

## **Local Service Delivery Groups Detailed Information**

### **Local Requirements**

In 2004, the Community Planning Board agreed on seven localities for Shetland:

- North Isles
- Whalsay & Skerries
- North Mainland
- West Mainland
- Central
- Lerwick & Bressay
- South

These were to provide a basis for service planning at a local community level and specifically to support the future planning for health and social care services within the Community Health Partnership (CHP).

The Scheme of Establishment of the CHP was approved by the Council and Shetland NHS Board in December 2004 (Min. Ref. SIC 177/04 and SHB Min. Ref.2004/135) and given ministerial approval on 15 March 2005. The Scheme gave details of membership for Local Service Delivery Groups in each locality and for a linked Public Partnership Forum to be developed over time. In October 2005 the Services and Executive Committees discussed and agreed a report, which set out proposals for Area Service Planning and Delivery. Council ratified the report on 2 November 2005 (Min. Ref. SIC 163/05.)

On 7 September 2006, the CHP Committee (now the Community Health and Care Partnership) welcomed and agreed the approach, requesting regular updates on progress.

### **Membership of each Local Service Delivery Group (LSDG)**

The membership, set out in the Scheme of Establishment of the CHP, includes the following individuals working and/or living in the locality:

- GP
- Community Nursing/Midwifery/Health Visitor representative
- Social Worker
- Community Learning and Development Officer
- Local Economic Forum Officer
- Local Education representative
- Local Housing representative
- Transport and Environment representative
- Local Northern Constabulary representative
- Local Community Councillor
- Local Voluntary Sector representative(s)
- Local SIC Councillor(s)

### **The role of an LSDG**

- To improve the local planning and delivery of services.
- To listen to the views of the local community on the provision of local services.
- To act in an equal and diverse manner and try to ensure that the views of as many community members as possible are heard.
- To involve the local community in the planning of local services.
- To develop a Community Profile of information about the local area (to include information on housing, schools, population etc).
- To use the Community Profile as an aid to service planning.

Each group elects a chairperson from amongst its membership who will serve as a local coordinator for the Group.

The local Community Worker provides support.

Each representative is expected to inform others within their particular service area (for instance other school staff, or other health board staff).

### **The relationship between LSDGs and the PPF**

The aim of LSDGs is to meet the community and community groups where they are, to listen to their ideas and concerns and ensure these are taken into account in any future service plans. A PPF (Public Participation Forum) network is being established, linking together the existing ways community representatives and service providers find out views in the area.

This means that the group will be able to share information and pool knowledge can then be used to inform future service plans at both a locality level and Shetland wide.

LSDG members are each responsible for making contact with the leader/chair of one or more community groups active in their locality to discuss how best to be in touch with that group to ensure that their issues and views are captured and can then be reported back via the LSDG to the CHP. Priority is to identifying and contact hard to reach groups and individuals.

### **The relationship between LSDGs and Shetland Plans, Policies and the Single Outcome Agreement**

The Local Service Delivery Groups are a vital source of local information, which is available for use in the development of plans and strategies, including Shetland's priorities set out and monitored in Shetland's Single Outcome Agreement. In turn, LSDGs can assist in the delivery of these priorities at a local level.

### **The Planning in Localities Steering Group**

This group is responsible for leading the implementation of the locality framework for community planning as set out in Scheme of Establishment for Shetland's Community Health Partnership. The terms of reference

<http://www.shetland.gov.uk/policy/LocalServiceDeliveryGroups.asp>

## **Planning in Localities Steering Group**

### **Terms of Reference**

#### **Purpose**

To drive the implementation of the locality framework for community planning as set out in Scheme of Establishment for Shetland's Community Health Partnership.

#### **Background**

In 2004, the Community Planning Board agreed on seven localities for Shetland:

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The Scheme of Establishment of the CHP was approved by the Council and Shetland NHS Board in December 2004 (Min. Ref. SIC 177/04 and SHB Min. Ref.2004/135) and given ministerial approval on 15 March 2005.

The Scheme gives details of membership for Local Service Delivery Groups in each locality and for a linked Public Partnership Forum to be developed over time.

The CHP Committee agreed to pilot this approach in possibly two localities initially.

Two workshops were held in Aith on 28 June 2006 to give staff from NHS Shetland and the Council who work on the Westside an opportunity to discuss this and put forward ideas for how this could work on the Westside.

There was some enthusiasm for the locality model, however, it was clear that more work is needed to establish a shared understanding of how this might work. People attending the workshop felt that different groups and individuals in the community would have very different levels of knowledge about the CHP and the idea of locality based service planning.

It was recognised that there is a need for on-going dialogue with communities on local issues as well as for vehicles for consultation on specific proposals.

#### **Objectives**

- To establish a Public Partnership Forum (PPF) network across Shetland.
- To facilitate the first meetings of the CHP Local Service Delivery Groups (LSDGs) for each of the 7 localities across Shetland.
- To develop the remit of the PPF network and LSDGs.
- To establish and maintain links between existing community groups and the LSDGs as part of the PPF network.
- To establish appropriate reporting mechanisms from the PPF network and LSDGs to the CHP committee.

- To engage with the widest possible range of stakeholders in each locality through the PPF network.
- To work through the PPF network to engage hard to reach groups and individuals.
- To develop strategies such that the PPF network will be self-sustaining from April 2007.
- To develop a project plan showing timescales for the work of the Steering Group.
- To establish a process to publish information on a regular basis regarding the PPF network activities.
- To ensure that the PPF network is fully integrated with the Patient Focus Public Involvement Initiative for the NHS and Shetland's Good Practice Guidelines for Involving Communities.
- Ensure information made available through the PPF is incorporated into community profiles and then used to plan services in the localities for existing and future needs.
- To establish a monitoring and reporting framework to evaluate the performance of the PPF network.

### **Membership**

Christine Ferguson, Head of Community Care (Chair)

Emma Perring, Policy and Development Co-ordinator

David Wagstaff, CHP Manager

Kate Gallant, Development Worker, Shetland Council of Social Services

Vic Hawthorne, Development Plans Manager, Infrastructure

Maggie Dunne, Service Manager – Environmental Health

Neil Watt, Sport & Leisure Services Manager

Avril Nicol, Youth Service Manager

Elizabeth Robinson, Health Promotion Manager

Others may be invited to attend depending on the work in hand.

### **Meetings**

The Steering Group will meet monthly up to the end of March 2007. The Steering Group will prepare a final report at this point recommending the way forward. Additional meetings may be called if required.

### **Circulation List**

Minutes of the meetings will be circulated for information to:

- Executive Directors, SIC
- Economic Development Unit
- Director of Public Health, NHS
- Director of Clinical Services, NHS
- Director of Service Improvement, NHS
- Head of Housing & Capital Projects, SIC
- Head of Schools, SIC
- Head of Children's Services, SIC
- Shetland Enterprise
- Shetland Recreational Trust
- Chief Inspector, Northern Constabulary

The minutes will also be made available to the public under the provisions of the Freedom of Information (Scotland) Act 2002.

### **Failure to Agree**

Any disputes will be referred to the CHP Committee.