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**Agenda Item 13.**

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**Dates for future meetings – 2016/2017**

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**Summary**

The following report provides information relating to the proposed CPG meeting schedule for the period from May 2016 to April 2017. The proposed dates, times and locations are detailed in the Appendix to the report.

**1. Purpose**

- 1.1 This report asks the Area Community Planning Group to consider and agree dates for meetings for the period from May 2016 to April 2017.

**2. Recommendations**

- 2.1 The Area Community Planning Group is asked to agree the dates for meetings as shown in the attached appendix.

**3. Background**

- 3.1 The dates for meetings of the CPG have been agreed up till April 2016. Previously, the dates for the meetings were agreed by the local Area Committee and then endorsed by the Community Planning Group, however, given the introduction of the revised Terms of Reference and the changes to the membership it is for the CPG to decide the dates for future meetings.

**4. Detail**

- 4.1 Currently all Area CPG meetings are held on a quarterly basis in the months of May, August, November and February in line with the Terms of Reference which were agreed by the Group in March 2015. This cycle ties in with the meetings of the CPP Management Committee and allows for discussion to take place on the relevant Outcomes prior to them being discussed by the Management Committee. This format has worked well over the last year.

- 4.2 The meetings of the Bute and Cowal CPG have taken place on the 2<sup>nd</sup> Tuesday of the month in May, August, November and February and are held alternately between Dunoon and Rothesay. All meetings commence at 9.30 a.m. It is suggested that a similar model is adopted for the forthcoming year.
- 4.3 The pre-agenda process begins some weeks earlier, with meetings being held with the Chair and Vice-Chair to discuss the format of the agenda. A proposed timetable for the meetings and deadline dates for reports being submitted is attached as an Appendix to this report.

## **5. Conclusions**

- 5.1 Given that the arrangement for meetings worked well in 2015/16 it is suggested that the CPG agrees to adopt a similar pattern for their meetings for the period from May 2016 to April 2017.

## **6. SOA Outcomes**

- 6.1 This report does not link to any specific Outcome as it relates to the administrative arrangements.

### **Name of Lead Officer**

Donald MacVicar, Head of Community and Culture

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

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Appendix – Dates for future meetings

<b>Call Out E-mail</b>	<b>Pre Agenda</b>	<b>Front Sheet Agenda Issue</b>	<b>Full Pack Agenda Issue</b>	<b>COMMUNITY PLANNING GROUP</b>	<b>Venue</b>	<b>Start time</b>
Tues 8 <sup>th</sup> March 2016	Tues 29 <sup>th</sup> March 2016	Tues 5 <sup>th</sup> April 2016	Tues 3 <sup>rd</sup> May 2016	Tues 10 May 2016	Dunoon	9.30 a.m.
Tues 31 <sup>st</sup> May 2016	Tues 21 <sup>st</sup> June 2016	Tues 5 <sup>th</sup> July 2016	Tues 2 <sup>nd</sup> August 2016	Tues 9 <sup>th</sup> August 2016	Eaglesham House, Rothesay	9.30 a.m.
Tues 6 <sup>th</sup> September 2016	Tues 27 <sup>th</sup> September 2016	Tues 4 <sup>th</sup> October 2016	Tues 1 <sup>st</sup> November 2016	Tues 8 <sup>th</sup> November 2016	Dunoon	9.30 a.m.
Tues 22 <sup>nd</sup> November 2016	Tues 13 <sup>th</sup> December 2016	Tues 20 <sup>th</sup> December 2016	Tues 7 <sup>th</sup> February 2017	Tues 14 <sup>th</sup> February 2017	Eaglesham House, Rothesay	9.30 a.m.