



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:

- 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

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.

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.
- To ensure that 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

Bessie Baron, Planning Service, Infrastructure
Bill Crook, Community Development Manager
Christine Ferguson, Head of Community Care (Chair)
Wendy Hatrick, Public Health Nurse
Catherine Hughson, Voluntary Action Shetland
Lisa Sutherland, Service Manager Primary Care
Avril Nicol, Youth Service Manager
Emma Perring, Policy and Development Co-ordinator
June Porter, Community Learning & Development Officer (Lerwick, Bressay & Gulberwick)

Elizabeth Robinson, Health Promotion Manager
Laura Saunders, SIC Policy Unit
Edna Mary Watson, Assistant Director of Nursing (Community)
Susan Laidlaw, Consultant in Public Health

In Attendance

Ann Nicolson, Resources Assistant, Community Care (Minutes)
Camille Brizell, Local Officer – Shetland Health Council

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
- Scottish Health Council – local officer

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

Reporting

The Steering Group will report to the CHP Committee.

Failure to Agree

Any disputes will be referred to the CHP Committee.