
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 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 February 2019. An updated version, which has been amended to reflect some changes in language and terminology is attached at Appendix 1.
- 3.2 Meeting dates for Area Community Planning Groups should be approximately half way between the programmed meetings of the Community Planning Partnership Management Committee to enable effective and timely reporting of matters to that committee. To that effect members are asked to agree that the

meeting dates for the Bute and Cowal Area CPG for 2020/21 will be:-

- 4 August 2020, 10am in Timber Pier Building, Dunoon
- 3 November 2020, 10am in Eaglesham House, Rothesay
- 2 February 2021, 4 August 2020, 10am in Timber Pier Building, Dunoon
- 4 May 2021, 10am in Eaglesham House, Rothesay

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

- 5 May 2020, 10am in Eaglesham House, Rothesay

3.3 The membership of the Area CPG was last reviewed in February 2019 and there have been some additions made throughout the year. The Area CPG are asked to consider whether any changes should be made to the membership which has been updated, the details of which are attached at Appendix 2.

3.4 The membership will be reviewed on an annual basis to ensure currency and appropriateness for the work of the group as it develops over time, however there is provision for additional organisations to join the group at any stage to accommodate local circumstances.

4. Conclusion

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

Patricia O'Neil, Governance Manager, Argyll and Bute Council

For further information please contact:

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Appendix 1: Terms of Reference

Appendix 2: Bute and Cowal Area Community Planning Groups Membership

