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**Argyll and Bute Community Planning  
Partnership**

**Oban, Lorn and the Isles Area Community  
Planning Group**

**14 February 2018**



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**Agenda Item**

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**Dates for future meetings – 2018/2019**

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**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.

**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.

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 Oban, Lorn and the Isles Area CPG will take place in the months of May, August, November and February and historically have been held alternately at either 2.00 p.m. or 6.30 p.m in the Corran Halls, Oban. 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:**

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Appendix – Dates for future meetings

Call Out E-mail	Pre Agenda	Front Sheet Agenda Issue	Full Pack Agenda Issue	<b>COMMUNITY PLANNING GROUP</b>	Venue	Start time
Wednesday 27 <sup>th</sup> June 2018	TBC	Wednesday 18 <sup>th</sup> July 2018	Wednesday 8 <sup>th</sup> August 2018	<b>Wednesday 15<sup>th</sup> August 2018</b>	Corran Halls, Oban	6:30pm
Wednesday 26 <sup>th</sup> September 2018	TBC	Wednesday 17 <sup>th</sup> October 2018	Wednesday 7 <sup>th</sup> November 2018	<b>Wednesday 14<sup>th</sup> November 2018</b>	Corran Halls, Oban	2:00pm
Friday 21 <sup>st</sup> December 2018	TBC	Wednesday 16 <sup>th</sup> January 2019	Wednesday 6 <sup>th</sup> February 2019	<b>Wednesday 13<sup>th</sup> February 2019</b>	Corran Halls, Oban	2:00pm
Wednesday 20 <sup>th</sup> March 2019	TBC	Wednesday 10 <sup>th</sup> April 2019	Wednesday 1 <sup>st</sup> May 2019	<b>Wednesday 8<sup>th</sup> May 2019</b>	Corran Halls, Oban	6.30pm