

REVIEW OF THE SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

2.0 INTRODUCTION

- 2.1 Following the Council decision on 18 May 2017 to continue the current Scheme for the Establishment of Community Councils for a period of 6 months, authorisation to commence the review is sought in accordance with the process and timeframe contained within the appendices to this report.

3.0 RECOMMENDATIONS

- 3.1 That the Committee agree to commence the consultation on the Scheme for the Establishment of Community Council on 24 August 2017, in accordance with the timescales and process outlined within Appendices A, B and C of this report.

4.0 DETAIL

- 4.1 Council previously agreed on 18 May 2017 to continue the existing Scheme for a period of six months, by which time it was hoped that the position as to National Community Council Elections may become clearer. In addition, it was agreed to implement a provision for sanctions for community councils or community councillors found to be in breach of the Code of Conduct per the recommendation by the Minister for Local Government and Housing as part of the review process.
- 4.2 While the position regarding National Community Council Elections remains unclear, the process for reviewing a Scheme for the Establishment of Community Councils is such that the review should commence at this stage to allow for appropriate consultation to be undertaken by officers.
- 4.3 The Committee is invited to endorse the attached consultation document contained at Appendix A which sets out the timescale for the Review process and Electoral Timetable as well as the proposed amendments to the Existing Scheme for the Establishment of Community Councils and Best Practice Agreement (Appendices B and C respectively), noting that some of

the amendments made relate to previous council decisions made in 2015.

- 4.4 The process for sanctions outlined in the proposed amended Scheme is consistent with the process which has been adopted by East Renfrewshire Council which was the model singled out by the Minister for Local Government and Housing.

5.0 CONCLUSION

- 5.1 The attached documents set out a clear process for the consultation phases required in terms of the Local Government (Scotland) Act 1973 (as amended). The Committee are invited to endorse the consultation documents in order to commence the first phase of public consultation on 24 August 2017.

6.0 IMPLICATIONS

- 6.1 Policy – None at this stage although the final draft Scheme must be approved by full Council
- 6.2 Financial – There is no proposal at this stage to increase the level of grant awarded to community councils although it is feasible that this will be requested as part of the consultation responses received. In addition it is not yet clear whether additional staffing resources may be required to implement a process for sanctions – if this is required, additional funding for a new post will be sought.
- 6.3 Legal – None, the proposals contained within the consultation document are consistent with legislation regarding the establishment of Community Councils
- 6.4 HR –The work will be carried out by existing staff although there may be a requirement to seek additional staff resources to implement the added process for sanctions at a later date.
- 6.5 Equalities – None, proposals outlined are consistent with policy
- 6.6 Risk – National Elections for Community Council are still in the pipeline and the timing of these may have a bearing on the electoral timetable
- 6.7 Customer Service – None, the public consultation on the emerging Scheme seeks to engage with our communities

Executive Director of Customer Services

Policy Lead – Councillor Robin Currie & Councillor Rory Colville

10 July 2017

For further information contact: Melissa Stewart, Area Governance Officer, Kilmory, Lochgilphead (Tel no. 01546 604331)

APPENDICES

Appendix A – Consultation Document

Appendix B – Draft Amended Scheme for the Establishment of Community Councils

Appendix C – Draft Amended Best Practice Agreement



CONSULTATION DOCUMENT: REVIEW OF THE ARGYLL AND BUTE SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS 2018-2022

Date of Publication:

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A. INTRODUCTION

The current Scheme for the Establishment of Community Councils in Argyll and Bute (hereinafter referred to as the 'Scheme') came into effect on 31 October 2013. Argyll and Bute Council agreed on 18th May 2017 to extend the current Scheme for a period of 6 months to establish whether information regarding the timescale for the introduction of National Community Council Elections would come to light. No such information has been published about the Scottish Government's manifesto commitment for national elections and due to the timescale required to conduct a review, the consultation on the emerging Scheme should now be commenced prior to conducting elections in the Spring of 2018.

The Scheme is modelled on the Scottish Government's model scheme and associated documents which were set out in 2009. Argyll and Bute Council's Scheme has some local modifications to incorporate local administration practice but in the main is a reflection of the model as currently promoted by Scottish Government.

Argyll and Bute Council agreed, on 23 April 2015, certain changes would be implemented in the next review of the Scheme. These relate to the re-naming of Arrochar and Tarbet Community Council and the inclusion of 16 year olds as being eligible to stand and vote in community council elections. These agreed changes have been incorporated in an amended Scheme together with associated amendments to the electoral process and co-option criteria.

In line with the Council decision on 18 May 2017 to incorporate a process for applying sanctions to those who breach the Code of Conduct, a new section has been added which sets out a suggested process for this. In addition, there are also some practical changes included within the amended Scheme and a full list of the amendments proposed is contained in Section D of this consultation document.

At this time, there is no suggestion that the current boundaries are not fit for purpose and accordingly there is no proposal to alter either the boundaries or the composition of community councils from the existing Scheme. However, all aspects of the Scheme are open for consultation and therefore any proposals received in relation to either of these matters will of course be considered as part of the review process.

The consultation document which follows sets out the proposed amendments to the scheme and should be read in conjunction with:

1. The proposed amended Scheme for the Establishment of Community Councils in Argyll and Bute 2018-2022, including Scheme appendices.
2. The proposed amended Best Practice Agreement 2018.

All amendments have been made as 'tracked changes' within the relevant documents for ease of reference.

B. REVIEW TIMETABLE

The timetable for the review of the Scheme is noted below and was approved by Policy and Resources Committee on 17 August 2017.

Publication of Notice of Review	24 August 2017
Stage one Consultation commences	24 August 2017
Stage one Consultation Closes	19 October 2017
Representations & comments received will be considered and further amendments, if required, will be made to the Scheme. If there are no proposed changes resulting from the consultation the final draft Scheme will be put to Council for approval on 30 November 2017 . Public notice will be given.	
Stage two consultation commences and Publication of Notice of Review	8 December 2017
Second Consultation Phase Closes	2 February 2018
Representations and comments received will be considered and following any amendments, a final draft Scheme will be considered by Council in February 2018 . Appropriate public notice to this effect will be given.	

C. RESPONDING TO THE CONSULTATION

Any representations or comments on the revised proposed scheme must be received by **19 October 2017**.

Responses to this round of consultation will be considered by Governance and Law and the proposed Scheme may be further amended before it is submitted for approval to either go to the second stage of consultation or to approve as a final document.

When responding please ensure that you include the following information in your response:

1. Your name, address and contact details;
2. Whether your representation is an individual view or on behalf of a community council or other organisation;
3. Information/background to support any suggested amendment(s)

All written comments or representations should be addressed to:

The Community Council Liaison Officer,
Argyll and Bute Council
Kilmory
Lochgilphead
Argyll
PA31 8RT

Those who wish to email their representation should send them to communitycouncils@argyll-bute.gov.uk

Please note that a summary of all representations received will be published on the council's website <https://www.argyll-bute.gov.uk/council-and-government/community-councils> at the end of the consultation phase.

D. SUMMARY OF PROPOSED AMENDMENTS TO THE SCHEME

Covering Page

- Amended to reflect the incoming Scheme, date of adoption (once agreed), contact details and version control.

Index

- Expand on contents/index to make documentation easier to navigate.

Clause 3 – Role and Responsibilities

- Addition of Area Community Planning Groups (3.3)
- Add reference to Community Empowerment Act and designation as a community participation body (3.4)
- Add CCLO to be point of contact for all documentation throughout documents for consistency and again for consistency, Elected Members to be included to receive agendas, minutes and reports (3.7(b))
- CCLO to be advised of changes in membership to standardise point of contact (3.7(f))

Clause 5 – Membership of Community Councils

- Age for membership lowered to 16 (5.1) to reflect the previous decision to this effect made by Council on 23 April 2015.

Clause 6 – Community Council Elections

- As per amendment at 5.1, reflect council decision on 23 April 2015 to reduce age of electors from 18 to 16 (6.1)
- In addition to clause 6.9 creating a vacancy on the community council, application of clauses 5.2 and 13.12.5 will also create a vacancy.
- Clause 6.8(b) will reflect the minimum age of 16 for co-option to be consistent with the minimum age for election.
- An additional bullet point is included to reflect the criteria where someone is ineligible for co-option. This links to a new provision to apply sanctions where community councillors or community councils are found in breach of the code of conduct.
- Clause 6.8(c) removes the requirement that co-option may only occur at an AGM by a 2/3rds majority and allows for co-option, subject to a 2/3rds majority being obtained, at any meeting of the community council.
- Clause 6.8 (e) increases the term of co-option to 2 years to coincide with the running of an interim by-election in year 2 of the scheme rather than annual by-elections.
- Clause 6.8 (g) removes the provision for co-option being only at the AGM but retains the need to notify of those proposed for co-option 14 days in advance of the meeting where the proposal to co-opt will be considered.
- 2 extra paragraphs to be added at 6.9 (c & d). (c) Cross-references the disqualification of MPs, MSPs, MEPs and elected members of Argyll and Bute

Council from being community councillors contained elsewhere in the existing Scheme. (d) Picks up on a new clause 13.12.5 which can be applied where community councils or community councillors breach the Code of Conduct.

