

Locality Planning Group Standing Orders for Meetings















1. General

1.1 Locality Planning Groups within the South Ayrshire Health and Social Care Partnership will have Working Group status.

1.2 Members of Locality Planning Groups will uphold the vision, mission, values and ethics agreed by the Integration Joint Board and in terms of elected officials and officers, will be bound by and operate in accordance with, their respective codes of conduct.

2. Membership

2.1 Membership of Locality Planning Groups will be as follows:

-  A community representative from each neighbourhood in the locality *1
-  A GP & GP Practice Manager
-  A representative from other Private Sector Health Providers
-  An Independent Sector Provider
-  A Third Sector representative
-  A Carers representative
-  A person drawn locally from the Public Partnership Forum
-  A Community Care Social Work/Care Officer
-  A Social Worker from Children & Families and Criminal Justice
-  An Allied Health Professional representative
-  A District Nurse/Health Visitor
-  A Mental Health representative
-  A representative from Addiction Services
-  Young people

*1 Initially, until there is an established health and social care network in each neighbourhood, community representatives may be drawn from Community Councils.

2.2 Each network/constituency represented will be responsible for nominating their representative on the Locality Planning Group.

2.3 There will be no fixed term of office for members of the Locality Planning Group, but each network/constituency will be asked to reconsider the appointment of their representative(s) every three years to ensure that those appointed continue to speak for the constituency concerned.

2.4 Where a representative resigns or otherwise ceases to be a member of the Locality Planning Group, the network/constituency concerned will be invited to appoint a new representative.

2.5 If a Member does not attend three consecutive meetings of the Locality Planning Group, the network/constituency concerned will be invited to appoint a new and replacement member other than where the absence was due to illness or other reasonable cause.

2.6 Named Depute Members may be appointed by each network/constituency. 16

3. Chair

3.1 The Chair and Vice Chair will be appointed by the Locality Group from among their membership and will be appointed for a period of up to one year to encourage the rotation of the positions within the Group. Individuals can be re-elected as chair or vice-chair after a period of one year.

3.2 The Vice-Chair may act in all respects as the Chair if the Chair is absent or otherwise unable to perform his/her duties.

3.3 At every meeting the Chair, if present, shall preside. If the Chair is absent from any meeting the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent, a chair shall be appointed from within the members present for that meeting.

3.4 If a Depute Member is appointed for the Chair or the Vice-Chair the person so appointed shall have no right to assume the role of Chair or Vice Chair unless appointed for that purpose by the Members present for that meeting.

3.5 Powers, authority and duties of Chair and Vice-Chair.

The Chair shall amongst other things:-

- a) Preserve order and ensure that every Member has a fair hearing;
- b) Decide on matters of relevancy, competency and order, and whether to have a recess during the Meeting;
- c) Determine the order in which speakers can be heard;
- d) Ensure that due and sufficient opportunity is given to Members who wish to speak to express their views on any subject under discussion;
- e) Maintain order and at his/her discretion, order the exclusion of any member of the public who is deemed to have caused disorder or misbehaved;
- f) The decision of the Chair on all matters within his/her jurisdiction shall be final;
- g) Deference shall at all times be paid to the authority of the Chair. When he/she speaks, the Chair shall be heard without interruption; and
- h) Members shall address the Chair while speaking

4. Meetings

4.1 The Locality Planning Group shall meet at such place and such frequency as may be agreed by the Group, but will meet at least four times in any 12 month period.

5. Notice of Meeting

5.1 Before every meeting of the Locality Planning Group, a Notice of the Meeting specifying the time, place and business to be transacted at it shall be delivered to every Member by post to the usual place of residence/place of work of such Members, or delivered by electronic means so as to be available to them at least three clear days before the Meeting.

17

6. Quorum

6.1 No business shall be transacted at a meeting of the Locality Planning Group unless there are present at least one third of the agreed membership of the Group.

6.2 If within fifteen minutes after the time appointed for the commencement of a meeting a quorum is not present, the meeting will stand adjourned to such date and time as may be fixed, and the note of the meeting will disclose this fact.

7. Adjournment of Meetings

7.1 A Meeting may be adjourned by a motion, which shall be moved and seconded and put to the meeting without discussion. If such a motion is carried by a simple majority of those members present, the meeting shall be adjourned to another day, time and place specified in the motion.

8. Disclosure of Information

8.1 No Member or Officer shall disclose to any person any information which falls into the following categories:-

- Confidential information within the meaning of Section 50A(2) of the Local Government (Scotland) Act 1973.
- The full or any part of any document marked “not for publication by virtue of the appropriate paragraph of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973”, unless and until the document has been made available to the public or press under section 50B of the said 1973 Act.
- Any information regarding proceedings from which the Public have been excluded unless or until disclosure has been authorised by the Integration Joint Board or the information has been made available to the Press or to the Public under section 50B of the said 1973 Act. Without prejudice to the foregoing, no Member shall use or disclose to any person any confidential and/or exempt information coming to his/her knowledge by virtue of his/her office as a Member.

9. Recording or Proceedings

9.1 No sound, film, video tape, digital or photographic recording of the proceedings of any Meeting shall be made without prior written approval from the Director of Health and Social Care.

10. Admission of Press and Public

10.1 Subject to the extent of the accommodation available and subject to the terms of Sections 50A and 50E of the Local Government (Scotland) Act 1973, meetings of the Locality Planning Group shall be open to the public. The Director of Health and Social Care or his designated representative shall be responsible for giving public notice of the time and place of each Meeting by posting a notice on the Partnership's website not less than three clear days before the date of each Meeting. 18

10.2 Every meeting of the Locality Planning Group shall be open to the public but these provisions shall be without prejudice to the Locality Planning Group's powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. The Locality Planning Core Group may exclude or eject from a meeting a member or members of the Press and Public whose presence or conduct is impeding the work or proceedings of the Group.

11. Voting

11.1 Decisions made within the Locality Planning Group will be made by consensus. Where a consensus cannot be reached at one meeting, the matter under discussion will be carried forward to the next meeting to permit further discussion/resolution.

12. Minutes

12.1 The names of the members and others present at a meeting shall be recorded in the notes of the meeting.

1.2 The note of the proceedings of a meeting, including any decision made by that meeting, shall be drawn up and submitted to the next ensuing meeting for agreement by the Director of Health and Social Care or his designated representative, after which it will be signed by the person presiding at that meeting. A note purporting to be so signed shall be received in evidence without further proof.

21st May 2015