

**9 February 2016**

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**Agenda Item 6**

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**Area Community Planning Groups – Terms of Reference and Revised  
Ways of Working**

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**Summary**

The following report provides information relating to the implementation of the current Terms of Reference and the revised ways of working which have now been in operation for a period of one year. Members are requested to provide feedback on how they think the current processes are working which will be fed to the CPP Management Committee for comment.

**1. Purpose**

- 1.1 This report asks the Area CPG to consider and review the current Terms of Reference and ways of working.

**2. Recommendations**

- 2.1 The Area CPG is asked to provide feedback on the current Terms of Reference and the revised ways of working which have now been in operation for a period of one year.

**3. Background**

- 3.1 A review of Local Community Planning took place in July 2014, with the outcome of the review being a revised set of Terms of Reference and ways of working which was agreed by the Bute and Cowal CPG at the meeting held on 3<sup>rd</sup> March 2015. One of the recommendations was that the revised ways of working were undertaken on a trial basis for a period of one year, with a review on their effectiveness being carried out by the CPP Management Committee and the Council's Policy and Resources Committee.

**4. Detail**

- 4.1 The Terms of Reference and the revised ways of working have now been in operation for the Bute and Cowal CPG for a period of one year. In that time, the

membership of the CPG has changed, and the meetings are now chaired by Mr Willie Lynch, Chair of Dunoon Community Council.

- 4.2 Part of the revised ways of working involved the introduction of a pre-agenda process which allows the Chair and Vice Chair to have input on the setting of the agendas in advance of the front sheet agenda being issued to the wider Group members. There is also a more structured format for the meetings, with the aim being that the CPG will consider the 2 Outcomes from the SOA that will be discussed by the CPP Management Committee at their next meeting. This has allowed for effective dialogue from the CPG to the Management Committee, and also facilitates the sharing of information in that forum. The CPP Management Committee then feeds information back to the CPG in the form of a highlight report which comes to every meeting.
- 4.3 The introduction of the SOA Locals has also taken place in the last year. The information in these is now used to facilitate discussion on the inclusion of agenda items for the CPG meetings, this has led to a number of interesting agenda items and discussions at the meetings.
- 4.4 At the CPP Management Committee held in September 2015, Members commented on the success of the local CPG's, highlighting the good work and information sharing which is taking place. It is also noted that there is a better engagement with the community, which is evident in that 3 of the CPG meetings are now Chaired by a member of the community, with the other CPG having a vice-chair from the Third Sector Interface.

## **5. Conclusions**

- 5.1 Members are asked to consider the information contained in the report and to review the current Terms of Reference which are attached as an Appendix, and to give views on how they think the current processes are working which can be fed to the CPP Management Committee for comment.

## **6. SOA Outcomes**

Not applicable. The report relates to the administration of the Area CPG.

### **Name of Lead Officer**

Donald MacVicar, Head of Community and Culture

### **For further information, please contact:**

Shirley, MacLeod, Area Governance Manager, Argyll and Bute Council

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Appendix – Terms of Reference.

- Appendix 1- Area Community Planning Groups Terms of Reference

## Appendix 1

### **Argyll and Bute Community Planning Partnership**

#### **Terms of Reference: Bute and Cowal Area Community Planning Group**

The Bute and Cowal Area Community Planning Group is a sub group of the Argyll and Bute Community Planning Partnership

It is an unincorporated partnership of agencies and organisations with membership drawn from the public sector, third sector, private sector, community organisations and partnerships that have an interest in Bute and Cowal

#### **Purpose**

Argyll & Bute is a large and diverse area. Communities inevitably have different issues even within the overall umbrella of a community plan for the whole area.

Area Community Planning Groups are the vehicle to ensure that there is effective community planning delivery at a local level by:

- Acting on behalf of the Full Community Planning Partnership via the Management Committee to oversee the implementation of Localised Delivery Plans which contribute to the delivery of the Single Outcome Agreement /Community Plan
- Acting on behalf of the community to ensure that local concerns and priorities are highlighted to the Full Community Planning Partnership via the Management Committee.