- Clause 6.10 picks up on the move away from annual by-elections to an interim election.
- Clause 6.11 reflects on the change away from annual by-elections to an interim election by moving the date during which by-elections will be held from 12 months to 24 months.
- Addition of a new clause, 6.12, will allow the Returning Officer the discretion to vary the community council term only where the election dates may clash with other electoral processes.

Clause 7 – Use of Local Skills/Knowledge

- Remove clause 7.2 which is no longer required due to a reduction in membership age.

Clause 10 - Liaison with the Council / Other Agencies / Area Community Planning Groups

- Clause 10.4 to be amended to reflect the CCLO should receive agendas and minutes (as reflected elsewhere)

Clause 11 – Resourcing a Community Council

- Clause 11.2 to be amended to reflect the CCLO should receive the copy of the independently examined annual accounts.
- Clause 11.5 sets out the approved use of the annual administration grant which may be provided annually to the community council.

Clause 13 – Complaints against Community Councils

- This section has been amended to reflect a process which may be instigated where a complaint about a community council or a community councillor is received. It incorporates a process to be followed in respect of breach of the code of conduct which can be self-administered by the community council or referred to a Complaints Review Panel.

Appendix 1 – Model Constitution

- Addition of a new clause 4.2 sets out an obligation for members to comply with the constitution and code of conduct in terms of the general rules and responsibilities of community councillors/community councils.
- Under clause 5 a new paragraph is inserted to set out a period of 7 days for transferring files which remain the property of the community council from certain office bearers to incoming office bearers.
- Clause 7 reflects on changes to the Scheme in terms of co-option and interim elections (see clause 6 of the Scheme)

- Clause 9(d) allows for the removal and replacement of office bearers out with an AGM subject to a 2/3rds majority of community councillors who are present and voting agreeing to make these changes.
- Clause 11(e) picks up on the need to submit agendas, minutes etc to elected members and the CCLO, as specified in the Scheme.
- Clause 13 – as above, standardises the point of contact as being the CCLO, removes the need for a youth engagement report (given the lowered age of membership) and outlines the need for special meeting agenda to be sent to the CCLO and elected members.
- Clause 14(e) – Highlights the need to submit AGM draft minutes as part of the administration grant request.

Appendix 2 – Model Standing Orders

- Clause 1(b) – standardises the CCLO as the contact for providing meeting documentation to.
- Clause 4(iii)(d) Adds the provision for public questions at special meetings for consistency of approach.

Appendix 3 – Boundaries and Membership

- Proposes amendment of “Arrochar & Tarbet Community Council” to be renamed “Arrochar, Tarbet & Ardlui Community Council” per the previous Council agreement reach on 23 April 2015.
- Updated electorate figures will mean that the membership numbers for Glenorchy & Innishail Community Council will rise from 8 to 10 and Bute Community Council will lower from 20 to 16.

E. SUMMARY OF PROPOSED AMENDMENTS TO THE BEST PRACTICE AGREEMENT

- Covering page, amend title to “Best Practice Agreement 2018”
- Argyll and Bute Council Commitment, Community Engagement, paragraph 7, bullet point 3 – Remove reference to Community Planning Partnership Community Engagement Workers as this role is fulfilled by the Community Learning and Development Officers.
- Argyll and Bute Council Commitment, Elections, Paragraph 11 - Replace “Area Governance Manager” with “Returning Officer”. The Returning Officer has overall responsibility to determine whether or not to run a by-election.
- Argyll and Bute Council Commitment, Finance and Resources, Paragraph 12 – Add that minutes of the AGM should be submitted when making the request for the administration grant (for consistency with the Scheme)

- Argyll and Bute Council Commitment, Finance and Resources, Paragraph 13 – reflects that there may be a need to check whether cover in place in terms of specific activities i.e. are they reasonable and proper activities?
- Argyll and Bute Council Commitment, Finance and Resources, Paragraph 14 – for clarity, add that agenda and minutes and such other relevant printing as authorised by the CCLO may be photocopied at the Council Service Points or Kilmory Headquarters.
- Argyll and Bute Council Commitment, Meetings, Minutes and Reports, paragraph 16 – Remove provision for hard copies of particular public reports in view of savings identified by the Governance and Law Service in providing paperless committees. Any community council may of course request copies in terms of provisions at paragraph 14 providing this can be justified as being necessary for community council official business.
- Argyll and Bute Council Commitment, Communications, Paragraph 22 – Amend to reflect that the website is only updated following notification of changes by the Community Council and subject to the appropriate consent being given to display contact details.
- Community Council Commitment, Community Engagement, Paragraph 3 – Remove paragraph due to changes in voting and candidate age within the Scheme.
- Community Council Commitment, Community Engagement, Paragraph 5 – Substitute Area Governance Assistant for CCLO for consistency.
- Community Council Commitment, Meetings, Minutes and Reports, Paragraph 14 – For consistency, all meeting documents should be supplied to the CCLO.
- Community Council Commitment, Communications, Paragraph 22 – For consistency, all changes in office bearers must be provided to the CCLO.
- Code of Guidance for Communications with the Council, Enquiries 2.1.1 – Amend with updated contact numbers and generic email accounts for services.
- Code of Guidance for Communications with the Council, Enquiries 3.3 – Amend to reflect the CCLO being the main contact for community councils.
- Code of Guidance for Communications with the Council, Making an Enquiry – Include website as an option for submitting enquiries.
- Code of Guidance for Communications with the Council, Responses 4.1 – Amended to reflect Argyll and Bute Council's Customer Charter which sets out that customers must be informed within 5 working days if their enquiry cannot be dealt with within that time.
- Code of Guidance for Communications with the Council, Timescale for Written Response – Sections amended to reflect on the timescales within the current Customer Charter (approved in 2015)

F. PROPOSED ELECTORAL TIMETABLE

1. Publish Notice of Election	5 March 2018
2. Nominations Open	6 March 2018
3. Close of Nominations and last date for withdrawal	22 March 2018 (4pm)
4. Publish Notice of Poll or Uncontested Elections	5 April 2018
5. Issue postal votes	13 April 2018
6. Election day/last day for receipt of postal votes	26 April 2018 (4pm)
7. Count	1 May 2018



**SCHEME FOR THE
ESTABLISHMENT
OF COMMUNITY COUNCILS
IN ARGYLL AND BUTE
2018**

The effective date of adoption of the Scheme:

**Customer Services
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SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS WITHIN ARGYLL AND BUTE

1 Introduction

- 1.1 Community councils were first established in Scotland in terms of the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994 made provision for the continuation of community councils.
- 1.2 This Scheme for the Establishment of Community Councils in Argyll and Bute (hereinafter referred to as “the Scheme”), which reflects with local modification the Model Scheme for community councils in Scotland produced in 2009, will come into effect on the date it is adopted by Argyll and Bute Council.

2. Statutory Purposes

- 2.1 The statutory purposes of community councils established under the Scheme are set out in Section 51 (2) of the Local Government (Scotland) Act 1973, as follows:
-

“In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable”

3. The Role and Responsibilities of Community Councils

- 3.1 The general purpose of community councils is to act as a voice for their local area. This will involve them articulating the views and concerns of local people in their area on a wide range of issues of public concern and making representations to their local authority, other public sector bodies and private agencies on matters within their sphere of interest.
- 3.2 It is essential that these views are demonstrated to be representative of the community. Accordingly, the community council will have in place, in consultation with the local authority, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by all sections of the community.
- 3.3 Community councils are consulted on planning applications and licensing matters. Liaison on other matters may also be jointly agreed between community councils, the local authority and other public sector and private agencies. There should be positive mutual engagement in the establishment of working relationships with the local authority, Area Community Planning Groups and other agencies.
- 3.4 Community councils may carry out other activities that are in the general interests of the communities they represent, provided these activities fall within the objectives of their Constitution and the terms of the Scheme including their duties as a community participation body under the Community Empowerment Act 2015.

