



FORMAT OF FUTURE BOARD MEETINGS

Board Meeting - 15 December 2005

1. PURPOSE OF THE REPORT

- 1.1 To advise the Community Planning Partnership Board (CPPB) of progress in respect of the review of the existing format of CPPB meetings.

2. REVIEW OF BOARD MEETINGS FORMAT

- 2.1 Members of the Board were contacted by letter, dated Thursday 3 October 2005, and requested to indicate their interest in participating in a short-term Working Group to review and consider any changes to the existing format of the CPPB meetings.
- 2.2 It has been considered that, with the change to the new CPPB format, the existing arrangements in respect of the operation of Board meetings should be reviewed to ensure that they continue to provide a framework for effective participation by its members.
- 2.3 The following members of the Board subsequently agreed to participate in the Working Group:
- ? Maurice Ashbridge, Community Representative;
 - ? Jean Brown, Community Representative;
 - ? Jack Campbell, Community Representative;
 - ? Ian Smith, Community Representative;
 - ? Cathy Roarty, East Ayrshire Community Health Partnership; and
 - ? Douglas Robertson, Strathclyde Police.
- 2.4 The remit of the Working Group was identified as follows, to:
- ? consider and review the existing format of CPPB meetings;
 - ? assess the effectiveness of the current meetings format;
 - ? identify ways in which to improve the effectiveness of future Board meetings; and
 - ? prepare proposals for consideration by the Board to establish an appropriate way forward.
- 2.5 Two Working Group meetings have been convened and the recommendations arising from discussions are detailed below for Board consideration:
- ? CPPB papers should be issued two weeks prior to each Board meeting;
 - ? routine papers should be presented to the Board for noting and endorsement, however, the Finance paper should always be reported fully at Board meetings;

- ? thematic 'virtual' review groups, comprising both community representatives and partner agencies, should be established to review papers submitted for noting and endorsement prior to the meeting, and identify any questions on these reports within one week to allow for the answers to the questions to be presented at the Board meeting;
- ? where appropriate, establish a presentation and workshop format for future Board meetings, structured to facilitate and provide opportunities for interactive debate and discussion by Board members.

- 2.6 The Working Group proposed that this format be trialled at the March 2006 Board meeting and reviewed for effectiveness thereafter.
- 2.7 In addition, the Working Group felt that it would be useful to organise a day event to explore CPPB representation roles and responsibilities. Subject to Board approval, this will be organised prior to the March 2006 Board meeting.

3. COALFIELDS REGENERATION TRUST

- 3.1 A request has been received from the Coalfields Regeneration Trust (CRT) for the CPPB to consider the Trust's local representative as a future member of the Board.
- 3.2 Members will be aware of the significant resources allocated by CRT, which contribute to the regeneration of the local Coalfield communities. It is proposed that the Board supports the nomination, which will provide expertise in relation to external funding opportunities.
- 3.3 Subject to approval of the nomination, the Board would be acting within its agreed Constitution, as noted at paragraphs 4.2 and 4.7, in respect of adding to its membership.

4. RECOMMENDATIONS

- 4.1 The Community Planning Partnership Board is asked to:
- i) consider the proposals arising from the Short-term Working Group and agree to trial these at the March 2006 Board meeting;
 - ii) agree to participate in a one-day workshop on roles and responsibilities;
 - iii) agree to the proposed nomination from CRT for its local representative to sit as a member of the CPPB; and
 - iv) otherwise, note the content of the report.

Gwen Barker
Community Planning and Partnership Manager
29 November 2005