#### **Role**

The role of the Bute and Cowal Area Community Planning Group is to:

- Oversee the implementation of the Localised Delivery Plan for Bute and Cowal
- Encourage effective working across community planning partners at an area level
- Act as a conduit to ensure that local priorities are met and local issues addressed

#### **Remit**

The Bute and Cowal Area Community Planning Group has the authority to:

- contribute to the development of a Localised Delivery Plan for Bute and Cowal
- monitor progress of the Localised Delivery Plan with regard to the agreed outcomes on what is being done within Bute and Cowal

- provide the scrutiny role for the Full Community Planning Partnership within Bute and Cowal 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 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
- form short term working groups to undertake defined pieces of work as required by the group
- engage with communities within Bute and Cowal to understand their needs and requirements
- inform and consult on issues relating to Community Planning at an area level
- contribute to an annual report on progress on the agreed outcomes

## **Short Term Working Groups**

Short Term Working Groups initiated by the Bute and Cowal area Community Planning Group must:

- be approved at a meeting of the Bute and Cowal Area Community Planning Group and its purpose recorded in the minute of the meeting
- have a named member of the [insert name] area Community Planning Group acting as lead officer for the group
- have a list of members of the group agreed at inception
- have a clear objective agreed at inception
- have a clear remit agreed at inception
- have a clear output agreed at inception
- have a clear start and end date agreed at inception
- have an appropriate source of administrative support identified and agreed at inception
- have an appropriate funding package identified at inception where relevant and a named member of the short term working group undertaking financial responsibility for the initiative
- provide regular reports of activity and progress to the Bute and Cowal area Community Planning Group
- any changes to the above must be approved by the Bute and Cowal Area Community Planning Group and recorded in the minute of the meeting

## **EQUAL OPPORTUNITIES**

The Bute and Cowal Area Community Planning Group will seek to ensure that promotion of equal opportunities is central to its on-going activities

## **Criteria for Membership**

- Membership is drawn from public sector, third sector, private sector, community organisations and partnerships operating within the Bute and Cowal area.
- Membership is open to all organisations public sector, third sector, private sector, community organisations and partnerships operating within the Bute and Cowal area

with an interest in at least one of the six outcome areas of activity identified in Argyll and Bute Community Planning Partnership's Single Outcome Agreement (SOA).

- Organisations can self-nominate, be invited to join or have a statutory obligation to participate.
- In order to ensure democratic accountability, the Chair and Vice Chair from the Argyll & Bute Council Bute and Cowal Area Committee and one other Elected Member from an Argyll & Bute Council Bute and Cowal Area Committee Ward not already represented by the Chair or Vice Chair will sit as members of the group.
- In order to ensure democratic accountability, community councils situated within the Bute and Cowal area will sit as a member of the group. Subject to local needs, this may be individual community councils, or by way of a caucus arrangement agreed by the community councils situated within the Bute and Cowal area, or alternatively one community council representing all of the community councils on a rotational basis. The community council undertaking this role will be nominated by the other community councils within the area on an annual basis or more frequently if agreed locally.
- In order to comply with legislation which governs community planning in Scotland, some organisations have a statutory obligation to participate in community planning. The organisation will nominate the most appropriate person within their organisation to sit as a member of the group.
- In order to reflect the needs of the community and range of activities covered by the Localised Delivery Plan, other organisations and partnerships operating within the local area are also able to sit as members of the group.
- In order to obtain a balanced representation of the above and to ensure a community focussed approach, a ratio of no more than 50% public sector membership should be maintained throughout the lifetime of the group.
- The representatives ought to be able to speak on behalf of their organisation and where appropriate commit funding and other resources to local partnership activity.
- Membership should reflect the needs of the community and can therefore change subject to approval by a simple majority vote of the other members of the group.

## **Role of Members**

Bute and Cowal Area Community Planning Group members have the following responsibilities:

- To attend the scheduled Bute and Cowal Area Community Planning Group meetings.
- Consistency in attendance by members is necessary to build momentum and progress the activities of the group. Members will be encouraged to appoint substitutes to attend meetings on their behalf if they are unable to attend.

- To communicate information relating to the Bute and Cowal Area Community Planning Group with other members and officers within their own organisation and other organisations operating within the area of activity they represent.
- To communicate information relating to their organisations area of activity to other members of the Bute and Cowal Area Community Planning Group at meetings.
- To raise community planning related issues (that is issues related to Argyll and Bute Community Planning Partnership's SOA) on behalf of the community at Bute and Cowal Area Community Planning Group meetings.
- To contribute to the development, on-going monitoring and review of the Bute and Cowal SOA Local Plan.
- To participate in short term working groups as required.

