

**REPORT TO: COMMUNITY PLANNING BOARD**

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

**BY: COMMUNITY PLANNING OFFICER**

**1. REASON FOR REPORT**

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

**2. RECOMMENDATION**

- 2.1 It is recommended that the Board approves the proposed Operating Procedures for the Community Planning Strategic Groups.

**3. BACKGROUND**

- 3.1 The revised Community Planning structure, approved by the Community Planning Steering Group in March 2008, has now been operating for almost a year. The majority of Strategic Groups – Community Planning Board, Community Engagement Group and five Theme Groups - have met four times during that period. Each of the Groups referred to now has in place its own Partnership Agreement, setting out its terms of reference and membership.
- 3.2 The document, attached as **Appendix 1**, provides a template setting out proposed Operating Procedures for each Strategic Group. It sits alongside the Partnership Agreement and relates particularly to the manner in which meetings are scheduled and conducted.
- 3.3 Although the majority of meetings have thusfar run relatively smoothly, it is felt important that clear procedures are put in place, should there be need to refer to them in future.
- 3.4 If approved, the template will be customised, as appropriate, to each Strategic Group and appear on the agenda of the forthcoming cycle of Group 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 Principal Committee Services Officer and the Corporate Policy Unit Manager have been consulted in drawing up the Operating Procedures and their comments incorporated into the attached document.

**5. CONCLUSION**

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

**Author of Report: Roy Anderson, Community Planning Officer**

**Background Papers: Community Planning Strategic Group Operating Procedures**