

---

## **Area Community Planning Group Governance Arrangements**

---

### **1. Purpose**

- 1.1 The purpose of this report is to confirm the governance arrangements of the Bute and Cowal Area Community Planning Group (Area CPG) specifically the Terms of Reference, membership and future meeting dates.

### **2. Recommendations**

- 2.1 Area CPG members are requested to:
  - Consider and adopt the Terms of Reference submitted in this report (Appendix 1) and to agree that these be reviewed on an annual basis to ensure their ongoing currency and appropriateness for the work of the Area CPG as it develops over time.
  - Consider the membership of the group as attached (Appendix 3) and agree any changes which may be required.
  - To agree that the membership of the group be reviewed on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time.
  - To agree the meeting schedule and dates submitted in this report.

### **3. Detail**

- 3.1 The Area CPG Terms of Reference were last reviewed and agreed in October 2017.
- 3.2 Since the Terms of Reference were agreed, local CPGs have been working hard in overseeing and developing actions within their Area Community Planning Action Plan.
- 3.4 It is expected that the previous process of providing focus for meetings on the actions within Area Community Planning Action

Plans will continue, and that effective and timeous reporting of matters to the Community Planning Partnership Management Committee will continue. To that effect members are asked to agree that the meeting dates for the Bute and Cowal Area CPG will be:

- Tuesday 7<sup>th</sup> May 2019, 10am in Eaglesham House, Rothesay
- Tuesday 6<sup>th</sup> August 2019, 10am in Timber Pier Building, Dunoon
- Tuesday 5<sup>th</sup> November 2019, 10am in Eaglesham House, Rothesay
- Tuesday 4<sup>th</sup> February 2020, 10am in Timber Pier Building, Dunoon
- Tuesday 5<sup>th</sup> May 2020, 10am in Eaglesham House, Rothesay

3.5 The membership of the Area CPG was also last reviewed in October 2017, the details are attached at Appendix 2.

3.6 The membership has experienced some changes over that time. The Area CPG are asked to consider whether any changes should be made to the revised membership, the details of which are attached at Appendix 3.

3.7 A formal review of the membership will be carried out on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time.

3.8 It should be noted that membership will continue to be reviewed on a regular basis by the Area CPG and that there is provision for additional organisations to join the group at a later date to accommodate local circumstances.

#### **4. Conclusions**

4.1 Given the development of Area Community Planning Action Plans and the future focus of the work of Area Community Planning Groups the meeting is asked to review and agree the attached Terms of Reference, the current membership of the group and the meeting schedule and dates.

#### **5.0 SOA Outcomes**

Not applicable. The report relates to the administration of the Area CPG.

**Name of Lead Officer**

Shirley MacLeod, Area Governance Manager, Argyll and Bute Council

**For further information please contact:**

Stuart McLean, Area Committee Manager, Argyll and Bute Council

Tel 01436 658717