

Agenda Item	13.
Report No	CPPB/28/25



**Highland**  
Community  
Planning  
Partnership

Com-pàirteachas  
Dealbhadh  
Coimhearsnachd

**na Gàidhealtachd**

**Highland Community Planning Partnership Board – 5<sup>th</sup> December 2025**

## **Proposed CPP Board Reporting Schedule 2025/26**

**Report by: Gail Prince, Partnership Development Manager**

### **Summary**

This report presents the proposed reporting schedule for the CPP Board, outlining the transition from 2025 reporting into 2026. The schedule sets out when key reports will be presented to each quarterly Board meeting (March, June, September, December) to support forward planning and ensure timely oversight of partnership priorities.

The approach includes grouping reports and introducing measures to reduce ad-hoc reporting. Delivery Groups will provide one consolidated annual report rather than multiple individual updates, and a standing item on the 2024–2027 HOIP Delivery Plan will ensure regular progress updates without requiring separate reports for each action area.

The Board is asked to **agree** to adopt the proposed reporting schedule for 2025/26 as a basis for forward planning.

## **1. Background**

- 1.1 The CPP Board receives a range of statutory and strategic reports from partners, and partnerships throughout the year. To improve planning and coordination, a forward schedule has been developed based on the 2025 reporting cycle, with adjustments to align with 2026 requirements. This approach will enable partners to prepare reports in advance and ensure alignment with other committee reporting timelines.

## **2. Proposed Schedule**

- 2.1 The proposed schedule (Appendix 1) details the anticipated timing of reports for each quarterly CPP Board meeting in 2026, based on the 2025 cycle. Reports include annual updates from key partnerships (e.g. Highland Alcohol and Drugs Partnership, Community Learning & Development, Highland Outcome Improvement Plan), delivery group progress reports, and statutory returns. Where reports are linked to other committees (e.g. Highland Council Communities & Place or Education), these are noted to support coordination.

2.2 Reports will be grouped to streamline agendas and reduce duplication. Delivery Groups will submit one annual report per year, replacing multiple ad-hoc updates. A standing item on the 2024–2027HOIP Delivery Plan will provide regular progress updates, ensuring visibility of delivery without requiring separate reports for each workstream.

### **3. Key Considerations**

3.1 The schedule is indicative and may be subject to change based on legislative requirements or emerging priorities. Partners are asked to review and confirm their reporting commitments for 2026. The schedule will be updated to reflect any changes. This forward planning will help avoid duplication and ensure strategic alignment across CPP structures.

#### **Recommendation**

The Board is asked to **agree** to adopt the proposed reporting schedule for 2025/26 as a basis for forward planning.

**Author: Gail Prince, Partnership Development Manager**

**Date: 25<sup>th</sup> November 2025**

**Appendices: Proposed CPP Board Reporting Schedule 2025/26**



## CPP Board Meetings Reporting Schedule 2025/26

**March; June; September; December**

Report	2025 CPP Board Meeting	2026 CPP Board Meeting	Lead Partner(s)	Additional Committees Report to be presented to	Notes
<b>Highland Alcohol and Drugs Partnership</b> <ul style="list-style-type: none"> <li>Annual Reporting Survey</li> <li>Health Needs Assessment</li> <li>Annual Self-Assessment</li> <li>Strategic Plan</li> <li>Annual Report</li> </ul>	June 2025 June 2025 September 2025 September 2025 September 2025	June 2026 June 2026 September 2026 September 2026 September 2026	HADP		
<b>Place Based Framework Annual Report</b>		March 2026	HC	Communities and Place Committee – November 2025	Propose for March 2026 meeting
<b>Community Learning &amp; Development Annual Report</b>	December 2025	December 2026	HC	Education Committee – November 2025	
<b>2024 – 2027 HOIP Annual Report</b>	September 2025	September 2026	All – CPP Senior Officers	Full Council - October 2025 Communities & Place Committee Interim Update – 6 months	Final report for the period September 2027
<b>Contest Board Annual Report</b>	February 2025	March 2026	PS		
<b>Integrated Children’s Service Plan Annual Report</b>	June 2025	June 2026	HC	Education Committee – June 2025	
<b>Public Protection COG Annual Report</b>	September 2025	September 2026	Chair – currently HC transitioning to Police Scotland	Public Protection COG – September 2025	
<b>Annual Report of the Director of Public Health</b>	June 2025	March 2026	NHS Highland	NHS Highland Board January 2025	
<b>Highland Community Justice Partnership</b>			CJP		



<ul style="list-style-type: none"> <li>Annual Report</li> <li>Annual Return</li> </ul>	December 2025 September 2025	December 2026 September 2026			
<b>Delivery Groups Progress Reports</b> <ul style="list-style-type: none"> <li>Poverty Reduction – Highland Local Child Poverty Action Report Annual Report</li> <li>Mental Health &amp; Wellbeing</li> <li>Community Safety &amp; Resilience</li> </ul>	December 2025	September 2026  June 2026  June 2026	HC  NHS Highland  Police Scotland		To include Active Highland and Green Health Partnership
<b>Partnership Development Team</b> <ul style="list-style-type: none"> <li>Quarterly Reports</li> <li>Annual Report</li> </ul>	All September 2025	All September 2026			
<b>2024 – 2027 HOIP Delivery Plan Progress Reports – Quarterly</b> <ul style="list-style-type: none"> <li>Social Value Charter</li> <li>Community Wealth Building</li> <li>Childcare</li> <li>Employer Charter</li> <li>Housing</li> <li>Connecting People &amp; Places</li> </ul>	June 2025 February 2025 June 2025 December 2025 December 2024 February 2025	March 2026 March 2026 June 2026 December 2026 March 2026 June 2026	As per Delivery Plan		
<b>Short Life Working Groups Progress Reports</b> <ul style="list-style-type: none"> <li>Health Inequalities</li> <li>Natural Capital</li> </ul>	June, September & December 2025 June 2025	March 2026  June 2026	NHS Highland  NatureScot		Final report June 2026
<b>Highland Poverty and Equality Commission</b>	September & December 2025	June 2026	HC	Full Council	
<b>2027 – 2037 Highland Outcome Improvement Plan</b>		June 2026 December 2026	All		Launch March 2027