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**Argyll and Bute Community Planning  
Partnership**

**Helensburgh and Lomond Area Community  
Planning Group**

**9 February 2016**



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**Agenda Item**

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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 Helensburgh and Lomond CPG have historically taken place on the 2<sup>nd</sup> Tuesday of the month in May, August, November and February

and are held in Helensburgh commencing at 2pm. At the CPP Management Committee meeting held in December 2015, it was highlighted that there have been difficulties for officers who are also required to attend the Bute and Cowal Area CPG meeting which is held on the same day, but commencing at 10am. The Area Governance Manager was tasked with looking at ways to address the difficulties, therefore it is suggested that the Helensburgh and Lomond Area CPG meetings are now scheduled for the 3<sup>rd</sup> Tuesday of the month in May, August, November and February and commence at 9am.

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 the difficulties around holding two CPG meetings on the same day it is suggested that the Helensburgh Lomond CPG agrees to adopt a revised 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:**

Shirley Macleod, Area Governance Manager (01369) 707134

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 15 <sup>th</sup> March 2016	TBC	Tues 12 <sup>th</sup> April 2016	Tues 10 <sup>th</sup> May 2016	Tues 17 <sup>th</sup> May 2016	TBC	9.00am
Tues 7 <sup>th</sup> June 2016	TBC	Tues 12 <sup>th</sup> July 2016	Tues 9 <sup>th</sup> August 2016	Tues 16 <sup>th</sup> August 2016	TBC	9.00am
Tues 13 <sup>th</sup> September 2016	TBC	Tues 11 <sup>th</sup> October 2016	Tues 8 <sup>th</sup> November 2016	Tues 15 <sup>th</sup> November 2016	TBC	9.00am
Tues 6 <sup>th</sup> December 2016	TBC	Tues 17 <sup>th</sup> January 2017	Tues 14 <sup>th</sup> February 2017	Tues 21 <sup>st</sup> February 2017	TBC	9.00am