
Scottish Enterprise ²	Director level
Skills Development Scotland	Director level
Strathclyde Partnership for Transport	Director level
Job Centre Plus	District Manager
Private sector business representative	– To be identified (possible link to new Ayrshire Business Forum ³)

² Role of Highlands and Islands Enterprise (HIE) (who cover Arran and Cumbrae) in relation to the CPP Board to be determined.

³ There are proposals under development outwith the CPP governance review to establish an Ayrshire Business Forum, and potentially a North Ayrshire sub-forum.

Scottish Government	Director Level
Irvine Bay Urban Regeneration Company	Chief Executive
Third Sector Interface	Chief Executive

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 (as the CPP lead agency) 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 the North Ayrshire Council Executive.

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 4a: CPP STRATEGIC MANAGEMENT TEAM

a. Remit

- To support the achievement of the Community Plan Vision 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 Single Outcome Agreement (SOA).
- To support the development and monitor the implementation of partnership strategies and action plans within the context of the SOA.
- To solve problems and resolve issues raised by the Strategic Partnerships.
- To scrutinise the use of resources.
- To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.
- To carry out an annual review of CPP Strategic Management Team progress and membership.

b. Membership

- The membership reflects the CPP's shared priorities
- Strategic Management Team members are representatives with sufficient knowledge and influence to take forward the CPP Strategic Management Team's remit.
- The Strategic Management Team members are:

North Ayrshire Council

NHS Ayrshire and Arran

Strathclyde Police

Irvine Bay Urban Regeneration Company

c. Frequency of meetings

- The CPP Strategic Management Team 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 4b: COMMUNITY HEALTH PARTNERSHIP (CHP) COMMITTEE

a. Remit

(summarised from North Ayrshire and Arran Community Health Partnership Committee Terms of Reference, October 2008)

- To provide assurance to the NHS Board and the North Ayrshire Council that systems, procedures and resources are in place to monitor, manage and deliver on the key outcomes identified for CHPs ..., including:
 - Shifting the balance of care to more local settings,
 - Reducing health inequalities,
 - Improvement in the health of local people,
 - Responsibility for integrated working between Health and the Local Authority,
 - The interface of the Single Outcome Agreement.
- To monitor the delivery aspects of the Single Outcome Agreement as specified.
- To approve the contribution of CHP Officer Locality Groups to the Local Delivery Plan and similar.
- To ensure a successful partnership between the various stakeholders described in the CHP Scheme of Establishment.
- To provide assurance to the NHS Board and North Ayrshire Council that the CHP is working within its delegated authority.

b. Membership

- The CHP Committee members are:

Chair	NHS Board member nominated by North Ayrshire Council
North Ayrshire Council	Elected Members x 3
NHS Ayrshire and Arran	Non-Executive member Executive member (clinical remit) Executive member (non-clinical remit)

(Summarised from North Ayrshire and Arran Community Health Partnership Committee Terms of Reference, October 2008)

c. Frequency of meetings

- The CHP Committee 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 5: CPP STRATEGIC PARTNERSHIPS

a. Remit

- To contribute to the achievement of the Community Plan Vision of 'North Ayrshire – A Better Life'.
- To receive instruction from and report to the CPP Board and CPP Strategic Management Team.⁴
- To receive formal reports from sub-groups and other groups/ partnerships with formal reporting responsibilities.
- To take lead responsibility to implement specific CPP shared priorities and related Single Outcome Agreement (SOA) 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.⁵
- To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.
- To carry out an annual review of CPP Strategic Partnership progress and membership.

b. Membership

- Strategic Partnership members are at the level of Elected Members and representatives with sufficient knowledge and influence to take forward the Strategic Partnerships' remit.
- The membership has been identified to ensure implementation of the relevant CPP shared priorities, as outlined in Appendix Two.
- Additional expertise may be co-opted on to any Strategic Partnership with the permission of the Chair.
- Short-life task groups which are established by the Strategic Partnerships may include a wider range of representatives and organisations, as appropriate to the topic.
- The CPP Strategic Management Team will propose a lead partner as Chair of each Strategic Partnership, for approval by the CPP Board. It is the lead partners' responsibility to identify an officer to act as Chair. The lead partner is reviewed every two years by the CPP Strategic Management Team.
- All Strategic Partnership Chairs are also members of the CPP Strategic Management Team.

