

Chair of CPP Management Committee

SUMMARY

Argyll and Bute Council have the statutory task of leading the Community Planning Partnership. The Council Leader chairs the full Partnership. This paper sets out proposals for the role of the Chair and Vice-chair of the CPP Management Committee. In addition it outlines some existing and proposed relationships underpinning the CPP and proposes an organisational schedule for the positions of Chair and Vice-chair.

RECOMMENDATION

Partners are asked to approve the following proposals.

- The chair of the Argyll & Bute Community Planning Partnership Management Committee should rotate amongst the partners for a term of 2 years.
- The chair would not be a Council representative, because Council already chairs the full CPP
- The Vice-chair would deputise for the chair and take on the role of the chair when the Chair retires.

The attached table proposes the organisational schedule taking us to 2021, giving each partner organisation the opportunity to take on the role of Vice-chair and then Chair of the CPP Management Committee.

DETAIL

The Chair of the Management Committee has a very strong influence on the effectiveness of the CPP and should therefore be someone with strategic vision who can ensure that meetings are conducted effectively and efficiently with each partner playing a full part. The Chair should be based in Argyll and Bute and have a good knowledge of the challenges facing the area.

The Chair approves the agenda drafted by the CP Manager. However, this is not always feasible given the nature of the CPP and commitments of the Chair to their normal work. The creation of a Vice-chair role will enable the Chair to share some of the tasks involved. The CP Manager will also support where required.

The Chair and Vice Chair need to establish a working relationship, making best use of the knowledge and experience of both and realistic in terms of time and availability.

The CP Manger will brief the Chair and Vice Chair on the strategic issues covered by the agenda and any sensitivities they need to be aware of. The Council provides Administrative support for the Management Committee.

The CP Manager will keep the Chair and Vice Chair informed of any last minute items/changes to the agenda. If a subject is controversial, the CP Manager will discuss possible approaches with the Chair.

TASKS - Chair generally

Essential

1. Agree the agenda for meetings, with the support of the CP Manager, taking account of recommendations from partners and requests from other organisations.
2. Involve the Vice-chair so that they are in a position to act if the Chair is not available.
3. Act as link person between partners and Committee in conjunction with CP Manager.
4. Liaise with the Chair of the full CPP.
5. Represent the Management Committee at full CPP and biennial conference.
6. Approve the minutes in their final form.

Desirable

7. Represent the CPP to outside bodies, at public events and meetings.
8. Sign sensitive letters on behalf of the CPP.
9. Ensure that decisions taken by the Management Committee have a strategic focus, are action orientated and that actions are evaluated.

TASKS - Chair of Meetings

1. Control order and development of meetings, making sure that meetings start on time and proceed according to the agenda and enough time is allocated to each item.
2. Ensure partners participation in and between meetings, making sure everyone gets a chance to air their views and no one dominates.
3. Make sure decisions are made, and agreed, and summarised so everyone understands.
4. Ensure necessary action is agreed, including agreement on who is responsible for delivery.
5. Draw out consensus of opinion on key topics so that action can be agreed and allocated.

The Chair must be seen to be:

Fair: Have a sense of impartiality and treat each contribution as being equally important and must not take sides.

Firm: If rules/practices are breached and things are getting out of hand, the Chair must take appropriate steps to keep the meeting together.

Sensitive: Look for hidden disagreements and undercurrents and actively encourage all members to participate fully.

Neutral: Only voice her/his opinion if it is a view that has not been stated or if additional information needs to be given to support more effective decision making.

Support

The Community Planning Manager will support the Chair and Vice-chair by:

1. Highlighting relevant issues and bringing them to the attention of the Chair and Vice-chair.
2. Supporting the CPP Management Committee to organise its structure and plan the workload to meet its responsibilities.
3. Monitoring the network of groups and partnerships linked to the CPP.
4. Encouraging partners to participate fully.
5. Sharing vision and involving others in achieving it.
6. Ensuring everyone who wishes to has access to information and has no barriers to participation in meetings.
7. Keeping in close contact with other CPP's and CPP support networks.
8. Establishing a complementary role to the chair and vice-chair.
9. Taking action if specifically requested by the CPP Management Committee or in exceptional circumstances when action is needed at short notice to progress a topic of interest to Argyll and Bute. In these circumstances, the Chair and/or the Vice Chair will be consulted if available.

Organisation	2006	2007	2009	2011	2013	2015	2017	2019	2021
SNH	CHAIR								
Strathclyde Police	VICE- CHAIR	CHAIR							
NHS Highland		VICE- CHAIR	CHAIR						
SEERAD			VICE- CHAIR	CHAIR					
Scottish Enterprise Dunbartonshire				VICE- CHAIR	CHAIR				
Strathclyde Fire and Rescue					VICE- CHAIR	CHAIR			
Association of Community Councils						VICE- CHAIR	CHAIR		
Argyll & the Islands Enterprise							VICE- CHAIR	CHAIR	
Initiative on the Edge								VICE- CHAIR	CHAIR
Federation of CVS's									VICE- CHAIR

Eileen Wilson
Community Planning Manager
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