
**Argyll and Bute Community Planning
Partnership**

**Bute & Cowal
Area Community Planning Group**

1st May 2018



Title: Area Community Planning Group Meetings, Agenda Compilation.

Summary

This report outlines recent developments made by CPGs as they continue to focus on being effective partnership forums and outlines developments in the compilation of agendas for meetings.

1. Purpose

- 1.1 The purpose of this report is to outline a development in the compilation of agendas for meetings, linking to and progressing the work which has been carried out in developing Area Community Planning Action Plans and enabling groups to focus on a regular basis on local matters related to the various Outcomes in the Argyll and Bute Outcome Improvement Plan (ABOIP) 2013-2023.

2. Recommendations

- 2.1 The group is requested to consider and agree the proposed agenda compilation for meetings.

3. Background

3.1. Area Community Planning groups continue to evolve to provide effective local partnership forums and processes where partners, organisations and community groups/representatives can focus on working in partnership to address local priority issues relevant to the ABOIP. The need for meetings, which take place quarterly, to be focussed and effective is critical to ensuring the groups continue to thrive, deliver and develop.

4. Detail

4.1 Area Community Planning Groups are the vehicle to ensure that there is effective community planning delivery at a local level by:

- a) Acting on behalf of the Full Community Planning Partnership, via the Management Committee, to oversee the implementation of Local Action Plans which contribute to the delivery of the Argyll and Bute Outcome Improvement Plan.
- b) Acting on behalf of the community to ensure that local concerns and priorities are highlighted to the Full Community Planning Partnership via the Management Committee.

The role of the Area Community Planning Group is to:

- a) Oversee the implementation of the Local Action Plan for their area
- b) Encourage effective working across community planning partners at an area level; and
- c) Act as a conduit to ensure that local priorities are met and local issues addressed

4.2 Area Community Planning groups have been undergoing a process of development since their inception, and most particularly over the period of the last 3 years. Developments include revision of Terms of Reference and updating of memberships, new Chairs and Vice Chairs, and a process of development of Area Community Planning Action Plans.

In continuing to ensure that groups develop and make progress in fulfilling their role it is important that meetings are well structured, focussed on implementation of their Area Community Planning Action Plan and ensure that community planning partners and communities work effectively to meet local priorities and address local issues.

4.3 The key to effective and productive meetings is to ensure that agendas are relevant, current and worthwhile, give all members the opportunity for effective participation in the meeting and result in actions and outcomes which show progress with local matters.

To ensure that the groups retain currency with local and strategic matters, learn from existing best practise within their own

communities and ensure that partners deliver on expectations within the Community Planning Action Plan, it is suggested that agendas for meetings are structured as follows:

- a) Each agenda will focus on at least one main action from the relevant local action plan; agreement will be made in advance of each meeting what that action(s) will be.
- b) Each agenda will include a feedback report from the Management Committee. It will include answers to any points previously raised by the CPG with the Management Committee.
- c) Each agenda will detail an update on strategic actions from at least one of the six outcome areas of the Argyll and Bute Outcome Improvement Plan. The more detailed strategic input within this will be able to start after the CPP Management Committee meeting in June 2018 when detailed strategic updates from Leads will begin to form part of those meetings.
- d) Each agenda will include an item of Community Focus, preferably linked to the focused discussion at a) above, and will provide an opportunity for a community group to bring/present on their project or community led action plan. In considering items for this part of the meeting an invitation will be made to those who have a community-led action plan, and are challenged with taking parts of it forward, to raise these matters with the Area Community Planning Group.
- e) Each agenda will include an opportunity to submit items of local importance /concern related to 2 specific outcomes within the Outcome Improvement Plan, so that groups have the opportunity at least once per year to consider such matters on a structured basis.
- f) Each agenda will continue to include an item on Partner Updates. Where possible these will be submitted in advance and included in agenda packs for information, but they may also take the form of a verbal update provided at the meeting.

4.4 For the most part, items a)-d) are provided or supported by the Community Planning and Community Development Team and is subject to resource availability within the team.

4.5 In providing a holistic and structured opportunity for groups to discuss and progress matters through the agenda item a), it would be useful to consider an outline of topics/subjects from the Community Planning Action Plan to be considered at future

meetings. This would enable more focused meetings and address concerns raised in the CPG satisfaction survey carried out in 2016 that agendas tended to be over heavy and contain too much information and would hopefully also address concerns made previously that meetings should be informative, focussed, not take too long and allow time for discussion and problem solving rather than receiving of reports and information.

4.6 In maintaining the effective linking of the work of CPGs to the strategic work carried forward by the Management Committee on behalf of the Partnership, the current process of update reporting to Management Committee following each round of CPG meetings will continue.

4.7 Feedback from group participants has indicated that the process of issuing a draft front sheet for agendas 4 weeks in advance of meetings giving an outline of topics to be discussed and reports to be provided is helpful, particularly for community councils/groups who are then able to discuss with their membership any items they might wish included, any points they might wish to make at the meeting, and to consider the best way of representing those views at the meeting itself. This process, which includes asking all members of the group for details of items for inclusion on the agenda, linked to the overall topic/focus of the meeting will be continued, with a pre agenda discussion with Chairs and Vice chairs taking place 2 weeks before the CPG. The pre agenda is a valuable opportunity for the Chair and Vice Chair to make themselves fully familiar with items for discussion, ensure that they understand the points being brought to the meeting by partners, and allows them the chance to finalise the detail included for discussion; all of these things assist in ensuring the effective conduct of the CPG meetings.

5. Conclusions and Next Steps

5.1 In progressing the ongoing development and effectiveness of Area Community Planning Groups this report outlines a revised compilation of agendas for meetings, linking to and progressing the work which has been carried out in developing Area Community Planning Action Plans and enabling groups to focus on a regular basis on local matters related to the Outcomes in the Argyll and Bute Outcome Improvement Plan 2013-2023 (previously Single Outcome Agreement). Group Members are asked to consider and agree the proposed revised process and identify topics of focus within Community Planning Action Plans for future meetings.

6.0 SOA Outcomes

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

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