⁴ Where appropriate the Strategic Partnerships – or their sub-groups – may report direct to partner organisations or direct to the CPP Board rather than the CPP Strategic Management Team.

⁵ Issues relating to children should always be referred to the Integrated Children's Services Planning Steering Group.

STRATEGIC PARTNERSHIP	MEMBERSHIP
Economic and Learning Partnership (Chair: North Ayrshire Council)	<ul style="list-style-type: none"> • North Ayrshire Council: <ul style="list-style-type: none"> ○ Elected Members x 2 ○ Economic Development ○ Educational Services ○ Social Services (Money Matters) • NHS Ayrshire and Arran • Scottish Enterprise • Skills Development Scotland • Business representative – To be identified (possible link to new North Ayrshire Business Forum⁶) • JobCentre Plus • Visit Scotland • James Watt College • Kilmarnock College • Cunninghame Housing Association • Volunteer Centre North Ayrshire • CVS x 1 • Irvine Bay Urban Regeneration Company
Safer North Ayrshire Partnership (Chair: Strathclyde Police)	<ul style="list-style-type: none"> • Strathclyde Police • Strathclyde Fire and Rescue • North Ayrshire Council: <ul style="list-style-type: none"> ○ Elected Members x 2 ○ Housing (ASB) ○ Roads and transportation ○ Social Services (Criminal Justice, Youth Justice) ○ Education (Community Learning and Development) ○ Chief Executive Services (Policy) • Alcohol and Drugs Partnership (ADP) • NHS Ayrshire and Arran • Community Justice Authority (CJA) • Procurator Fiscal's Office • Scottish Children's Reporter Administration • Victim Support • Women's Aid • Community Representatives • KA Leisure (new member)

c. Frequency of meetings

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

⁶ There are proposals under development outwith the CPP governance review to establish an Ayrshire Business Forum, and potentially a North Ayrshire sub-forum.

d. Reporting arrangements

- To report to the CPP Board and CPP Strategic Management Team as appropriate.
- This includes quarterly reports to the CPP Strategic Management Team on progress against the CPP shared priorities and Single Outcome Agreement (SOA) Action Plan.

e. Sub-Groups and Other Formal Reporting Responsibilities

Formal sub-groups and other groups with formal reporting responsibilities for each CPP Strategic Partnership and for the Community Health Partnership (CHP) Committee are outlined over the following pages.

NORTH AYRSHIRE ECONOMIC & LEARNING PARTNERSHIP

*Responsible for: Delivering against
CPP shared priority Tackling Worklessness and related SOA Outcomes*



SUB-GROUPS⁷

More Choices More Chances (MCMC)
Local Social Economy Partnership (LSEP)
Highlands and Islands Enterprise/ North Ayrshire Council Liaison Group (TBC)

