

**Area Community Planning Group Terms of Reference and Membership
Review - update**

1. Purpose

1.1 The purpose of this report is to give an update on the progress of the current Area Community Planning Group (Area CPG) Terms of Reference (TOR) and Membership Review

2. Recommendations

2.1 Area CPG members are requested to:

- Note that the review process is in its final stage and that the revised governance arrangements are expected to come into force during the March 15 round of meetings.
- Consider issuing invitations to join the Area CPG to all the organisations listed in the proposed initial membership list

3. Background

3.1 The Area CPG Governance arrangements have been under review since July 2014. This review process has now reached its final stage.

4. Detail

4.1 The draft TOR, including the comments made by the Area CPGs during the September round of meetings, was approved by the CPP Management Committee on the 31st of October 2014. A copy of the approved draft has been included as supplementary information.

4.2 The updated TOR will be considered by the Argyll & Bute Policy & Resources Committee on the 18th of December with a view to the revised governance arrangements coming into force during the March 15 round of meetings.

4.3 In anticipation of this, it will be necessary to review the membership of the group to comply with the new criteria regarding membership.

4.5 A list of the proposed initial membership of the group has been included as supplementary information.

4.6 The organisations listed will need to be asked to nominate representatives to sit on the Area CPG.

4.7 It should be noted that membership will continue to be reviewed on a regular basis by the Area CPG and there is provision for additional organisations to join the group at a later date to accommodate local circumstances.

5. Conclusions

5.1 The review process is nearly complete and the final action the Area CPG needs to take is to invite the organisations listed in proposed initial membership list to nominate representatives to sit on the Area CPG

6.0 SOA Outcomes

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

Name of Lead Officer

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Supplementary Papers

- Proposed Initial Membership List
- Area Community Planning Groups draft terms of reference