

Checklist for CPP Board Members

December 2023



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This checklist will hopefully be a useful aide memoire of the key points raised in notebooks 1 and 2.

	Activity	Completed
1	Familiarise yourself with the expectations of Community Planning and what this means for the CPP Board that you sit on and for you as a CPP Board member.	
2	Familiarise yourself with the CPP's Local Outcomes Improvement Plan to ensure that you have a good understanding of the outcomes the CPP is aiming to achieve.	
3	Ensure that you have a good understanding of the structure, governance and accountability and operating arrangements of the CPP including the statutory duties introduced by the Community Empowerment (Scotland) Act 2015.	
	Familiarise yourself with the role of the Integration Joint Board and its relationship with the CPP.	
4	Familiarise yourself with the role of the Integration Joint Board and its relationship with the CPP.	
5	Familiarise yourself with your role as a CPP Board member and what you need to do to deliver this role effectively. Consider the implications of the new statutory duties on your role.	
6	Find out if there is a Code of Conduct, either within the CPP or relating to a role that you hold (e.g. Councillors' Code of Conduct) that applies to you as a CPP Board Member.	
7	Familiarise yourself with the critical success factors that need to be in place to support the CPP to operate as effectively as possible and take action to address any that are not in place, either on your own or in conjunction with other CPP Board members.	
8	Familiarise yourself with the skills and behaviours required by CPP Board members, and assess yourself against these to identify any development needs.	
9	Consider the challenges that face the CPP Board and consider what action is needed by the Board, and you as a Board member, to overcome these challenges.	
10	Find out what local support is available to help you in your role as a CPP Board member.	
11	Consider whether any of the national capacity building support would be of benefit to the CPP Board and you as a Board member.	

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