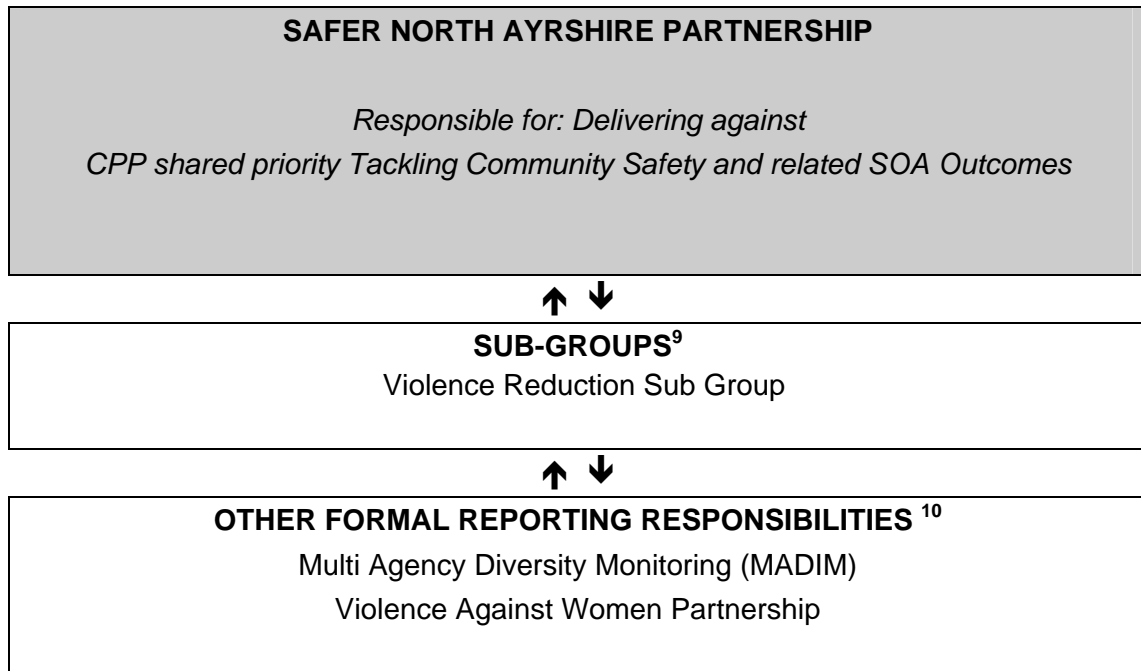


OTHER FORMAL REPORTING RESPONSIBILITIES⁸

Financial Inclusion
(North) Ayrshire Business Forum
Community Learning and Development (CLD) Action Plan
Literacies Action Plan
Ayrshire Health and Wellbeing Group
Economic Development and Regeneration Strategy

⁷ NB This only includes formal sub-groups and does not include other groups who report in as part of their group membership role, or short-life task and finish groups

⁸ Groups with formal reporting responsibilities are not necessarily accountable to the CPP Strategic Partnerships, however this reporting requirement recognises their own strategic significance to the delivery of the Community Plan Priorities, and the need for the CPP Strategic Partnerships to be formally aware of their progress and any issues arising.



⁹ NB This only includes formal sub-groups and does not include other groups who report in as part of their group membership role, or short-life task and finish groups

¹⁰ Groups with formal reporting responsibilities are not necessarily accountable to the CPP Strategic Partnerships, however this reporting requirement recognises their own strategic significance to the delivery of the Community Plan Priorities, and the need for the CPP Strategic Partnerships to be formally aware of their progress and any issues arising.

COMMUNITY HEALTH PARTNERSHIP (CHP) COMMITTEE

*Responsible for: CPP shared priority Tackling Health Inequalities
Tasking and Performance Management of CHP Groups*

HEALTHY AND ACTIVE/ CARING AND SUPPORTING (part)



CHP GROUPS

*Responsible for:
Delivering against above CPP shared priority
and related SOA Outcomes*

CHP Officer Locality Group: Children and Young People	CHP Officer Locality Group: Adult and Older People	CHP Forum	Alcohol And Drugs Partnership
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OTHER FORMAL REPORTING RESPONSIBILITIES

Child Protection Committee (into Children and Young people only)
 Childcare Partnership (into Children and Young People only)
 Choose Life
 Healthy North Ayrshire
 North Ayrshire Physical Activity, Sport and Health (NAPASH)
 Inequalities in health group
 Mental Health Partnership
 Health Improvement Team

SECTION 6: COMMUNITY ENGAGEMENT REFERENCE GROUP

a. Remit

- To contribute to the achievement of the Community Plan Vision of ‘North Ayrshire – A Better Life’.
- To receive instruction from and report to the CPP Strategic Management Team.
- To guide the further development and implementation of the National Standards for Community Engagement.
- To raise awareness of the Community Engagement Standards within all partner organisations.
- To monitor progress in the implementation of the North Ayrshire Compact Agreement principles of community engagement by CPP stakeholders.
- To allocate responsibilities within the Action Plan.
- To report quarterly on progress against the Action Plan to the Strategic Management Team.
- To organise an annual Community Engagement Conference.
- To work together to continue to build confidence and trust.
- To champion partnership working and lead by example.
- To ensure effective Community Engagement is at the heart of community planning.
- To carry out an annual review of Community Engagement Reference Group progress and membership.

b. Membership

- Membership includes representation from the statutory CPP partners, community/voluntary sector and elected members.
- Community Engagement Reference Group members are representatives with sufficient knowledge and influence to take forward the Community Engagement Reference Group’s remit.

