1. **Purpose**

1.1 Community Solutions Locality Consortia are cross-sector forums where members work together to develop a shared understanding of local people’s issues, needs and priorities and use this knowledge to:

* support delivery of the programme within their locality informed by the [Community Solutions Strategy and Investment Plan 2022-25](http://www.voluntaryactionnorthlanarkshire.org/sites/default/files/community_solutions_strategy_and_investment_plan_2022-25_designed_final.pdf) and their local Improving Lives Local Development Plan. Further guidance on developing a Local Development Plan will be provided.
* support governance and delivery of the programme as a whole
* inform wider health and social Care services developments
* facilitate links between Community Solutions, health and social care structures such as Locality Planning Groups (LPGs) and community planning at locality level Local Partnership Groups and Community Boards.

**2. Localities and Representation**

2.1 There are currently six Locality Consortia in the following areas

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| --- | --- |
| * Airdrie
 | * Bellshill
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| * Coatbridge
 | * Motherwell
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| * The North (covering Cumbernauld, Kilsyth and Northern Corridor)
 | * Wishaw (covering Shotts)
 |
|  |  |

2.2 Each locality consortia has representation from the following sectors/organisations

* Staff and/or volunteers from local community and voluntary sector (CVS) organisations.
* Health and Social Care North Lanarkshire (HSC-NL) staff working in that locality.
* Staff from North Lanarkshire Council (NLC) and NHS Lanarkshire (NHSL).

2.3 A member of VANL staff also attends consortia meetings to provide support as needed and to share information.

**3. Remit**

The remit of the locality consortium is as follows.

3.1 To support development, preparation and agreement of a locality Community Solutions Improving Lives Development Plan (ILDP). ILDPs should be informed by information on local needs and priorities with reference to:

* HSC-NL Locality Profiles at: <https://hscnl.org.uk/> and [NL Community Planning Locality Profiles](https://www.northlanarkshire.gov.uk/your-community/working-communities/your-area/community-boards/community-board-profiles))
* relevant Local Outcome Improvement Plans (LOIPs)
* views of local residents and other stakeholders captured through meaningful engagement activities.

Progress in supporting delivery of the agreed ILDP should be reviewed at each Locality Consortium meeting with an annual review and refresh of the plan each spring.

3.2 To assist their Community Solutions Locality Host and VANL staff in strengthening local CVS capacity to provide and improve local services and support, in line with priorities in the ILDP.

3.3 To agree funding awards to local CVS organisations in line with priorities in the ILDP, using their locality’s Improving Lives Local Activity Fund (ILLAF) allocation. In line with ILLAF Guidance provided by VANL, which will include management of conflicts of interest. See Note A below.

3.4 To support local promotion and use of the ALISS (A Local Information System for Scotland) service directory by local CVS Organisations to improve access to accurate and up to date information about local CVS services and support.

3.5 To participate in NL-wide consortia and Community Solutions NL-wide meetings as appropriate, including Learning and Improvement events.

3.6 To facilitate wider community engagement in the Community Solutions programme, HSC-NL and community planning, supporting understanding of each and links between them.

**4. Membership and Quorum**

4.1 It is recommended that each Locality Consortium has between 15 and 20 members. A register of members should be maintained, with a membership application process introduced. Further guidance on developing a membership application process will be provided by VANL.

4.2 Membership should be drawn from across the locality from the following organisations (please note that the lists below are not exhaustive):

4.2.1 Staff or volunteers from Community and Voluntary Sector (CVS) Organisations that support and represent the following groups:

* black, Asian and minority ethnic groups, including refugees, asylum seekers & displaced persons
* children, young people and families
* disabled people
* LGTBQi+ groups
* older people
* people with mental health issues
* people living in poverty
* People with long term and/or life limiting conditions, such as cancer, diabetes, COPD etc.
* unpaid carers

4.2.2 Staff from the following statutory organisations and teams:

* HSC-NL Home Assessment Teams
* HSC-NL Integrated Rehab Teams
* NLC Communities/Community Learning and Development Staff
* School Cluster Improvement and Innovation Leads (CIILs)
* NLC Adult Social Work Team
* NHSL Health Improvement Team
* Primary Care Improvement Team (PCIP) Prescribing Management Team
* GP Link Workers
* GP Cluster Co-ordinators

4.3 it may not be possible to get members from all of the above organisations or teams, however links to these groups should be established by the Locality Host and consortium members. Membership of the locality consortium should also be drawn from all parts of the locality, particularly where there is more than one Community Board in the locality.