- 3.5 In carrying out their activities community councils must at all times adhere to the law, the terms of the Scheme and the community councillors' code of conduct. It should be noted that while Data Protection legislation applies to community councils, Freedom of Information legislation does not currently apply.
- 3.6 Each community council is required to adopt a Constitution, based upon the Model Constitution at Appendix I, together with Standing Orders at Appendix 2, in order to encourage and maintain consistency for all community councils and to facilitate the proper conduct of their proceedings. Any proposed deviation from the Model Constitution or Model Standing Orders requires to be supported by two-thirds of the community council members present and thereafter approved by Argyll and Bute Council before it shall have effect.
- 3.7 Community councils have a duty under statute to represent the views of their local community. It is vital therefore, that they reflect the broad spectrum of opinion and interests of all sections of the community. In order to fulfil their responsibilities as effective and representative organisations, community councils will: -
- a Inform the community of the work and decisions of the community council by posting agendas and minutes of meetings in public places, such as libraries and notice boards and, subject to the provisions contained within the Data Protection Act 1998, provide contact details of community council members.
 - b Provide agendas, reports and minutes to their members, relevant elected members for their ward area(s) and the public in accordance with the Model Standing Orders and more generally provide minutes to the Community Council Liaison Officer within 14 days from the date of the meeting.
 - c Seek to broaden expertise by promoting the provision of relevant information at community council meetings from persons who may contribute accordingly.
 - d Make particular efforts to encourage young people and other under-represented groups to attend and participate in community council meetings and to ensure equality of opportunity in the way the community council carries out its functions.
 - e Maintain proper financial records and present financial reports at community council meetings.
 - f Inform the Community Council Liaison Officer of any change in membership (e.g. resignations) and circumstances, as soon as is practicable.

4. Community Councils and Community Council Areas

- 4.1 There will be community councils in Argyll and Bute for the areas and by the names set out at Appendix 3 to this Scheme. Argyll and Bute Council has produced maps that define their boundaries. Community councils which existed prior to this Scheme will be disestablished on the day of the first elections to the

community council established under this Scheme held after this scheme is adopted.

5. Membership of Community Councils

5.1 A person is entitled to stand for election to, to be elected as, or to be a member of a community council provided that person –

- has achieved 16 years of age on the day of election
- is resident within the community council area

has their name included in the electoral register for local government elections for the community council area in which they reside.

5.2 A person who is a member of Argyll and Bute Council, or the Scottish, UK or European Parliaments will be ineligible from standing for election to, being elected as, or being or remaining a member of a community council.

5.3 A member of a community council will represent the whole of the community council area and the persons who live there whether they may or may not have voted for that member.

6. Community Council Elections

Electors

6.1 A person is entitled to vote in an election of community councillors provided that person –

- has achieved 16 years of age on the day of election
- has their name included in the electoral register for local government elections for the community council area in which they are voting.

Nominations and Elections

6.2 The first elections to be held under the Scheme shall be held on a date determined by Argyll and Bute Council. Subsequent elections will be held on a four-yearly-cycle, on dates to be determined by Argyll and Bute Council.

Argyll and Bute Council will provide for the administration of community council elections which will be held, where there is a requirement for a poll, by postal ballot.

Returning Officer

6.3 The Returning Officer will be the Returning Officer for Parliamentary and Local Government elections in Argyll and Bute, or a person appointed by that Returning Officer.

Nominations

- 6.4 A candidate for election as a member of a community council will be validly nominated provided the nomination –
- is subscribed on the correct form by a proposer and seconder, both of whom must be included in the electoral register for local government elections for the community council area;
 - the nomination carries the candidate's consent; and
 - the nomination and consent are received by the Returning Officer before the date and time specified in the timetable for the election.

Self-nomination is not permitted.

Process

- 6.5 At an ordinary election of community councillors, on the expiry of the period for lodging nominations:
- (1) Should the number of candidates validly nominated equal or exceed half of but be less than or equal to the total number of seats on the community council as specified in Appendix 3 to the Scheme, the said candidates will be declared to be elected and no poll will be held.
 - (2) Should the number of candidates validly nominated exceed the total number of seats on the community council, a poll will be held. At the poll, each elector will be entitled to vote for candidates up to the number of seats to be filled.
 - (3) Should the number of candidates elected be less than half of the number of seats on the community council, no community council will be established at that time. In such circumstances a follow up election / by-election will be held within 6 months.
- 6.6 If after that follow up election or by-election there remain vacancies in more than half of the number of total number of seats on the community council, the following courses of action will be open to Argyll and Bute Council:-
- (1) The council may, without disestablishing it, leave the community council dormant and take no further action to hold an election until the council is satisfied that sufficient local interest is in place to support a sustainable community council,
 - (2) the council may, following discussions within the community and with neighbouring community councils, disestablish the community council for which a follow up election has been held, adjust community council boundaries, and hold such fresh elections as may be necessary to ensure the area of the disestablished community council is adequately represented on the community council(s) covering the amalgamated area(s).

Method of Election

- 6.7 In any poll for the election of community councillors those candidates who receive the highest number of votes cast will be elected up to the number of seats to be filled.

Casual vacancies between elections

- 6.8 A vacancy on a community council will arise in the following circumstances:
- when all seats have not been filled through the election process;
 - when a community council member submits her/his resignation to the Chair or Secretary of the community council; or
 - when a community council member ceases to be qualified to be a member in the circumstances set out in clauses 5.2, 6.9 and 13.12.5 of the Scheme.
- a) The community council may fill the vacancy through co-option with voting rights to a maximum of one third of the total membership of the community council.
- b) Co-opted members must be eligible for membership of the community council as detailed:
- has achieved 16 years of age on the date of co-option
 - is resident within the community council area
 - has their name included in the electoral register for local government elections for the community council area in which they reside.
 - Is not the subject of sanctions contained at clauses 13.5.3 or 13.12.3 to 13.12.5 at the time nominations for co-option are considered.
- c) They must be elected onto the community council by a 2/3rds majority of the community council members present at the meeting
- d) Such co-opted members will have full voting rights.
- e) Co-opted members may serve for a maximum of 2 years or until the interim by-elections, whichever is the later, at which point they will require to stand for election or step down from the role.
- f) In the event of non-election or stepping down co-opted members will not be eligible for co-option again until the next review of the Scheme and fresh elections have been undertaken.
- g) Notice of persons proposed for co-option is required to be intimated to all of that community council's members at least 14 days prior to the meeting when the matter will be decided.

Disqualification of Membership

- 6.9 a) A member of a community council who ceases to reside within the community council area will cease to be a member of the community council.
- b) A member of a community council who fails throughout a continuous period of 6 months to attend any community council meeting, with or

without submitting apologies will cease to be a member of the community council unless the community council is satisfied as to the reason for the absence.

- c) A member of a community council who is elected as a member of Argyll and Bute Council, or the Scottish, UK or European Parliaments shall cease to be a member of the community council as of the date of their election.
- d) A member of a community council who is disqualified from being a member of a community council under clause 13.12.5 will cease to be a member of the community council for the remaining period of the Scheme.

6.10 Should a vacancy or vacancies arise in the membership of a community council between elections, the community council will advise Argyll and Bute Council who may hold an interim by-election and offer each community council opportunity to be included in the by-election.

6.11 Argyll and Bute Council will not normally hold more than one by-election to fill casual vacancies in any community council within a 24-month period. Should circumstances arise that lead to the number of community councillors to fall below half of the total number of seats on the community council Argyll and Bute Council will hold a by-election during which time the remaining members (provided a quorum remains) of the community council will continue and may meet as a community council until the process of seeking to fill seats set out in para 6.6 above will have been held and exhausted, and Argyll and Bute Council decides to take the action set out in that paragraph or such other action as it considers appropriate in the circumstances.

6.12 The Returning Officer reserves the right to vary the community council term, should other electoral timetables conflict with the community council election for that term, to prevent disruption to the community council election process.

7 Use of Local Skills / Knowledge

A community council may seek information or advice from any person who may have particular skills or knowledge relating to an issue which the community council is considering. A summary of the information or advice provided by such person will be recorded in the minutes of the meeting, and the final decision on any such issue will be taken only by the elected members of the community council.

8 Equalities

8.1 Recognition should be given to the contribution of everyone participating in the work of a community council. Community councils will comply with equal opportunities legislation and good practice, and ensure that equality of opportunity is given to people within the community to put forward their views and opinions, and to have their skills and experience taken into account.

9. Meetings

- 9.1 The first meeting of a community council following a community council election, will be called by the Returning Officer and will take place within 21 days of the date of the election, or as soon as practicable thereafter. The business of that meeting will include adoption of a Constitution and Standing Orders, appointment of office bearers and any outstanding business matters from any outgoing community council.
- 9.2 The frequency of meetings will be determined by each community council, subject to one annual general meeting being held by the end of June each year and a minimum of 6 ordinary meetings being held each year for community councils where the electorate is above 600, or a minimum of 4 where the electorate is 600 or less.
- 9.3 The quorum at a meeting of a community council will be one quarter of the current number of elected members, but will never be less than three.
- 9.4 An outline for the content of business that community councils should adhere to when holding ordinary, special and annual general meetings is contained within the Model Standing Orders.

10. Liaison with the Council / Other Agencies / Area Community Planning Groups

- 10.1 Liaison with Argyll and Bute Council will adhere to the code of communication guidelines set out in the Best Practice Agreement. Community councils may make representations to Argyll and Bute Council and other public and private agencies, on matters for which it is responsible and which it considers to be of local interest. Other organisations will have adopted their own customer charter and community councils should contact them directly in the event of a query.
- 10.2 Community councils are strongly encouraged to work with and positively participate in the work of Area Community Planning Groups, which are the key local community engagement development forums in local decision making areas.
- 10.3 Representations should be made in the case of statutory procedures, such as planning or licensing matters, in terms of that procedure to the appropriate council official. On issues where a council service is consulting with community councils, representations should be made to the appropriate service officer.
- 10.4 Community councils will provide copies of their agendas 7 days prior to meetings and minutes within 14 days of the meeting having taken place to the council via the local authority's Community Council Liaison Officer.

