

**Highland Community Planning Partnership**  
**Community Planning Board – 4 October 2018**

Agenda Item	9.
Report No	CPB 11/18

**ARRANGEMENTS FOR CHAIRING COMMUNITY PLANNING BOARD AND CHIEF OFFICERS GROUP (COG)**

**Report by Ruth Daly, Board Secretary on behalf of Elaine Mead, Chief Executive, NHS Highland**

**Community Planning Board is invited to:**

- **Note** the consideration by the COG in relation to arrangements for the positions of Chair of both the Community Planning Board and the COG;
- **Approve** a revised schedule for the Chairing of both the Community Planning Board and the Chief Officers Group with the aim of ensuring continuity of business; and
- **Approve** the recommendations of the Chief Officers Group that a “Chair Elect” position be created and that HIE assume responsibility for the Chief Officers Group with effect from 1 January 2019.

**1 Background and Summary**

Board Members will be aware of the schedule agreed by the Board in October 2016 for the five statutory partners to rotate the position of Chair for both the Board and COG. The following sets out the agreed schedule which involves annual rotation of these positions:

Year	Board	COG
1	NHSH – Chair	Highland Council – Chief Executive
2	Police Scotland – Divisional Commander	NHS Highland – Chief Executive
3	HIE – Director	Police Scotland – Divisional Commander
4	SFRS – Local Senior Officer	HIE – Director
5	Highland Council – Leader	SFRS – Local Senior Officer

The Community Planning Partnership is currently in year two of the five year schedule.

**2 Considerations**

- 2.1 At the last meeting of the COG, it was noted that the position of Chair would be vacant from 1 January 2019 to 31 March 2019.
- 2.2 According to the current schedule, Police Scotland would be next to Chair the COG and could have been asked to assume the duty early to ensure business continuity. However, this would result in the Chair positions for both the COG and Board being undertaken by the same partner organisation.
- 2.3 Options for addressing the situation were considered at the last meeting of the COG.

**3 Proposal from COG**

- 3.1 The COG agreed to recommend that a ‘Chair Elect’ position (successive Chair) be created for both the Board and COG in order to maintain continuity and reduce the risk of any future vacancies impacting on business.

- 3.2 The COG agreed to recommend revising the schedule so that HIE would be the lead agency for the COG in Year 3 and, as Chair Elect, would assume responsibility from 1 January 2019.

#### 4 Proposals for a Revised Schedule

- 4.1 Making the revision proposed by COG will resolve the issue of continuity for the forthcoming two years. The following proposed schedule has been produced with the aim of reflecting the intent of COG to create a degree of separation of duties and avoid the risk of any future vacancies impacting on business. The Board is invited to approve the following schedule for forthcoming years:

Year	Board	COG
1	NHS Highland – Chair	Highland Council – Chief Executive
2 *	Police Scotland – Divisional Commander	NHS Highland – Chief Executive
3	SFRS – Local Senior Officer	HIE – Director
4	Highland Council – Leader	Police Scotland – Divisional Commander
5	HIE – Director	SFRS – Local Senior Officer

\* Current year

Year	Board	COG
6	NHS Highland – Chair	Highland Council – Chief Executive
7	Police Scotland – Divisional Commander	HIE – Director
8	SFRS – Local Senior Officer	NHS Highland – Chief Executive
9	Highland Council – Leader	Police Scotland – Divisional Commander
10	HIE – Director	SFRS – Local Senior Officer

**Ruth Daly**  
**NHS Highland**  
**Board Secretary, 26 September 2018**