

GOVERNANCE REVIEW

1 SUMMARY

- 1.1 A report was submitted to the Management Committee on 17 October setting out the main principles of a review of governance arrangements for the CPP. This report sets out further developments following the CPP Management Committee meeting on 17 October.

2 RECOMMENDATION

- 2.1 The proposals set out in the report are agreed
- 2.2. The Management Committee determine the proposed reporting arrangements for CPP Chief Officer Group (COG.)

3. DETAIL

- 3.1 The proposals related to a revised governance structure for the CPP as submitted to the Management Committee on 17 October were generally accepted. There were a few areas of clarification sought and it was requested that the proposals be further developed and brought back to the meeting of the CPP Management Committee on 12 December 2012.

- 3.2 The view of the Management Committee on 17 October was the CPP Full Partnership should meet once each year. On the basis of a single meeting the purpose of that meeting would be:

- Review annual report for previous year.
- Review progress to date for current year.
- Set direction for planning for next year.

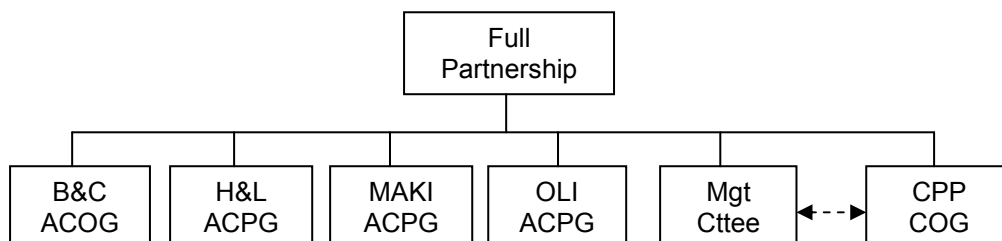
This would suggest a meeting around September / October period. The meeting could also consider community feedback / engagement and any significant themes or topics.

- 3.3 The Management Committee agreed on 17 October to retain the Area Community Planning Group and that they would meet quarterly. Each ACPG will be left to decide how best to take forward with support from officers.

- 3.4 It was agreed that the Management Committee continue but with an enhanced role in terms of planning, performance management and delivery outcomes. This approach will now be built into agenda planning for the Management Committee for April 2013.
- 3.5 It was agreed at the Management Committee on 17 October that with Thematic Groups being discontinued a lead will be identified for each outcome on the community plan. Leads will be identified as the new community plan is developed and this approach is consistent with that proposed in terms of outcome planning.
- 3.6 It was agreed to establish a CPP COG. Two roles were agreed:
- Ensuring issues are being raised and actioned on behalf of the Management Committee.
 - Working efficiently together.

It was agreed discussion and review of reporting lines would be continued at the December meeting of the Management Committee.

- 3.7 The CPP COG and Management Committee sit alongside each other and should have a partnership approach to working together. There is a 2 way relationship in terms of each group CPP Management Committee and CPP COG advising and informing each other. Based on this it is proposed that the CPP COG is accountable to the Full Partnership but there is a 2 way information flow between the Management Committee and CPP COG. A revised diagram is shown below.



- 3.8 Having agreed the role / remit of the Full Partnership, Management Committee, ACPG and CPP COG it is proposed that a draft terms of reference for each group be brought forward to the February Management Committee.
- 3.9 In addition to the draft terms of reference and the proposals to the February meeting will also come a timetable of meetings with briefing dates, dates for submission of reports and process for reviewing the agenda. A series of draft / outline agenda will also be prepared.
- 3.10 The Management Committee may also wish to consider the following

matters in relation to governance arrangements prior to its February meeting.

- Is the Management Committee content with the current overall membership and balance of membership in the Management Committee.
- The Council should look to nominate lead councillors to take an active role on the Management Committee to enhance elected member involvement.
- Other partners should consider the role of any non-executive representative on the Full Partnership and Management Committee.

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3 December 2012