11 Resourcing a Community Council

- 11.1 The financial year of each community council will be specified in the constitution of each community council to allow for the proper submission of accounts to the community council's annual general meeting.

- 11.2 The annual accounts of each community council will be examined by a person of good standing appointed by the community council, who must not be a member of that community council. A copy of the independently examined accounts will be submitted to the annual general meeting for approval and will be forwarded immediately after that meeting to the Community Council Liaison Officer.
- 11.3 Argyll and Bute Council may, at their discretion, require the community council to produce such records, vouchers and account books, as may be required.
- 11.4 A community council may secure financial or other resources for schemes, projects and other purposes consistent with its functions, and may apply for grants for suitable projects through the local authority or other grant schemes, but it will not accept any donation from any registered political party nor use any resources for purposes designed to affect support for or opposition against any such party.
- 11.5 Argyll and Bute Council, upon production of the approved audited accounts, may provide an administrative grant to community councils to assist with the operating costs of the community council. Grant payments may be used to cover the costs of:
- o Auditors' fees
 - o Production and circulation of minutes, agenda and annual reports or other Community Council documentation
 - o Stationery
 - o Photocopying
 - o Postage
 - o Travel costs
 - o Telephone costs
 - o Accommodation lets
 - o Affiliation fees
 - o Subscriptions
 - o Bank charges
 - o Advertising
 - o General publicity, promotional and ceremonial activities
 - o Consultation with the community
 - o Honorariums' to the Community Council secretary or treasurer
- 11.6 Argyll and Bute Council may facilitate advice and assistance to community councils and arrange for the establishment of a training programme for community councils on the duties and responsibilities of community council office bearers, the role of community councils (including community engagement processes), the functions of the local authority and other relevant topics.

12. Liability of Community Council Members

- 12.1 Argyll and Bute Council will meet the costs of public liability insurance in respect of the reasonable and proper activities of community councils.

13. Complaints against Community Councils

- 13.1 Both elected and co-opted members of community councils must comply with and

abide by the terms of this Scheme, the constitution of their community council (as may be amended from time to time) and the Code of Conduct for Community Council Members.

- 13.2 Any person may complain to the community council about the conduct of the community council, or any member or group of members thereof. All complaints shall be dealt with by the community council in the first instance, unless:
- 13.2.1 the complaint concerns the conduct of the community council as a whole, or the conduct of half or more of the community council members;
- 13.2.2 three or more complaints have previously been received about a particular community council member, or from a particular individual, during a single community council term; or
- 13.2.3 the complaint concerns the response of the community council to a previous complaint.
- 13.3 Complaints falling within one of the categories in clauses 13.2.1 to 13.2.3 shall be referred to a Conduct Review Panel established under clause 13.7.
- 13.4 The community council need not consider the substance of a complaint, nor refer a complaint to the Conduct Review Panel, if the community council decides (by a simple majority of those present and voting at a meeting) that the complaint is vexatious, or that the subject matter of the complaint is substantially identical to that of a previous complaint that has been or is being dealt with by either the community council or the Conduct Review Panel.
- 13.5 All other complaints shall be considered by the relevant community council who shall have in place a process for complaints handling which entails all complaints being formally tabled at the next available meeting of the community council for discussion and determination. A simple majority of members present and voting shall decide on whether the subject of the complaint has, on the balance of probabilities, failed to comply with the obligations set out at clause 13.1. Any member who is the subject of a complaint, or who is the complainer, shall not be entitled to vote. If satisfied that those obligations have not been complied with, the community council must either:
- 13.5.1 censure the member(s) in question;
- 13.5.2 issue a formal written warning to the member(s) in question;
- 13.5.3 suspend the member(s) from the community council for up to 3 months; or
- 13.5.4 where it considers that the sanctions set out in 13.5.1 to 13.5.3 would be inappropriate or insufficient, refer the complaint to the Conduct Review Panel for consideration and determination.
- 13.6 At the request of either the complainer or the subject of the complaint, arrangements shall be made for members of the community council to vote on the complaint by way of a secret ballot.

- 13.7 A Conduct Review Panel (a “panel”) shall be established to deal with any complaints referred under clauses 13.3 or 13.5.4.
- 13.8 A Panel shall consist of 3 elected members of Argyll and Bute Council’s Regulatory Cohort plus 2 members of community councils within the Argyll and Bute Council area to which the complaint does not relate. The Panel will have a quorum of 3. Only Panel members present for all meetings in relation to a complaint can vote on the decision on that complaint.
- 13.9 If a complaint is made in respect of a decision of a community council to impose one of the sanctions set out at clauses 13.5.1 to 13.5.4 in respect of a previous complaint, including by the subject of that previous complaint, implementation of that sanction shall be suspended pending the Panel’s determination of the new complaint.
- 13.10 A Panel shall meet to decide a complaint within 12 weeks of the complaint being referred to it. In the event it cannot be decided within 12 weeks, both parties will be notified of the revised timescales.
- 13.11 A Panel may refer a complaint for consideration by an independent person or body to be determined by the Panel, which person or body shall have the same obligations and powers in respect of the complaint as the Panel.
- 13.12 Otherwise, a Panel shall decide on a simple majority whether the subject of the complaint has, on the balance of probabilities, failed to comply with the obligations set out at clause 13.1. If satisfied that those obligations have not been complied with, the Panel must:
- 13.12.1 impose one of the sanctions set out at clauses 13.5.1 to 13.5.3;
 - 13.12.2 where the complaint concerns a community council’s decision to impose one of those sanctions, confirm the community council’s decision;
 - 13.12.3 suspend the member(s) in question from the relevant community council for up to one year;
 - 13.12.4 remove the member(s) in question from the relevant community council, either with or without a period of disqualification under 13.12.5;
 - 13.12.5 disqualify an individual from sitting on any community council within the Argyll and Bute Council area for such period as the Panel shall decide, up to a maximum of the remainder of the relevant community council’s term or 2 years, whichever is the greater;
 - 13.12.6 request the subject of the complaint to participate in mediation with the complainer (without prejudice to the Panel’s ability to impose one of the other remedies set out in clause 13.12 if that mediation is unsuccessful); or
 - 13.12.7 in circumstances where it appears that the whole community council, or a significant proportion of its members, have engaged in gross misconduct, recommend that Argyll and Bute Council suspend or dissolve the community council under clause 14.

- 13.13 Where a complaint referred to the Panel under clauses 13.2.3 and 13.3 concerns a community council's decision under clause 13.4, the Panel shall decide by a simple majority whether to confirm the community council's decision. If it does not confirm the community council's decision, it shall either: direct the community council to consider the original complaint in accordance with clauses 13.2 to 13.6 (excluding 13.4); or consider the original complaint itself in accordance with clauses 13.10 to 13.12.
- 13.14 Argyll and Bute Council reserves the right to carry out any investigation that it considers necessary into the conduct of a community council or individual members of a community council.

14. Dissolution of a Community Council

- 14.1 The provisions which apply relative to the dissolution of a community council are contained in the Model Constitution.
- 14.2 Should a community council fail to hold a meeting for a period of 3 consecutive prescribed meeting dates, or its membership falls below the prescribed minimum as set out in this Scheme for a period of 3 consecutive prescribed meeting dates Argyll and Bute Council may take action to dissolve the community council.

**MODEL CONSTITUTION FOR COMMUNITY COUNCILS IN
ARGYLL AND BUTE**

1. Name

The name of the COMMUNITY COUNCIL shall be
(referred to as “the COMMUNITY COUNCIL” in this document).

2. Area of the Community Council

The area of the COMMUNITY COUNCIL shall be as shown on the map attached to the local authority’s Scheme for the Establishment of Community Councils (hereinafter referred to as “the Scheme”).

3. Objectives

The objectives of the COMMUNITY COUNCIL shall be:

- a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;
- b) to express the views of the community to the local authority for the area to public authorities and other organisations;
- c) to take such action in the interests of the community as appears to it to be desirable and practicable;
- d) to promote the well-being of the community and to foster community spirit;
- e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.

4. Role and Responsibilities

4.1 In the discharge of their functions and the conduct of their business, the COMMUNITY COUNCIL and its members shall have regard to their role and responsibilities as set out in paragraph 3 of the Scheme approved by Argyll and Bute Council, and the Best Practice Agreement.

4.2 Members of the community council shall comply with and abide by their obligations under the Scheme, this Constitution and the Code of Conduct for Community Council Members, and their compliance shall be enforced via the procedure set out at Section 13 of the Scheme.

