
**Argyll and Bute Community Planning
Partnership**

**Mid Argyll, Kintyre and the Islands Area
Community Planning Group**



7 February 2018

Agenda Item

Dates for future meetings – 2018/2019

Summary

The following report provides information relating to the proposed CPG meeting schedule for the period from August 2018 to June 2019. 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 August 2018 to June 2019.

2. Recommendations

2.1 The Area Community Planning Group is asked to agree the dates for meetings as shown in the attached appendix and to consider the venues for meetings including the May 2019 meeting, which has historically been held in an island location.

3. Background

3.1 The dates for meetings of the CPG have already been agreed up until June 2018. The Council at its meeting held in November 2017 agreed a schedule of future meetings up till June 2019 including suggested dates for the Area CPG meetings. The suggested date for the May 2019 meeting is Wednesday 8th May, unfortunately this clashes with the OLI CPG meeting. Therefore, to facilitate possible officer attendance at both meetings it is suggested that the May 2019 meeting is moved to take place on Wednesday 1st May – this would be in line with previous meetings.

3.2 According to the Terms of Reference the Area Community Planning Group should agree the schedule of meetings.

4. Detail

- 4.1 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. .
- 4.2 The meetings of the Mid Argyll, Kintyre and the Islands CPG will take place in the months of May, August, November and February and historically have been held alternately between Lochgilphead and Campbeltown with the May meeting being held in an island location. All meetings commence at 10am. It is suggested that a similar model is adopted for future meetings.
- 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 2017/18 it is suggested that the CPG agrees to adopt a similar pattern for their meetings for the period from August 2018 to June 2019.

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

Shirley MacLeod, Area Governance Manager

For further information please contact:

Shona Barton, Area Committee Manager (01436) 657605

Appendix – Dates for future meetings

Call Out E-mail	Pre Agenda	Front Sheet Agenda Issue	Full Pack Agenda Issue	COMMUNITY PLANNING GROUP	Venue	Start time
Wednesday 27 th June 2018	TBC	Wednesday 11 th July 2018	Wednesday 1 st August 2018	Wednesday 8th August 2018	TBC	10.00am
Wednesday 26 th September 2018	TBC	Wednesday 10 th October 2018	Wednesday 31 st October 2018	Wednesday 7th November 2018	TBC	10.00am
Friday 14 th December 2018	TBC	Wednesday 9 th January 2019	Wednesday 30 th January 2019	Wednesday 6th February 2019	TBC	10.00am
Wednesday 20 th March 2019	TBC	Wednesday 3 rd April 2019	Wednesday 24 th April 2019	Wednesday 1st May 2019	TBC	10.00am