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**Area Community Planning Group Governance Arrangements**

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**Summary**

The report asks for a review of the current Terms of Reference, the membership of the Helensburgh and Lomond Area Community Planning Group and also asks members to note the dates for meetings up until February 2022.

**1. Purpose**

- 1.1 The purpose of this report is to confirm the governance arrangements of the Helensburgh and Lomond Area Community Planning Group (Area CPG) specifically the Terms of Reference, membership and note the 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 note 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 2020. 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 are 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 note that the meeting dates for the Helensburgh and Lomond Area CPG for 2021/22 will be:-

- Thursday 19th August 2021
- Thursday 18<sup>th</sup> November 2021
- Thursday 10th February 2022

Dates have already been agreed up to June 2021 as follows:-

- Thursday 20<sup>th</sup> May 2021

3.3 The membership of the Area CPG was last reviewed in February 2020 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 and 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. 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. SOA Outcomes**

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

**For further information please contact:**

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Appendix 1 – Terms of Reference

Appendix 2 – Membership list