

ARGYLLAND BUTE COMMUNITY PLANNING PARTNERSHIP DRAFT TERMS OF REFERENCE FOR GROUPS

This page sets out the key role of each group within the Community Planning Partnership and the diagram below sets out the relationship between each group.

The Full Partnership of the CPP is the body responsible for overall development of community planning in Argyll & Bute.

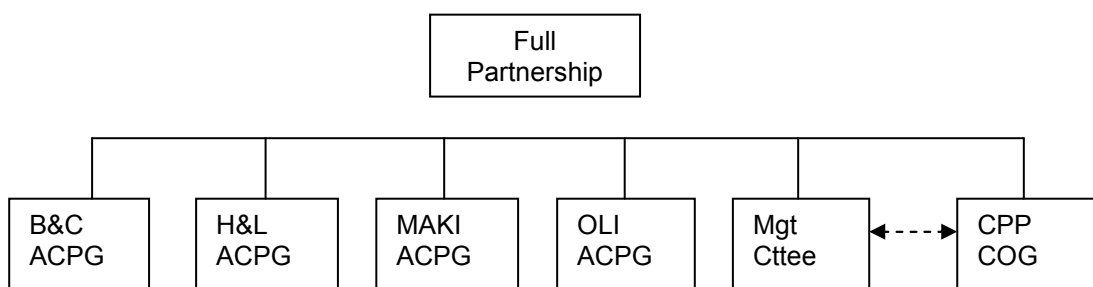
Argyll & Bute is a large and diverse area. Each of the communities can have different issues even within the overall umbrella of a community plan for the whole area. It is important there is effective governance over the CPP at a local level. It is the role of the Area Community Planning Groups to discharge this function.

Ensuring there is effective engagement, joint working, policy development, planning and prioritisation and performance management is a key role. This requires a degree of focus outwith the Full Partnership of the CPP. This role is carried out by and is the main focus of the Management Committee.

The CPP Chief Officer Group has 2 roles:

- Ensuring issues are being raised and actioned on behalf of the Management Committee.
- Working efficiently together.

All groups are accountable to and report to the Full Partnership. 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.



Argyll and Bute Community Planning Partnership

Terms of Reference	Argyll and Bute Community Planning Partnership – Full Partnership
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Purpose, Role and Remit

The Full Partnership of the CPP is responsible for overall development of community planning in Argyll & Bute. It does this by delegating responsibility for individual aspects of community planning to Area Community Planning Groups, Management Committee and CPP Chief Officers Group. The activities of the CPP can be broken down into the following:

- Strategic oversight of community planning.
- Developing the community plan to set the overall direction for community planning partners in Argyll & Bute.
- Policy development across community planning partners that support the delivery of the community plan.
- Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP.
- Responding / reacting to national policy developments.
- Effective working across community planning partners.
- Continuous improvement in the effectiveness of the CPP.
- Performance management to ensure delivery of the community plan.
- Reporting performance to the public.

The Full Partnership of the CPP will normally meet once each year to:

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

The Full Partnership of the CPP will also review at the annual meeting the effectiveness of the operation of each of its committees Area Community Planning Groups, Management Committee and CPP Chief Officer Group and consider any changes required.

Membership

Membership of the Full Partnership of the CPP is as follows:

XXXX

XXXX

XXXX Details to be updated later

XXXX

XXXX

XXXX

The following will normally attend meetings of the Full Partnership of the CPP in an advisory capacity.

XXXX Details to be updated later

Observers can attend meetings of the Full Partnership of the CPP with the agreement of Chair.

Chair

The Full Partnership of the CPP will be chaired by the Leader of Argyll and Bute Council. The Vice Chair will be the Depute Leader of Argyll and Bute Council. Where neither Chair or Vice Chair are present the Full Partnership will select from the membership present someone to chair the meeting.

Quorum

The quorum for a meeting of the Full Partnership of the CPP will be 5. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.

Frequency of Meetings

The Full Partnership of the CPP will normally meet once each year in September or October. Where business requires further meetings can be called with agreement of the Chair subject to the required notice being given.

