

Area Community Planning Group Review – Revised Terms of Reference

1.0 EXECUTIVE SUMMARY

The purpose of the report is to provide information on the recent review of local community planning governance and changes to the Terms of Reference which have an impact on Argyll & Bute Council policy & resources

The main changes to the original Terms of Reference that have an impact on Argyll & Bute Council policy & resources are listed below:

- In order to ensure democratic accountability, the Chair and Vice Chair from the Argyll & Bute Council [insert area name] Area Committee and one other Elected Member from an Argyll & Bute Council [insert area name] Area Committee Ward not already represented by the Chair or Vice Chair will sit as members of the group.
- Chair and Vice Chair of the Area Community Planning Group to be elected by members of the group.

The Policy & Resource Committee is requested to:

- adopt the Terms of Reference agreed at the Community Planning Partnership Management Committee meeting on 31 October 2014 for a trial period of one year after which a review will be undertaken by the Community Planning Partnership Management Committee and the Policy & Resources Committee.
- schedule a pre-agenda meeting into the administrative process supporting Area CPG meetings
- agree that the Area Committee Chair or Vice Chair will attend the Area CPG Pre-Agenda meeting

The proposed changes will strengthen partnership working and make best use of available resources while continuing to ensure democratic accountability within the Area Community Planning Groups

Area Community Planning Group Review – Revised Terms of Reference

2.0 INTRODUCTION

2.1 The governance of Area Community Planning Groups has been under review as part of the strategic review of Argyll & Bute Community Planning Partnership's structure and governance arrangements which took place during the summer of 2014.

2.2 A review of local community planning arrangements was listed as an action point in the Audit Scotland Argyll & Bute Council Follow-up audit 2014 report. The review was to be completed by the 31st of October 2014.

2.3 This process included strengthening the Terms of Reference under which the Area Community Planning Groups operate.

3.0 RECOMMENDATIONS

3.1 The Policy & Resource Committee is requested to:

- adopt the Terms of Reference agreed at the Community Planning Partnership Management Committee meeting on 31 October 2014 for a trial period of one year after which a review will be undertaken by the Community Planning Partnership Management Committee and the Policy & Resources Committee.
- agree to schedule a pre-agenda meeting into the administrative process supporting Area CPG meetings
- agree that the Area Committee Chair or Vice Chair will attend the Area CPG Pre-Agenda meeting

4.0 DETAIL

4.1 The review of local community planning arrangements included strengthening the Terms of Reference under which the Area Community Planning Groups operate

4.2 The review process began in July 14 when a revised Terms of Reference for Area Community Planning Groups was drafted for consideration. The initial draft was then presented to the CPP Management Committee on the 19th of August for consideration.

4.3 The initial draft was approved by the CPP Management Committee and was subsequently presented to the 4 Area Community Planning Groups for consideration and comment during the September 14 round of meetings

4.4 Comments received from the Area Community Planning Groups were collated and an updated version of the Terms of Reference was considered at the CPP Management Meeting on the 31st of October 2014 .

4.5 The updated Terms of Reference were approved by the CPP Management Committee and have been included in appendix 1 for information .

4.6 The main changes to the original Terms of Reference that have an impact on Argyll & Bute Council policy & resources are listed below

- In order to ensure democratic accountability, the Chair and Vice Chair from the Argyll & Bute Council [insert area name] Area Committee and one other Elected Member from an Argyll & Bute Council [insert area name] Area Committee Ward not already represented by the Chair or Vice Chair will sit as members of the group.
- Chair and Vice Chair of the Area Community Planning Group to be elected by members of the group

4.7 Currently the level of representation of Elected Members at Area Community Planning Groups is undefined and the chair has been appointed by the Council

4.8 The proposed changes will give clarity, strengthen partnership working and make best use of available resources while continuing to ensure democratic accountability within the Area Community Planning Groups

4.9 A pre-agenda meeting is not currently included in the administrative process. It is suggested that adding a pre-agenda meeting into the administrative process would help facilitate alignment with the CPP Management Committee agendas.

5.0 CONCLUSION

5.1 The Area Community Planning Group's role and remit has been reviewed to strengthen Community Planning in Argyll and Bute. In order to support this activity, the Policy & Resource Committee is requested to:

- adopt the Terms of Reference agreed at the Community Planning Partnership Management Committee meeting on 31 October 2014 for a trial period of one year after which a review will be undertaken by the Community Planning Partnership Management Committee and the Policy & Resources Committee.
- agree to schedule a pre-agenda meeting into the administrative process supporting Area CPG meetings
- agree that the Area Committee Chair or Vice Chair will attend the Area CPG Pre-Agenda meeting

6.0 IMPLICATIONS

6.1 Policy - amend its policies to enable the Chair and Vice Chair of the Area Community Planning Group to be elected by members of the group

6.2 Financial - none

6.3 Legal - none

6.4 HR - none

6.5 Equalities - none

6.6 Risk –

6.7 Customer Service

Executive Director of Customer Services

Policy Lead Cllr D Walsh

12/11/14

For further information contact:

Lorn Elliott, Community Governance Manager, 01631 567995

APPENDICES

Appendix 1: Draft Terms of Reference: Area Community Planning Groups