4.4 New consortium members will be provided with induction support organised by VANL with appropriate Locality Hosts and involving other consortia members.

4.5 The quorum for each Locality Consortia meeting will vary depending on the total number of members but should be at least 50% of all members, with at least one representative from each of the following: NHS Lanarkshire, North Lanarkshire Council and a Community and Voluntary Sector Organisation in addition to the Locality Host.

**5. Chair and Vice Chair**

5.1 Each Locality Consortium will be chaired by an appropriate member of staff from the Locality Host, with a vice-chair agreed by members to deputise as required. (The vice-chair must be from a different organisation to the Locality Host.) Preparation and support for Consortium meetings will be provided by staff employed by the Locality Host with funding through the Community Solutions Programme.

5.2 The role of the chair and vice-chair is to provide facilitative leadership of the consortia, supporting members to participate and make collective decisions effectively. (A description setting out the roles and responsibilities of Locality Hosts, including their support for the consortia and LAF will be available on the Community Solutions website.)

**6. Frequency of Meetings**

6.1 As required but at least every 6 weeks. Sufficient notice of the date of each meeting should be given. A meeting schedule should be set at the start of each financial year, with deadline dates for the receipt of applications to the ILLAF and for the circulation of meeting papers.

6.2 Each consortium may wish to establish appropriate sub-groups such as an ILLAF review sub-group or an ILLDP community engagement sub-group for the efficient management of its business. All sub-groups established must be agreed at a consortium meeting and must comprise at least one representative from the CVS, NHSL and NLC.

**7. Support, Communication and Conduct**

7.1 The Locality Host will convene meetings and ensure preparation and timely distribution of agendas, papers and minutes.

7.1.1 Agendas and papers for meetings will usually be distributed at least seven days before each meeting.

7.1.2 Draft minutes of meetings should be circulated as soon as possible after each meeting, ideally within three weeks.

7.2 The agenda for each Consortium meeting should include the following standing items:

* Review and approval of previous minutes and matters arising
* Declarations of Conflict of Interest (further guidance on conflict of interests matters will be provided to all consortia members)
* ILDP
* ILLAF.

7.3 Consortia members are collectively responsible for the good conduct and functioning of the meetings and the wider work of their consortium. A Community Solutions Code of Conduct and details of the Community Solutions Complaints Procedure are available on the website.

**8. Review**

These Terms of Reference will be reviewed as required but at least every three years, to align with the Locality Host recommissioning cycle.

**Note A: Improving Lives Locality Activity Fund (ILLAF)**

1. The ILLAF is a micro-grant fund to support local CVS organistions. The allocation for each Locality Consortia is agreed by the Community Solutions Governance Group and VANL advises Consortia on their allocation by March each year for the financial year ahead.

2. Locality Hosts and Consortia members are responsible for promoting the fund locally and supporting applications. Applications must set out how they support delivery of the priorities identified in the Locality ILDP and the Community Solutions programme more generally.

3. Locality Hosts must ensure that all consortia members receive ILLAF applications in good time to discuss the relevant meeting. Consortia members make decisions on ILLAF applications by consensus or majority vote. CVS consortia member organisations and Locality Hosts can apply to ILLAF. Applicants can be present at the meeting to discuss their application but cannot be part of the approval process to avoid conflict of interests. For the avoidance of doubt, applicants must leave the room when the award decision is being made. This should be clearly recorded in the minute.

4. Applications approved by the members must be signed by a representative from each of the following and submitted to VANL for payment.

* NHS Lanarkshire
* North Lanarkshire Council
* Community and Voluntary Sector (but not by a CVS organisation that is receiving funding).

5. Further guidance on ILLAF and application forms will be available on the Community Solutions website for applicants, Locality Hosts and consortia members.

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