Issue Of Papers

The agenda and papers for the Full Partnership of the CPP will normally be issued 7 days prior to the date of the meeting. The Chair can agree to accept late papers.

The agenda and papers will be published on the Council's website and available from a link through the community planning partnership website.

Conduct Of Meetings

Meetings of the Full Partnership of the CPP will normally held in public but the members of the Full Partnership of the CPP can decide to hear and discuss any item of business in private session.

Members must declare any financial or non financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute made available through the Council's website and available from a link through the community planning partnership website.

Meetings of the Full Partnership of the CPP will be conducted in accordance with the Council's standing orders for meetings subject to any necessary changes as set out above (mutatis mutandis).

Argyll and Bute Community Planning Partnership	
Terms of Reference	Argyll and Bute Community Planning Partnership – Area Community Planning Groups
Purpose, Role and Remit	
<p>Argyll & Bute is a large and diverse area. Communities can have different issues even within the overall umbrella of a community plan for the whole area. It is important that there continues to be effective governance over the CPP at a local level. It is the role of Area Community Planning Groups of the CPP to discharge this function. The role of Area Community Planning Groups of the CPP would be:</p> <ul style="list-style-type: none"> • Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP at an area level. • Effective working across community planning partners at an area level. • Continuous improvement in the effectiveness of the CPP at an area level. • Performance management to ensure delivery of the community plan at an area level. 	
Membership	
<p>Membership of the Area Community Planning Groups of the CPP is as follows: XXXX XXXX XXXX Details to be updated later XXXX XXXX XXXX</p> <p>The following will normally attend meetings of the Area Community Planning Groups of the CPP in an advisory capacity.</p> <p>XXXX Details to be updated later</p> <p>Observers can attend meetings of the Area Community Planning Groups of the CPP with the agreement of Chair.</p>	
Chair	
<p>The Chair of the Area Community Planning Groups of the CPP will be the Area Lead Councillor from Argyll and Bute Council. Where the Chair is not present the Depute Area leader will chair the meeting.</p>	
Quorum	
<p>The quorum for a meeting of the Area Community Planning Groups of the CPP will be 5. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.</p>	
Frequency of Meetings	
<p>The Area Community Planning Groups of the CPP will normally meet once each</p>	

quarter (4 times each year. These meetings will normally be in March, June, September and December. Where business requires further meetings can be called with agreement of the Chair subject to the required notice being given.

Issue Of Papers

The agenda and papers for the Area Community Planning Groups of the CPP will normally be issued 14 days prior to the date of the meeting. The Chair can agree to accept late papers. The draft Agenda detail will normally be circulated four weeks in advance to allow partners to propose items for inclusion

The agenda and papers will be published on the Council's website and available from a link through the community planning partnership website.

Conduct Of Meetings

Meetings of the Area Community Planning Groups of the CPP will normally held in public but the members of the Area Community Planning Groups of the CPP can decide to hear and discuss any item of business in private session.

Members must declare any financial or non financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute made available through the Council's website and available from a link through the community planning partnership website.

Meetings of the Area Community Planning Groups of the CPP will be conducted in accordance with the Council's standing orders for meetings subject to any necessary changes as set out above (mutatis mutandis).

Argyll and Bute Community Planning Partnership	
Terms of Reference	Argyll and Bute Community Planning Partnership – Management Committee
Purpose, Role and Remit	
<p>Ensuring there is effective engagement, joint working, policy development, planning and prioritisation and performance management is a key role. This is the main focus of the Management Committee of the CPP. The proposed role of the Management Committee is set out below.</p> <ul style="list-style-type: none"> • Strategic oversight of community planning at a strategic level. • Developing the community plan to set the overall direction for community planning partners in Argyll & Bute at a strategic level. • Policy development across community planning partners that support the delivery of the community plan at a strategic level. • Engaging with communities to understand their needs and requirements and also to inform and consult on issues relating to the CPP at a strategic level. • Responding / reacting to national policy developments at a strategic level. • Effective working across community planning partners at a strategic level. • Continuous improvement in the effectiveness of the CPP at a strategic level. • Performance management to ensure delivery of the community plan at a strategic level. • Reporting performance to the public 	
Membership	
<p>Membership of the Management Committee of the CPP is as follows: XXXX XXXX XXXX Details to be updated later XXXX XXXX XXXX</p> <p>The following will normally attend meetings of the Management Committee of the CPP in an advisory capacity.</p> <p>XXXX Details to be updated later</p> <p>Observers can attend meetings of the Management Committee of the CPP with the agreement of Chair.</p>	
Chair	
<p>The Management Committee of the CPP will select a chair from its membership to serve for a 2 years period. Where the Chair is not present the Management Committee will select from the membership present someone to chair the meeting.</p>	
Quorum	

