

REPORT TO: COMMUNITY PLANNING BOARD

**SUBJECT: COMMUNITY PLANNING STRATEGIC GROUPS
OPERATING PROCEDURES**

BY: COMMUNITY PLANNING OFFICER

1. REASON FOR REPORT

- 1.1 The Community Planning Board is invited to consider and approve the revised version of the Operating Procedures for the Community Planning Strategic Groups.

2. RECOMMENDATION

- 2.1 It is recommended that the Board approves the revised version of the Operating Procedures for the Community Planning Strategic Groups.**

3. BACKGROUND

- 3.1 At the meeting of the Community Planning Board on 07 May 2009, a framework setting out proposed Operating Procedures for the Community Planning Strategic Groups was submitted for consideration. The framework sits alongside the Partnership Agreements and relates particularly to the manner in which meetings are scheduled and conducted.
- 3.2 The framework was approved with the exception of section 6, relating to Reaching Decisions. Concern was expressed about possible delays in the decision-making process, where a decision could not be reached by consensus and partners were able to veto decisions in order to seek further guidance from their host organisations.
- 3.3 It was suggested at the meeting that a vote could be taken on decisions, where consensus was not achieved. However, the Council's Head of Legal Services has advised that as the Community Planning Partnership is not a constituted body, this is not an option.
- 3.4 The wording in Section 6 has, therefore, been revised with the agreement of the Head of Legal Services, whereby if a partner feels the need to veto a decision and revert to its host organisation, the decision should be deferred to the Chair of the Group and the Chief Executive Officer of the partner organisation to come to an agreement as soon as possible before the next meeting of the Group, when the decision would be reported.

- 3.5 The revised Operating Procedures are set out in **Appendix 1**.
- 3.6 If approved, the template will be customised, as appropriate, to each Strategic Group and appear on the agenda of the next cycle of meetings.

4. SUMMARY OF IMPLICATIONS

(a) Community Plan / Theme Plans / Partner Plans

It is important in facilitating the efficient progress of Community Planning and the Single Outcome Agreement in Moray that each Strategic Group, tasked with this remit, has clear Operating Procedures in place.

(b) Policy and Legal

The Operating Procedures, as set out in Appendix 1, will be binding on all members of Strategic Groups, as well as those in attendance at meetings.

(c) Resources (Financial, Staffing and Risks)

There are no such implications arising directly from this report.

(d) Consultations

The Council's Head of Legal Services has been consulted in revising the Operating Procedures and his comments incorporated into the attached document.

The Moray Health and Social Care Partnership Manager, who had suggested the original wording in the Partnership Agreement, has also agreed to the proposed revision.

5. CONCLUSION

- 5.1 The Board is invited to consider and approve the revised Operating Procedures for the Community Planning Strategic Groups.**

Author of Report: Roy Anderson, Community Planning Officer

Background Papers: Community Planning Strategic Group Operating Procedures

Ref: