
Area Community Planning Group Governance Arrangements

Summary

The report provides information on a revised Terms Of Reference, asks for a review of the current membership and also asks members to agree the dates for meetings up until May 2020.

Purpose

1.

- 1.1 The purpose of this report is to confirm the governance arrangements of the Mid Argyll, Kintyre and the Islands 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 2) 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 own Action Plans. The Terms of Reference have been updated to reflect the change to a Local Outcome Improvement Plan and also to make reference to the Local Action Plans, a revised copy is attached as Appendix 1.
- 3.3 It is expected that the previous process of providing focus for meetings on the actions within Local Action Plans will continue, and that meeting dates for Area Community Planning Groups should be approximately half way between the programmed meetings of the Community Planning Partnership Management Committees to enable effective and timeous reporting of matters to that committee. To that effect members are asked to agree that the meeting dates for the Mid Argyll, Kintyre and the Islands Area CPG for 2019/20 will be:-
- Wednesday 7th August 2019
 - Wednesday 6th November 2019
 - Wednesday 5th February 2020
 - Wednesday 6th May 2020.

Dates have already been agreed up to June 2019 as follows:-

- Wednesday 1st May 2019, Columba Centre, Islay @ 10.30 a.m.
- 3.4 The membership of the Area CPG was last reviewed in October 2017. The Area CPG are asked to consider whether any changes should be made to the membership which has been updated and the details of which are attached at Appendix 2.
- 3.5 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.
- 3.6 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 Local 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:

Shona Barton, Area Committee Manager, Argyll and Bute Council

Tel 01436 657605