The quorum for a meeting of the Management Committee of the CPP will be 5. If a quorum is not present within 10 minutes of the scheduled start of a meeting or if at any point after a meeting has commenced attendance falls below the quorum the meeting will be declared inquorate.

Frequency of Meetings

The Management Committee of the CPP will normally meet once each quarter (4 times each year. These meetings will normally be in February, June, August and November. Where business requires further meetings can be called with agreement of the Chair subject to the required notice being given.

Issue Of Papers

The agenda and papers for the Management Committee of the CPP will normally be issued 7 days prior to the date of the meeting. The Chair can agree to accept late papers.

The agenda and papers will be published on the Council's website and available from a link through the community planning partnership website.

Conduct Of Meetings

Meetings of the Management Committee of the CPP will normally be held in public but the members of the Management Committee of the CPP can decide to hear and discuss any item of business in private session.

Members must declare any financial or non financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute made available through the Council's website and available from a link through the community planning partnership website.

Meetings of the Management Committee of the CPP will be conducted in accordance with the Council's standing orders for meetings subject to any necessary changes as set out above (mutatis mutandis).

Argyll and Bute Community Planning Partnership

Terms of Reference

Argyll and Bute Community Planning Partnership – Chief Officer Group (CPP COG)

Purpose, Role and Remit

The role of the CPP COG is

- To ensure issues are being raised and actioned on behalf of the Management committee of the CPP
- To ensure partners are working efficiently together.

The first role covers action/support to make real/action/operationalise the actions and activities agreed by the Management Committee and thereby to underpin effective delivery of the community plan.

The second role relates to continuous improvement identifying and taking forward opportunities for collaboration, joint working and shared service at a strategic level.

This would address the following key aspects of community planning:

- Effective working across community planning partners.
- Continuous improvement in the effectiveness of the CPP.
- Performance management to ensure delivery of the community plan

Membership

Membership of the CPP COG is as follows:

Chief Executive, Argyll and Bute Council
Director of Operations (Argyll and Bute), NHS Highland
Divisional Commander, Scottish Police Force
Divisional Commander, Scottish Fire and Rescue Service
Area Manager (Argyll and Bute), Highlands and Islands Enterprise
Other partners as and when appropriate.

The CPP COG will identify and nominate as required persons to attend meetings of the CPP COG in an advisory capacity.

Observers can attend meetings of the CPP COG with the agreement of Chair.

Chair

The CPP COG will select a chair from its membership to service for a 2 year period. Where the Chair is not present the CPP COG will select from the membership present someone to chair the meeting.

Quorum

The quorum for a meeting of the CPP COG will be 3.

Frequency of Meetings

The CPP COG will normally meet once every 2 months (6 times each year). These

meetings will normally be in February, April, June, August, October, December but can be varied to suit business requirements. Where business requires further meetings can be called with agreement of the Chair subject to X days notice being given.

Issue Of Papers

The agenda and papers for the CPP COG will normally be issued 4 days prior to the date of the meeting. The Chair can agree to accept late papers. Papers will be emailed to members of CPP COG

Conduct Of Meetings

Meetings of the CPP COG will normally held in private.

Members must declare any financial or non financial interests at the start of a meeting and take no part in the consideration of the relevant item.

All meetings will be minuted and a minute circulated to members of CPP COG.