REPRESENTING:	MEMBERSHIP
Community and voluntary sector	<ul style="list-style-type: none"> • Arran Community and Voluntary Service • The Ayrshire Community Trust • North Ayrshire Federation of Community Associations • Community Representation • Public Partnership Forum
Statutory CPP Partners	<ul style="list-style-type: none"> • North Ayrshire Council • NHS Ayrshire and Arran • Strathclyde Police • Strathclyde Fire and Rescue
Elected Member	

c. Frequency of meetings

- The Community Engagement Reference Group will meet 6-8 weekly.
- The Chair may at any time convene additional meetings.

d. Reporting arrangements

- To report to the CPP Board, CPP Strategic Management Team and CPP Strategic Partnerships as appropriate.

SECTION 7: 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 Learning and Taking Part Framework; North Ayrshire Compact and Action Plan; and the CPP Communications Strategy and Action Plan.
- To champion partnership working and lead by example.
- To ensure effective community engagement is at the heart of community planning.
- To carry out an annual review of Community Engagement Network progress and membership.

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.

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 Community Engagement Reference Group

SECTION 8: CPP TEAM

a. Remit

- To drive the community planning agenda forward.
- To lead the CPP's promotion and development of community engagement and equalities.
- To support community planning partners in their role within the CPP.
- To build and maintain relationships between the partners.
- To act as a central resource and conduit of information between partners.
- To receive instruction from the CPP Board, CPP Strategic Management Team and CPP Strategic Partnerships.
- To support all CPP groups as required, including:
 - Supporting the Chairs in developing agendas
 - Reporting on community planning matters
 - Providing financial and performance reports
 - Administrative support for meetings
 - Ensuring agreed actions are taken forward.

b. Membership

- CPP team members are:
 - Community Planning Team Leader
 - Community Planning Officer
 - Community Planning Assistant.

c. Frequency of meetings

N/A

d. Reporting arrangements

- To report to the CPP Board, CPP Strategic Management Team and CPP Strategic Partnerships as appropriate.
- The CPP team is located within North Ayrshire Council's Chief Executive's Service. The team reports to the General Manager, and ultimately to the Chief Executive.

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 Single Outcome Agreement
- Ensure that membership is appropriate for the implementation of the Single Outcome Agreement
- 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.

APPENDIX TWO: LEAD RESPONSIBILITY FOR SINGLE OUTCOME AGREEMENT (SOA)

CPP GROUP	CPP Shared Priorities and Related SOA Outcomes
CPP BOARD	<p><i>Overall responsibility to <u>prepare and deliver</u> the Single Outcome Agreement, and lead responsibility for these Outcomes</i></p> <p>7c. Equality is promoted in the delivery of our services (revised)</p> <p>11b. Partnership working between the public, community and voluntary sectors has improved</p> <p>15a. Public perceptions of public services have improved</p> <p>15b. Public services are more efficient and effective</p> <p>15c. Partnership working has improved</p>
CPP STRATEGIC MANAGEMENT TEAM	<p><i>Overall responsibility to <u>scrutinise</u> the implementation of the Single Outcome Agreement</i></p>
CPP STRATEGIC PARTNERSHIPS	<p><i>Lead responsibility to <u>implement</u> the following SOA Priorities:</i></p>
Economic and Learning Partnership	<p>Tackling Worklessness</p> <p>1a. Transport links and services to and from North Ayrshire have improved</p> <p>1b. North Ayrshire is a more attractive tourist destination</p> <p>1c. North Ayrshire is a more attractive place to do business</p> <p>1d. North Ayrshire has more of an enterprise culture</p> <p>1e. Community capacity has improved</p> <p>2a. More people are in work and training</p> <p>4a. Levels of educational attainment and achievement have improved</p> <p>4b. More young people are leaving school for positive destinations (further education, higher education, employment or training)</p> <p>7b. Fewer people are living in poverty</p>
Safer North Ayrshire Partnership	<p>Tackling Community Safety</p> <p>6c. The harmful effects of alcohol and drug misuse are reduced</p> <p>9a. Fear of crime and anti social behaviour has reduced</p> <p>9b. Levels of crime and anti-social behaviour have reduced and crimes being detected have increased</p> <p>9c. Road safety has improved</p> <p>9d. Fire safety has improved</p>

