

## Management Committee

Date: 31<sup>st</sup> October 2014  
Agenda Item: 7b.



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## Area level CPP arrangements

### 1.0 Purpose

The purpose of the report is to present the proposed Area Community Planning Group's Terms of Reference for consideration and adoption as part of the general review of the administrative structure which supports community planning within Argyll & Bute.

### 2.0 Recommendations

2.1 The Management Committee is requested to consider the revised Area Community Planning Group's Terms Reference and agree that the proposed Terms of Reference can be adopted.

### 3.0 Background

3.1 A review of the Area Community Planning Group's Terms Reference was undertaken in July 14.

3.2 A draft copy of the revised Terms of Reference was presented to the Management Committee meeting on the 19<sup>th</sup> of August where it was agreed that the draft should be presented to the September 14 Area Community Planning Groups for consideration

### 4.0 Proposals

4.1 The draft Terms of Reference were discussed by all four Area Community Planning Groups during the September round of meetings. Members were also asked to submit any additional comments for consideration by the 30<sup>th</sup> of September 2014

4.2 A revised draft Terms of Reference (version 1.6), which incorporates comments received, has been attached for consideration. Your attention is drawn in particular to the following amendments:

a) Remit – bullet point 4 now reads

‘Consider regular performance monitoring reports and provide information to the Argyll & Bute Community Planning Partnership Management Committee by submitting written reports. A nominated member may also attend a Management Committee meeting with prior agreement from the chair to provide additional information should a specific issue of concern to the group be scheduled as an agenda item ‘

b) Meetings – an additional bullet point has been added and reads as follows:

‘Nominations for the Chair and Vice Chair positions will be proposed and seconded by [insert name] Area Community Planning Group members. Each member will have one vote and a simple majority vote will determine the outcome of the election process.

c) A new section detailing the Winding Up process has been included and reads as follows:

The [insert name] Area Community Planning Group is a sub group of the Argyll and Bute Community Planning Partnership.

- If the Argyll & Bute Community Partnership is dissolved, the [insert name] Area Community Planning Group will cease to exist by default
- If a review of Argyll and Bute Community Planning Partnership delivery structure should recommend that Area Community Planning Groups be dissolved to facilitate a new delivery structure, the decision whether or not to wind up the group will be made by the Argyll & Bute Community Planning Partnership following consultation with the Area Community Planning Groups and Argyll & Bute Council as lead partner for community planning within the area.
- Area Community Planning Group members may initiate a proposed wind up of the group by submitting a report outlining the reasons why it was felt the group was no longer required to the Management Committee in the first instance. The decision whether or not to wind up the group will be made by the Argyll & Bute Community Planning Partnership following consultation with the Area Community Planning Groups and Argyll & Bute Council as lead partner for community planning within the area

## **5.0 Conclusions**

5.1 Following review by the Area Community Planning Groups the draft Terms of Reference have has been strengthened further. A revised document has been

prepared for consideration and agreement that the draft Terms of Reference may be adopted.

## 6.0 Implications

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|------------------------|---|
| Strategic Implications | The report relates to the review of community planning at a local level which must be completed by the 31 <sup>st</sup> of October 2014 to comply with Audit Scotland recommendations |
| Consultations          | Area Community Planning Group members were consulted and had input into the draft Terms of Reference document   |
| Resources              | n/a.  |
| Prevention             | Facilitates effective working of community planning at an area level  |
| Equalities             | Facilitates effective working of community planning at an area level  |

### Name of outcome lead

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### References

Enter N/A if no references are required

### Appendices

Area Community Planning Group Terms of Reference Version 1.6