5. Membership

The number of members of the community council and the arrangements for the operation of the community council will be as governed by the Scheme and as determined from time to time by Argyll and Bute Council.

In event of the resignation of the Secretary and/or Treasurer, all documentation, financial records etc held on behalf of the community council shall be passed to the nominated person appointed by the community council within 7 days of the effective date of such resignation.

6. Method of Election

The arrangements for electing persons to be community councillors will be as laid down in the Scheme and as determined by the Returning Officer.

7. Casual Vacancies on the Community Council

Where a vacancy arises which does not result in the number of community councillors falling below the minimum number as specified in Appendix 3 of the Scheme, the community council may agree to fill the vacancy through co-option with full voting rights to a maximum of one third of the total membership of the community council.

Co-opted members may serve for a maximum of 2 years, or until the interim by-election, whichever occurs later, at which point they will require to stand for election or step down from the role.

The terms of co-option are as set out in the Scheme at Section 6.8

8. Voting Rights of Members of the Community Council

A community councillor (whether elected or co-opted) has a right to vote at any meeting of the community council or any committee thereof.

In these circumstances all decisions of the community council will be decided by a simple majority of those community councillors present and voting, with the exception of circumstances which may arise under:

Constitution: paragraph 16 – Alterations to the Constitution; or

Constitution: paragraph 17 – Dissolution

In the event of an equality of votes the person presiding at the meeting shall have a second or casting vote (Except that relating to appointment of an officer bearer which, in event of an equality of votes, will be determined by lot).

9. Election of Office-Bearers

- (a) At the first meeting of the community council after elections in the year when elections are held and at the annual general meeting in the year

when elections are not held, the community council will appoint a person to be known as Convener who will act as the chair of the community council, a Secretary, a Treasurer, and other such office-bearers as it shall from time to time decide.

- (b) All office-bearers will be elected for one year, but shall be eligible for re-election. However, no office bearer shall serve in that particular office for more than two consecutive terms of the life of the community council (i.e. eight years), but will be eligible to serve in that office after a break of four years. If there is good cause to depart from this requirement and two thirds of the members are supportive, the council may, upon written application, agree to waive this requirement.
- (c) Without the express approval of Argyll and Bute Council, no one member shall hold more than one of the following offices at any one time: Convener, Secretary or Treasurer.
- (d) Office bearers may be removed and a replacement approved at any meeting of the community council by a 2/3rds majority vote of the members present and voting

10. Committees of the Community Council

The community council may appoint a number of their members to committees of the community council for the purpose of advising the community council on any matter and shall determine the composition, terms of reference and duration of the committee.

11. Meetings of the Community Council

- (a) The quorum at a meeting of a community council will be one quarter of the current number of members, but will never be less than three.
- (b) Each year the community council will hold an annual general meeting by the end of June, for the purpose of receiving and considering the Convener's annual report, the submission and approval of the independently examined annual statement of accounts, the appointment of office bearers and to set the annual meeting programme.
- (c) One annual general meeting and a minimum of 6 ordinary meetings of the community council will be held each year where the electorate is above 600 or a minimum of 4 ordinary meetings of the community council where the electorate is 600 or less.
- (d) Dates, times and venues of ordinary meetings of the community council will be fixed at the first meeting of the community council following ordinary elections and thereafter at its annual general meeting. Special meetings will require at least 7 days public notice, either called by the Convener, or on the request of not less than one-half of the total number of community council members. The Executive Director of Customer Services of Argyll and Bute Council

or his nominee may, in exceptional circumstances, call a meeting of the community council.

- (e) Copies of all minutes of meetings of the community council and of committees thereof will be approved as a correct record or corrected as need be at the next prescribed meeting of the community council, but the draft minute shall be circulated within 14 days from the date of that meeting, to community council members, elected members, other appropriate parties and Argyll and Bute Council's Community Council Liaison Officer.
- (f) The community council will abide by its Standing Orders for the proper conduct of its meetings.
- (g) The community council has a duty to be responsive to the community it represents. Should the community council receive a written request (petition), signed by at least 20 persons resident within the community council area to convene a special meeting for a particular matter or matters to be considered, the Secretary will call such a meeting within 14 days of receipt of such a request and advertise it in the manner prescribed locally for special meetings of the community council.
- (h) The community council may discuss items of business in private where it considers it appropriate to do so. The decision to discuss an item of business in private will be agreed in advance and decided by a majority of those community councillors present and voting. Notice of a meeting will be given to the public in the usual way. However, the notice will record that the meeting, or a part thereof, may be held in private.

12. Public Participation in the Work of the Community Council

- (a) All meetings of the community council and its committees (subject to 11(h), above) shall be open to members of the public. Reasonable provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the community council, under the guidance of the Convener.
- (b) Notices calling meetings of the community council and its committees shall be posted prominently within the community council area for a minimum period of seven days before the date of any such meeting, and, where possible, be advertised by other suitable means.

13. Information to the Local Authority

An annual calendar of the community council's prescribed meeting dates, times and venues, agreed at the community council's annual general meeting, will be sent to the local authority's Community Council Liaison Officer, along with minutes of all meetings, the annual report, the annual

financial statement, and any other such appropriate information, or as may from time to time be required by Argyll and Bute Council. When special meetings of the community council are to be held, the local authority's Community Council Liaison Officer and Elected Members should be advised of the date, time venue and item(s) of business of such meetings, at least 7 days in advance of the meeting date.

14. Control of Finance

Community councils must follow the principles of financial control set out in the Best Practice Agreement; in particular:

- (a) All monies provided by the local authority and other sources to, or raised by or on behalf of the community council, shall be applied to further the objectives of the community council and for no other purpose. The monies provided by the local authority in the annual Administrative Grant for administrative and other approved purposes will be used only as prescribed. Monies raised from other sources may be used in accordance with the terms of this provision (so long as they are consistent with the objectives of the community council), or in the absence of such terms, for the furtherance of the objectives of the community council.
- (b) The treasurer will keep proper accounts of the finances of the community council.
- (c) Any two of three authorised signatories, who will normally be office bearers of the community council, may sign cheques on behalf of the community council. Authorised signatories may not be co-habitees.
- (d) A statement of accounts for the last financial year, independently examined by a person of good standing appointed by the community council, who must not be a member of the community council, will be submitted to the annual general meeting of the community council and will be made available for inspection by members of the public at a convenient location.
- (e) Examined accounts as received and approved by the community council at the annual general meeting will be submitted to the Community Council Liaison Officer together with the draft AGM minutes.
- (f) In the event of a community council resolving to dissolve itself or being disestablished then, on a certificate signed by the Executive Director of Customer Services or his nominee, the whole assets and funds of the community council shall revert to Argyll and Bute Council to be held in trust and to be directed by them in support of any future community council identified to represent that community. In setting up bank accounts, it will be incumbent on the community council to put in place banking arrangements that will permit the foregoing to be given effect to.

15. Title to Property

Subject to 14(f) above property and other assets belonging to the community council will be vested in the Convener, Secretary and Treasurer of the community council and their successors in these respective offices.

16. Alterations to the Constitution

Any proposal by the community council to alter this Constitution must be first considered at a meeting of the community council and the terms of the proposal to alter the Constitution shall be stated on the notice calling the meeting, which shall be issued not less than seven days prior to the meeting. Any proposed alteration may not prejudice the terms and objectives contained within the Scheme for the Establishment of Community Councils.

If the proposal is supported by two-thirds of the community council members present and thereafter approved in writing by Argyll and Bute Council, the alteration shall be deemed to have been duly authorised and can then come into effect.

17. Dissolution

If the community council decides at any time that it is necessary or advisable to dissolve, it shall first agree a date to hold a public meeting of the community council to be held for the specific purpose of discussing the proposed resolution to dissolve. It is a requirement that not less than seven days prior to the date of such meeting public notice of the meeting and the proposal to dissolve is given in a local newspaper. If the resolution is supported by two-thirds of the current membership and thereafter approved by Argyll and Bute Council, the community council shall be deemed to be dissolved and all assets remaining, after the satisfaction of any proper debts or liabilities shall transfer to the Argyll and Bute Council as specified in paragraph 14 (f) above.

In the event that the community council is dissolved under the above procedure, and twenty or more electors subsequently wish the re-establishment of a community council for the area, these electors shall submit a requisition to Argyll and Bute Council in accordance with Section 52(7) of the Local Government (Scotland) Act 1973, on receipt of which the Returning Officer shall arrange for elections to be held in accordance with the Scheme for the Establishment of Community Councils.

Where for any reason, the number of community council members falls below the minimum specified in the Scheme for the Establishment of Community Councils Argyll and Bute Council may, by suspending the Constitution of the community council, resolve to dissolve the community council.

18. Approval and adoption of the Constitution

This Constitution was adopted by
COMMUNITY COUNCIL, on

.....

.....	Signed:	Convener
.....		
.....		Member
.....		Member
.....		Date

and was approved on behalf of Argyll and Bute Council

on Date

..... Signed (Executive Director of
Customer Services or nominee)

.....