## **Meetings**

### **Chair**

- The Chair and Vice Chair of the Bute and Cowal Area Community Planning Group will be elected by the members of the group and will be appointed for a period of two years.
- Nominations for the Chair and Vice Chair positions will be proposed and seconded by Bute and Cowal Area Community Planning Group members. Each member will have one vote and a simple majority vote will determine the outcome of the election process.
- The elected Chair, or in their absence, the Vice-Chair shall preside over the meeting. If both are absent, partners will choose a member from the floor to preside.
- Members should respect the authority of the Chair who will decide matters of order, competency, relevancy and urgency.

### **Quorum**

- The quorum for a meeting will be 5.
- If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.
- If a quorum is not present, at the Chairperson's / Vice-Chairperson's discretion, the meeting shall proceed and any decisions taken will be homologated at the next meeting.
- For purposes of the quorum, participation of partners by video-conferencing or telephone conference links will be considered as present.

### **Frequency of Meetings**

- The Area Community Planning Groups of the CPP will normally meet once each quarter (4 times each year).
- These meetings will normally be held in February, May, August and November..
- Where business requires, further meetings can be called with agreement of the Chair subject to the required notice being given.

### **Conduct of Meetings**

- Meetings of the Bute and Cowal Area Community Planning Group will be held in public.
- Observers can only participate in discussion with the agreement of Chair.
- Members must declare any conflict of interests at the start of a meeting and take no part in the consideration of the relevant item.
- Observers wishing to participate in discussion must declare any interest in the subject under discussion.

- All meetings will be minuted and a minute made available through the Council's website and available from a link through the community planning partnership website.
- Meetings of the Area Community Planning Groups will be conducted in accordance with the lead partner's (Argyll & Bute Council) standing orders for meetings subject to any necessary changes as set out above (*mutatis mutandis*).

### **Decision making**

- All members of the group have equal status
- Each member has one vote
- The Chair retains the casting vote
- All decisions must be clearly minuted with a brief summary of the discussion and reason for decision recorded as well as the outcome
- The minutes should clearly record who or whatever organisation is responsible for action
- Observers and persons attending the meeting in an advisory capacity may provide information but are not part of the decision making process and are not able to participate in a vote

### **Accountability**

The Bute and Cowal Area Community Planning Group is an integral part of Community Planning in Argyll & Bute and is accountable to the following bodies:

- Full Community Planning Partnership via the Management Committee
- Community within its local area
- Argyll & Bute Council as lead partner of Community Planning.

### **Support**

The Bute and Cowal Area Community Planning Group will be supported by:

- A Lead Officer, Argyll and Bute Council Community Governance Manager, to facilitate and promote the smooth operation of the group and work closely with group members to ensure a supportive structure, which responds to the needs of the members in addressing issues.
- Administrative support, organising meetings, taking minutes and associated administrative support will be provided by Argyll and Bute Council, Governance & Law.
- A Local Community Development Officer will have a key role, working in partnership with organisations in the support of community groups, organisations and individuals, particularly those who do not traditionally engage in community issues, to participate in local community planning.

### **Issue of Papers**

- The agenda and papers for the Bute and Cowal Area Community Planning Group will normally be issued 14 days prior to the date of the meeting.
- The Chair can agree to accept late papers.
- The draft Agenda detail will normally be circulated four weeks in advance to allow members to propose items for inclusion
- The agenda and papers will be published on the Argyll & Bute Community Planning Partnership website, the Argyll & Bute Council website and available from a link through the community planning partnership website.

## **Communications**

The Bute and Cowal Area Community Planning Group is an integral part of Community Planning in Argyll & Bute and will follow the guidance set out for Area Community Planning Groups within Argyll & Bute Community Planning Partnership's Communication Strategy.

## **Winding Up**

The Bute and Cowal 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 Bute and Cowal 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 should 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 Argyll & Bute Council as lead partner for community planning within the area

Approved and adopted at the Bute and Cowal Area Community Planning Group meeting held on 3 March 2015