
Title: Ways to Improve Communication and Meeting Format

Summary

The report presents the findings of the working group set up following the May 2016 OLI Area CPG meeting to look at ways to improve the format of the meeting to make it more engaging and attractive to the wider community and provides information on suggested changes to meeting format and communication methods.

1. Purpose

1.1 The purpose of the report is to present the findings of the working group set up following the May 2016 OLI Area CPG meeting to identify potential ways to improve the format of the meeting and to provide information on suggested changes to meeting format and communication methods.

2. Recommendations

2.1 Members are requested to consider the findings of the working group and adopt the suggested changes to meeting format and communication methods outlined in section 5.1 and 5.2 from the November 16 round of meetings onward.

3. Background

3.1 The Area Community Planning Group – Members Satisfaction Survey 2016 conducted during April 2016 identified 5 potential areas for improvement:

- Communication links with the wider community and other Area CPGs could be improved
- Consideration should be given to the format of reports and the volume of information provided to the meetings
- Consideration should be given to the current format of meetings and the follow up of actions identified at meetings
- The use of venues with reliable VC facilities should be encouraged
- Potential clashes with other scheduled meetings held by

partnership organisations should be considered when setting the annual meeting cycle

3.2 Following discussion on the findings of the survey at the CPG meeting held on the 19th of May 2016, members formed a working group to look at the issues around meeting format in more detail and to report their findings to the August meeting.

3.3 The MAKI Area CPG also set up a working group to look at ways to improve communication and management of complex information and the survey results were also discussed during a meeting between the Community Planning Partnership Management Committee Chair and the Area CPG Chairs and Vice Chairs held on the 29th of June 2016.

4. Detail

4.1 The working group met on the 24th of June. There was a general discussion which clarified the issues along with potential solutions and identified key points detailed below:

Key Points

- We want people to come along and take part in the meetings so they must be informative, not too long and allow time for discussion.
- Consider moving the balance of the meeting to focus more on discussion and problem solving with less emphasis on receiving reports.
- Use timed agendas, one page briefing templates with embedded links to more full reports to highlight key points for discussion and have a six slide only limit on presentations to keep the time taken by the meeting to two hours.

4.2 The MAKI working group identified similar issues and the discussion at the Chairs/Vice Chairs meeting reflected the findings of the working groups.

5. Conclusions and Next Steps

5.1 Based on the findings of the survey and further discussion at the working groups and the Chairs/Vice Chairs meeting, it is suggested that the following changes be made to the current meeting format:

- Agendas will be structured to allow time to explore items in more depth and to be more action focussed. The discussions on the issue raised will conclude by answering the following questions:

- a) Can the issue be solved locally by partners?
- b) Should the issue be raised with the CPP Management Committee?
- c) Is there a need for a working group to explore the issue more deeply after the meeting?
- Members will suggest potential agenda items for the next meeting under the Outcomes being discussed at the next CPP Management Committee Meeting. This may change to examining Locality Plan priorities once the plans are in place.
- These items, along with responses to the Call for Agenda Items will be considered at the pre - agenda meeting by the Chairs and Vice Chairs. It is anticipated that there will be no more than two items under each outcome and it is possible that only one item will be discussed at the meeting if it is a complex issue.
- Partner Notifications will replace the Partners Update as a standard agenda item.
- Reports, annual updates, minutes from other meetings, partner updates and information for noting will not be included on the meeting agenda. These items will be available for public view on the Area CPG meeting page on the Argyll & Bute Council as reference materials. Members will be notified of new additions to the reference section when the agenda is circulated.
- Presentations will be limited to 6 slides in total and Briefing Notes limited to a maximum of two sides of A4 will be used to support agenda items rather than reports.

5.2 It is suggested that the following changes be made to the current methods of communication:

- A summary of each meeting is prepared and circulated via the CPP Fortnightly Bulletin and the Argyll & Bute Council Weekly Round Up. Use of social media will also be explored.
- The distribution lists are reviewed and updated to only include Area CPG members, SOA Outcome Leads and organisations that have requested to be kept informed of Area CPG activities.

6.0 SOA Outcomes

N/a – relates to the working arrangements of the Area CPG

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