CPP GROUP	CPP Shared Priorities and Related SOA Outcomes
<p>Community Health Partnership</p>	<p>Tackling Health Inequalities</p> <p>5a. Opportunities to support the positive development of vulnerable young children have increased (<i>Responsibility of Locality Group: Integrated Children’s Services Planning</i>)</p> <p>6a. Health and wellbeing throughout life have improved</p> <p>6b. Health inequalities have reduced</p> <p>6c. The harmful effects of alcohol and drug misuse are reduced</p> <p>6d. More vulnerable people are supported within the community</p> <p>6e. People are more active more often</p> <p>8a. More children and young people live in a safe and supportive environment (<i>Responsibility of Locality Group: Integrated Children’s Services Planning</i>)</p>

**APPENDIX THREE:
COMPARISON OF ROLE IN RELATION TO REMIT ACROSS CPP GROUPS**

REMIT THEME	ROLE IN RELATION TO REMIT		
	CPP Board	CPP Strategic Management Team	CPP Strategic Partnership
<i>Community Plan Vision</i>	To drive the achievement of the Community Plan Vision of 'North Ayrshire – A Better Life'	To support the achievement of the Community Plan Vision of 'North Ayrshire – A Better Life'	To contribute to the achievement of the Community Plan Vision of 'North Ayrshire – A Better Life'
<i>Strategic Direction</i>	To set the broad strategic direction for North Ayrshire Community Planning Partnership	To receive instruction from the CPP Board	To receive instruction from the CPP Board and CPP Strategic Management Team
<i>Single Outcome Agreement (SOA)</i>	To assume accountability for preparing and delivering the Single Outcome Agreement (SOA) with the Scottish Government	To scrutinise the implementation of the Single Outcome Agreement (SOA).	To take lead responsibility to implement specific Single Outcome Agreement (SOA) Outcomes
<i>Partnership Strategies and Action Plans</i>	To approve partnership strategies and action plans within the context of the SOA, as appropriate.	To support the development and monitor the implementation of partnership strategies and action plans within the context of the SOA	To develop and implement partnership strategies and action plans
<i>Performance Monitoring</i>	To assume overall accountability for performance monitoring and reporting	To task the Strategic Partnerships and scrutinise their performance.	To establish and monitor sub-groups and short-life task groups as appropriate
<i>Resources</i>	To allocate resources	To scrutinise the use of resources	To allocate devolved resources To lever in external and partner resources and allocate as appropriate
<i>Problem Solving</i>		To solve problems and resolve issues raised by Strategic Partnerships	

REMIT THEME	ROLE IN RELATION TO REMIT		
	CPP Board	CPP Strategic Management Team	CPP Strategic Partnership
<i>Reporting Responsibilities</i>			To receive formal reports from sub-groups and other groups/partnerships with formal reporting responsibilities.
<i>Community Engagement</i>	To ensure effective community engagement is at the heart of community planning.	To ensure effective community engagement is at the heart of community planning	To ensure effective community engagement is at the heart of community planning
<i>Childrens Services</i>			To refer issues relating to children to the Integrated Children's Services Planning Steering Group
<i>Cross –cutting Issues</i>			To ensure that appropriate links are made in respect of cross-cutting issues
<i>Championing Partnership Working</i>	To champion partnership working and lead by example	To champion partnership working and lead by example	To champion partnership working and lead by example
<i>Annual Review</i>	To carry out an annual review of CPP Board progress and membership	To carry out an annual review of CPP Strategic Management Team progress and membership	To carry out an annual review of CPP Strategic Partnership progress and membership

**APPENDIX FOUR:
SHARED UNDERSTANDING OF COMMUNITY ENGAGEMENT**

Our Shared Understanding of Community Engagement



Effective community engagement is at the heart of community planning.

This means:

- Consultation (asking and listening)
- Co-operation (working together)
- Participation (taking part and getting involved).

The community includes everyone who lives or works in North Ayrshire. This includes geographical communities and communities of interest.

The aims of community engagement are:

- To involve people in influencing decisions about their own communities.
- To develop a shared understanding of the needs and priorities of communities and agencies.

Community engagement should be:

- Led by community needs and concerns
- Open
- Adequately funded and supported
- Accessible
- Inclusive
- Meaningful
- Rewarding.

www.north-ayrshire.gov.uk/communityplanning