MODEL STANDING ORDERS

1. Meetings (all held in public)

(a) Ordinary meetings of the COMMUNITY COUNCIL shall be held in the months of [to be entered]. Special Meetings may be called at any time on the instructions of the Convener of the COMMUNITY COUNCIL on the request of not less than one-half of the total number of COMMUNITY COUNCIL members; or the receipt of a common written request (petition), signed by at least 20 persons, resident within the COMMUNITY COUNCIL area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting. A special meeting shall be held within 14 days of the receipt of the request made to the Secretary of the COMMUNITY COUNCIL. Annual general meetings are held annually by the end of June.

(b) The notice of ordinary and annual general meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and Argyll and Bute Council's Community Council Liaison Officer by the Secretary of the COMMUNITY COUNCIL, and will be displayed prominently within the COMMUNITY COUNCIL area, at least 7 days before the date fixed for the meeting.

2. Minutes

Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL shall be drawn up within fourteen days from the date of that meeting, displayed in public places, such as libraries and notice boards, provided to Argyll and Bute Council and shall, following their approval, be signed at the next meeting of the COMMUNITY COUNCIL by the person presiding thereat and retained for future reference.

3. Quorum

A quorum shall be one quarter of the current number of elected members, but will never be less than three.

4. Order of Business

(i) Ordinary Meeting

The order of business at every ordinary meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Establish whether there are any declarations of interest.

- (c) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.
- (d) Any other item of business, which the Convener has directed, should be considered.
- (e) Any other competent business.
- (f) Public questions.
- (g) Convener to declare date of next meeting and close meeting.

(ii) Annual General Meeting

It will not be uncommon that the COMMUNITY COUNCIL has arranged for an ordinary meeting of the COMMUNITY COUNCIL to begin at the close of the annual general meeting, to enable any outstanding reporting on business matters to be heard; and for COMMUNITY COUNCIL members and members of the public to have an opportunity to bring matters to the attention of the COMMUNITY COUNCIL, possibly for inclusion on a future agenda.

The order of business at every annual general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Establish whether there are any declarations of interest.
- (c) The minutes of the last annual general meeting of the COMMUNITY COUNCIL shall be submitted for adoption.
- (d) Convener's Annual Report (and questions from the floor).
- (e) Secretary's Annual Report (and questions from the floor).
- (f) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- (g) Election of office bearers.
- (h) Agree annual programme of meetings
- (i) Chairperson to declare date of next annual general meeting and close meeting.

(iii) Special Meeting

The order of business at a special meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.

- (b) Establish whether there are any declarations of interest.
- (c) Business for debate, as described in the calling notice for the special meeting.
- (d) Public Questions
- (e) Convener to close meeting.

5. Order of Debate

- (a) The Convener shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and her/his ruling shall be final and shall not be open to discussion. In particular, the Convener shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4, above. The Convener in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the COMMUNITY COUNCIL and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Convener shall have the power, in the event of disorder arising at any meeting, to adjourn the COMMUNITY COUNCIL meeting to a time he/she may then, or afterwards, fix.
- (b) Every motion or amendment shall be moved and seconded.
- (c) After a mover of a motion has been called on by the Convener to reply, no other members shall speak to the question.
- (d) A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- (e) A motion or amendment which seeks to revoke or alter a previous decision of the COMMUNITY COUNCIL, or has that effect, shall not be competent within six months of that decision.

6. Voting

- (a) Voting shall be taken by a show of hands.
- (b) In the event of an equality of votes the person presiding at the meeting will have a second or casting vote, except in the case of an appointment of a person to any office within the COMMUNITY COUNCIL when the decision will be determined by lot.

7. Alteration of Standing Orders

A proposal to alter these Standing Orders may be proposed to Argyll and Bute Council by the COMMUNITY COUNCIL, provided that notice of motion

to that effect is given at the meeting of the COMMUNITY COUNCIL previous to that at which the motion is discussed. Argyll and Bute Council shall make the final decision on any proposed change.

8. Committees

The COMMUNITY COUNCIL may appoint such committees as it may from time to time decide for the purpose of advising the COMMUNITY COUNCIL on any matter and shall determine their composition, terms of reference, duration, duties and powers.

9. Suspension of Standing Orders

These Standing Orders shall not be suspended except at a meeting at which three-quarters of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.

ARGYLL AND BUTE COUNCIL
SCHEME FOR THE ESTABLISHMENT OF
COMMUNITY COUNCILS

BOUNDARIES FOR COMMUNITY COUNCIL AREAS
MEMBERSHIP OF COMMUNITY COUNCILS

Membership will be based on the electorate of the Community Council area according to the following:

Electorate	Number of Core Members
Up to 600	8
601 - 1000	10
1001 – 5000	16
Over 5000	20

	Community Councils	Polling Districts	Polling District Name	Electorate 26.04.17	Membership	Council Ward
1	Southend	AA03	Southend	356	8	1
2	The Laggan	AA02	Drumlemble	336	8	1
3	Campbeltown	AA01	Campbeltown South	1354	16	1
		AA04	Campbeltown Central	1710		1
		AA06	Campbeltown North	<u>1199</u> 4263		1
4	West Kintyre	AA07	Bellochantuy/ Kilkenzie	151	10	1
		AA12	Chleit	289		2
		AA13	Clachan	<u>244</u> 684		2
5	East Kintyre	AA05	Peninver	167	8	1
		AA08	Carradale	<u>408</u> 575		2
6	Tarbert & Skipness	AA09	Skipness	93	16	2
		AA10	Tarbert	<u>1187</u> 1180		2
7	Gigha	AA11	Gigha	128	8	2
8	Islay	AA15	Port Charlotte	447	16	2
		AA16	Portnahaven	180		2
		AA17	Kilmeny	426		2
		AA18	Port Ellen	875		2
		AA19	Bowmore	<u>680</u> 2608		2
9	Jura	AA20	Jura	168	8	2
10	Colonsay	AA21	Colonsay	120	8	2
11	South Knapdale	AA14	Dunmore	104	8	2
		AA24	Achahoish	<u>98</u> 202		3
12	North Knapdale	AA25	Crinan	207	8	3
		AA26	Tayvallich	<u>219</u> 426		3
13	Ardrishaig	AA23	Ardrishaig	1122	16	3

	Community Councils	Polling Districts	Polling District Name	Electorate 26.04.17	Membership	Council Ward
14	Lochgilphead	AA27	Lochgilphead	2289	16	3
15	West Lochfyne	AA34	Minard	286	8	3
16	Furnace	AA29	Furnace	222	8	3
17	Inveraray	AA28	Inveraray	574	8	3
18	Dunadd	AA30 AA31 AA33	Kilmartin Ford Kilmichael Glassary	265 167 <u>333</u> 765	10	3 3 3
19	Craignish	AA32	Craignish	348	8	3

	Community Councils	Polling Districts	Polling District Name	Electorate 26.04.17	Membership	Council Ward
20	Mull	AA42 AA43 AA44 AA45 AA46 AA47 AA48 AA49 AA50	Tobermory Dervaig Ulva Ferry Salen Lochdonhead Lochbuie Pennyghael/ Tiroran Bunessan Fionnphort	914 306 112 382 251 30 65 231 <u>160</u> 2451	16	4 4 4 4 4 4 4 4 4
21	Iona	AA51	Iona	128	8	4
22	Coll	AA52	Coll	159	8	4
23	Tiree	AA53	Tiree	536	8	4
24	Oban	AA36 AA37 AA38 AA39 AA64	Oban Central Oban West Oban Glencruitten Oban Soroba Oban North	450 1831 1504 1141 <u>1924</u> 6850	20	4 4 4 4 5
25	Glenorchy & Innishail	AA55 AA56 AA57 AA61	Lochawe Dalmally Bridge of Orchy Portsonachan	133 359 35 <u>79</u> 606	10	5 5 5 5
26	Taynuilt	AA58	Taynuilt	900	10	5
27	Avich & Kilchrenan	AA59 AA60	Kilchrenan Dalavich	128 <u>108</u> 236	8	5 5
28	Luing	AA62	Luing	155	8	5
29	Kilninver & Kilmelford	AA63 AA68	Kilmelford Kilninver	235 <u>115</u> 350	8	5 5

	Community Councils	Polling Districts	Polling District Name	Electorate 26.04.17	Membership	Council Ward
30	Seil & Easdale	AA65	Easdale	557	8	5
31	Kilmore	AA66	Kilmore	308	8	5
32	Dunbeg	AA67	Dunbeg	586	8	5
33	Lismore	AA69	Lismore	115	8	5
34	Appin	AA70	Appin	419	8	5
35	Connel	AA71	Connel	500	8	5
36	Ardchattan	AA72 AA73 AA74	Barcaldine Lochnell Ardchattan	199 1110 <u>97</u> 1406	16	5 5 5

	Community Councils	Polling Districts	Polling District Name	Electorate 26.04.17	Membership	Council Ward
37	Colintraive & Glendaruel	AA75 AA76 AA84 (Prt)	Glendaruel Colintraive Rashfield	137 122 <u>18</u> 277	8	6 6
38	Cairndow	AA77	Cairndow	126	8	6
39	Lochgoil	AA78	Lochgoilhead	373	8	6
40	Strachur	AA79 AA80	Strachur Strathlachlan	509 <u>162</u> 671	10	6 6
41	Kilfinan	AA81 AA82	Kilfinan Tighnabruaich	87 <u>565</u> 652	10	6 6
42	Hunter's Quay	AA83A	Hunter's Quay	786	10	6
43	Kilmun	AA84 (Prt) AA86	Rashfield Strone	255 <u>561</u> 816	10	6 6
44	Ardentinny	AA85	Ardentinny	148	8	6
45	Sandbank	AA87	Sandbank	1066	16	6
46	Dunoon	AA83 AA89 AA90 AA91 AA93	Kirn Hafton Dunoon Ardenlate Dunoon South	1009 1711 228 1718 <u>650</u> 5316	20	7 7 7 7
47	South Cowal	AA92	Innellan	1338	16	7
48	Bute	AA94 AA95 AA96 AA97 AA98 AA99	Rothesay North Port Bannatyne Rothesay Central Bute West Bute East Kingarth	1090 521 392 1329 1355 <u>223</u> 4920	16	8 8 8 8 8 8

	Community Councils	Polling Districts	Polling District Name	Electorate 26.04.17	Membership	Council Ward
49	Rhu & Shandon	AD01 AD07	Rhu South North Rhu & Shandon	894 <u>724</u> 1618	16	9 9
50	Garelochhead	AD02	Garelochhead	1252	16	9
51	Cove & Kilcreggan	AD03 AD08	Cove Kilcreggan	408 <u>825</u> 1227	16	9 9
52	Arrochar, Tarbet & Ardlui	AD10 AD04 AD06	Glencroe Arrochar Tarbet & Ardlui	158 340 <u>199</u> 697	10	9 9 9
53	Rosneath & Clynder	AD09	Rosneath	1157	16	9
54	Luss and Arden	AD05 AD24	Luss Arden	172 <u>114</u> 286	8	9 11
55	Helensburgh	AD12 AD13 AD14 AD15 AD16 AD17 AD18 AD20 AD21 AD22	Kirkmichael Helensburgh Lower East Helensburgh Upper West Helensburgh West Helensburgh Central Helensburgh East Helensburgh Lower West Colgrain Helensburgh North East Helensburgh Upper East	675 1670 526 1248 1175 1011 1269 1580 1145 <u>821</u> 11120	20	10 10 10 10 10 10 10 11 11 11
56	Cardross	AD23	Cardross	2039	16	11

**BEST PRACTICE AGREEMENT
2018**

**Argyll and Bute Council
Argyll and Bute Community Councils**

**Argyll and Bute Council Commitment
Community Council Commitment
Code of Guidance for Communications
Financial Guidelines
Code of Conduct for Community Councillors**

Best Practice Agreement

The work of community councils across Argyll and Bute varies from community council to community council – as does their method of operation and the ways in which they engage with a range of public and other community bodies. It should not be forgotten however that that main purpose of a community council is to represent the views of the community which it represents.

This Best Practice Agreement outlines the commitments required from both Argyll and Bute Council and community councils to build strong relationships and operate effectively together to advance the interest of Argyll and Bute communities. It also incorporates a Code of Communication, Financial Guidelines, and Code of Conduct for community councillors.

Argyll and Bute Council will keep the responsibilities and procedures laid down in this Code of Practice under regular review, and will formally review as part of the 4 yearly review of the Scheme of Establishment. Argyll and Bute Council will consult with community councils on any aspects where amendment appears necessary or desirable.

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Argyll and Bute Council Commitment

Community Engagement

1. Argyll and Bute Council recognises that community councils have made, and will continue to make, a valuable contribution to the development of Argyll and Bute through their engagement in localised community planning, their representation of community views and their promoting and delivery of local activities.
2. Argyll and Bute Council, in recognising the statutory purpose of community councils, recognises that they have a clear link to their local Area Community Planning Groups.
3. Argyll and Bute Council will be guided in its community engagement activities by the National Standards of Community Engagement. Argyll and Bute Council will, using the National Standards of Community Engagement, consider the appropriateness of how best to consult with local communities, this could include:
 - direct consultation with particular user groups rather than geographical communities
 - direct consultation with individual community councils where there is a geographic link to a physical or policy development likely to have an effect on the people whom community councils represent
 - regular engagement through the Area Community Planning Groups
4. It is recognised that not all community councils require to be consulted in every matter. Consultations with community councils should be carefully considered against a test of relevance and appropriateness.
5. In consulting with community councils, Argyll and Bute Council recognises the need to allow community councils sufficient time to respond. Where possible, Argyll and Bute Council will aim to give community councils a period of at least one month in which to reply. In relation to planning applications, or other licensing matters, there may be a different timescale.
6. Some services, particularly Planning and Licensing, must follow statutory procedures. Advice and training on procedure to be adopted will be issued independently to this Best Practice Agreement, and will be kept updated if there are any national or local policy changes.
7. Argyll and Bute Council is committed to encouraging open, local, democratic debate and will support community councils to ensure that they are best place to facilitate this. This will include the:
 - Timely provision of relevant information
 - Recognition of status as a community representative body for their area (noting that is enhanced where robust community engagement processes are evidenced)
 - support from the Community Learning and Development Service to improve their own community engagement processes
 - a programme of training and development as organised by the Community Council Liaison Officer to address identified training needs, support understanding of Standing Orders and Constitution, to understand the specific operation of council departments, and to generally promote good practice.

8. Argyll and Bute Council will facilitate on request an annual engagement meeting between the council leadership and representatives of all community councils. At such meetings community councils may comment generally on matters of concern and may be used to sound out general proposals by Argyll and Bute Council where strategic developments are likely to affect local communities.

Elections

9. Argyll and Bute Council will organise and conduct elections to community councils on a 4 year basis. Argyll and Bute Council will seek to promote electoral participation in such elections by providing general publicity and will seek to maximise electoral participation by using postal voting.
10. Argyll and Bute Council will seek to work with individual community councils, community council caucuses and other representative bodies within the area to promote electoral participation and will facilitate the dissemination of good practice re participation to all community councils.
11. Argyll and Bute Council will, through the Returning Officer, run any necessary by-elections during the 4 year term of the community council, working with the local community council to promote electoral participation.

Finance and Resources

12. Argyll and Bute Council will continue to provide funding for the administration of community councils through the payment of an annual grant. This will be paid following submission of community council's audited accounts (following approval at the AGM) together with a request for the administration grant and minutes of the AGM.
13. Argyll and Bute Council will continue to meet the costs of Public Liability Insurance in respect of the reasonable and proper activities of the community council.
14. Argyll and Bute Council will continue to provide photocopying of agendas and minutes for community councils through its network of Customer Service Points or Kilmory headquarters. Other copying may be provided subject to authorisation being obtained from the Council's Community Council Liaison Officer.
15. Argyll and Bute Council will provide general financial and administrative advice to community councils through the Governance and Law Service.

Meetings, Minutes and Reports

16. Argyll and Bute Council will make available through its Modern.Gov online system the agenda and reports for all council committee meetings 5 days in advance of the meeting date, except where these reports contain exempt information as defined in the appropriate paragraph of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973. These will be published on www.argyll-bute.gov.uk. Where requested, the council will provide email notification to community councils of their publication.
17. Argyll and Bute Council will make available for viewing within 7 days of the meeting, minutes of all council committee meetings. These will be published on www.argyll-bute.gov.uk

18. Argyll and Bute Council will make available dates of its formal committee meetings and dates of Area Community Planning Groups, local liaison groups as existing.
19. Argyll and Bute Council will provide Internet facilities for use through local libraries

Communications

20. The council's advice on communications is contained within "Code of Guidance for Communications with the Council." Argyll and Bute Council is committed to respecting this advice.
21. Argyll and Bute Council will hold a centralised list of community council contacts which will be updated as per instruction from community councils.
22. Subject to appropriate consent being given, Argyll and Bute Council will provide details of the nominated contact(s) (normally the Secretary and/or Convener) on their website. This may include their name, address, telephone number and email address.

Community Council Commitment

Community Engagement

1. Community councils have a statutory right to ascertain, co-ordinate and express the views of the communities to Argyll and Bute Council and other public bodies. Community councils should seek to establish close, constructive relationships with Argyll and Bute councillors, council staff and other bodies as appropriate.
2. In ascertaining views, community councils should ensure there is wide consultation with the community and they should encourage local interest and participation in community debate. It is recognised that the more robust community councils can be in evidencing good community engagement, the more weight will be attributed to their view.
3. Community councils should give consideration to the use of social media which could play a part in engaging with community and under-represented groups whose views may not be forthcoming at meetings of the community council.
4. In expressing views, community councils should ensure that they reflect the balance of community interest and that the views expressed are set out in writing and relevant to the issues under discussion. The Secretary as official correspondent should ensure that they are acting with appropriate authority of the community council to do so when setting out the views of the community council in writing.
5. Community councils may identify specific arrangements for consultation on planning applications. To ensure the timely update of any change in planning contacts community councils are requested to notify their local planning office directly of the change, as well as the Community Council Liaison Officer. The planning contact should be aware of the system for planning applications consultation operated by the council and should respond within the time limits laid down.
6. Community councils should encourage participation by other local organisations including special interests groups, civic groups, youth groups, tenants and residents associations, etc to ensure that a wide range of views are known to the community councils.
7. Community councils should actively support the development of community action plans for their area – whether as the lead body, or as a key stakeholder. Where these exist they may be used by community councils to help prioritise key work / consultation areas and communication of these to public and partners.
8. In particular community councils should appoint personnel to represent them at any appropriate Area Community Planning Group activity / forum. This contact will represent the views of the community council within the activity / forum and will feedback to their community councils.
9. Community councils will make every effort to participate in and respond to relevant consultations to ensure their community is represented in matters of interest.

Elections

10. Community councils should encourage contested community council elections or by-elections, promoting electoral participation, the role of community councils and community councillors within the community they represent.

Meetings, Minutes and Reports

11. Community councils should ensure that invitations are extended to all Argyll and Bute councillors to attend any meeting of the community council within their ward area. Community councils should recognise that Argyll and Bute councillors may have more than one community council within their ward area (in addition to their other commitments as councillors) and have discretion about their own arrangements, or ward arrangements to attend community council meetings.
12. Community councils should ensure that all meetings and activities are publicised in accordance with the detail set out in the Model Constitution 7 days prior to the meeting, and that there is an opportunity for members of the public and special interest groups to participate in discussion on the basis of information provided by the community council. Public discussion and open debate should be encouraged through the use of regular agenda items such as "Question Time" or "Points of View".
13. Community councils should ensure that all minutes of meetings are forwarded to relevant Argyll and Bute ward councillors and the CCLO. Community councils should consider whether the use of a website may have a role to play in widening access to their minutes etc.
14. Community councils will liaise with other community councils and local organisations to share good practice and exchange information on matters of common interest.
15. Community councils must hold, in addition to an AGM, a minimum of 6 ordinary meetings of the council each year, where the electorate is above 600. Where the electorate is 600 or less, a minimum of 4 ordinary meetings should be held. If desired a summer recess should be considered, good practice would be to tie in with any Council recess (currently scheduled for the month of July).
16. Community councils shall ensure that, as far as reasonably practicable, meetings are held in premises accessible to **all** members of the community.
17. Where representatives of community / other groups attend and speak at a community council meeting on behalf of their groups, to promote good transparency, such attendance and input given should be noted clearly in the minutes of the meeting.

Finance and Resources

18. Community Councils shall have due regard to the Financial Guidelines contained within the Best Practice Agreement.
19. Community councils should encourage members to attend any training provided to assist in terms of their operation as a community council – in particular that relating to improving their own community representation.
20. Community councils may wish to make a mileage payment to its members in respect of attendance at such training sessions and, where large geographic

areas are covered, the mileage associated with attending meetings. Such arrangements should be agreed by the community council who will put in place an appropriate procedure for claiming such monies and also agree a rate of payment. There will be no additional payment from the council.

21. Community councils shall encourage local development by promoting funding of community efforts. They may set up and raise specific funds for this purpose.

Communications

22. The council's advice on communications is contained within "Code of Guidance for communications with the council." Community councils will respect the advice contained within this.
23. Community councils should ensure that an up-to-date contact list of all members, elected and co-opted, is maintained and changes notified to the appropriate area governance staff and/or the Community Council Liaison Officer.

Good Practice Agreement **Code of Guidance for Communications with the Council**

This is the Code of Guidance for Communications between Argyll and Bute Council and community councils referred to in the Best Practice Agreement.

Communications between such groups should follow the guidance below:

1. Enquiries

- 1.1 Enquiries are classified as “routine” or “major”.
- 1.1.1 “Routine Enquiry” includes enquiries to individual services regarding minor defects or service failures e.g. repairs required to street lights, road surfaces, uplift of rubbish, damaged play equipment, etc. Such enquiries should be made through the council’s “Report it” section on the website www.argyll-bute.gov.uk , which is a 24 hour service, or within office hours by calling the appropriate number from the list below:

Council Tax Enquiries: 01546 605511/ctax1@argyll-bute.gov.uk
Benefit Enquiries: 01546 605512
Roads & Lighting, Waste, Flytipping/Dog Fouling: 01546 605514
Complaints and Feedback: 01546 605516
Social Care & Blue Badges: 01546 605517
Planning and Building Control Services: 01546 605518 or
Planning.maki@argyll-bute.gov.uk
planning.olandi@argyll-bute.gov.uk
planning.bandc@argyll-bute.gov.uk
planning.handl@argyll-bute.gov.uk
Regulatory Services: 01546 605519
Homelessness: 01546 555936
Non-Domestic Rates: ndr@argyll-bute.gov.uk
Switchboard/General Enquiries: 01546 605522

For service disruption information, the council has a 24 hour phone line – 01546 604040 or you can email your enquiry to enquiries@argyll-bute.gov.uk . It is also possible to text your query to the council using the number 07860 023933.

- 1.1.2 “Major enquiry” includes a proposal to remove or amend a service, which would affect a number of members of the community. Such enquiries shall always be in writing.
- 1.1.3 “Planning comments” are comments made by the planning contact of the community council to the Planning Department, in response to notification about a planning application. Planning comments should always be in writing.
- 1.1.4 Writing includes typed or hand-written notes or letters, faxes or E-mails.

2. Making an Enquiry

- 2.1 Routine enquiries should be made to the department directly concerned. Routine enquiries may be made on the website, in writing or by telephone, fax, or e-mail or by calling in person to a Customer Service Point.

A copy of a routine enquiry need not be sent to an Argyll and Bute councillor unless the community council considers that it is appropriate to do so.

- 2.2 Major enquiries should always be made in writing and delivered by letter, fax or e-mail to the most suitable office of the service concerned. Major enquiries should be signed by the secretary, as official correspondent of the community council, or in the secretary's absence by the chair of the community council. Major complaints should always be copied to the local Argyll and Bute councillor/s.
- 2.3 Where community councils are unsure of the appropriate personnel the CCLO should be contacted for advice.
- 2.4 Where the enquiry concerns:
 - 2.4.1 The Constitution of a community council;
 - 2.4.2 The election of community councils i.e. the overall electoral system and not the procedure adopted at a specific election;
 - 2.4.3 Funding of a community council;
 - 2.4.4 Proposed amendments to the area of community council or a proposed change to existing divisions;
 - 2.4.5 The formation of a new community council;
 - 2.4.6 A statutory code, such as that relating to planning applications (i.e. the code itself and not the way in which a specific application was dealt with); or
 - 2.4.7 A query with regard to the application of this advice

In the first instance the enquiry should be made to the Community Council Liaison Officer.

- 2.5 Enquiries, whether routine or major, should be addressed to individual service departments about individual issues. A series of enquiries on different service issues should not be addressed to one service (other than the Community Council Liaison Officer as above).
- 2.6 Where communications are from Argyll and Bute Council to a community council these will normally be addressed to the Secretary of the community council concerned, except where a liaison or contact nomination has previously been agreed, for example a planning or licensing liaison contact.

3. Responses

- 3.1 Routine enquiries will not require a written response from services in every case. Services should advise, however, where a routine enquiry cannot be responded to within 5 working days. Where a council official deems it appropriate, a copy of any written response regarding a routine enquiry may be sent to the appropriate

Argyll and Bute councillor.

- 3.2 Responses to major enquiries will depend upon the nature of the enquiry and the ability of the service to respond. Where a major enquiry can be dealt with within existing resources or comes within existing policies, then it will be dealt with by the service in accordance with the policy.
- 3.3 Where a major enquiry raises a new issue or cannot be dealt with within existing resources or could cause undue demand on resources, the appropriate officer concerned shall respond to the community council stating this view. A copy of any such response must be sent to the relevant local councillors.
- 3.4 If, in the view of the appropriate officer, a major enquiry cannot be dealt with by the specific service, because it is against council policy, or would, in the appropriate officer's view, be impracticable, unreasonable or not possible for some other stated reason, then the appropriate officer shall write to the community council with these views and a copy of any such response should be sent to the relevant local councillors.
- 3.5 In writing to the council, community councils should be specific about the details of any complaint, and give sufficient detail to identify the specific items, identifying locations and the nature of events which are of concern and any persons involved, including addresses.
- 3.6 Some services, particularly Planning, must follow statutory procedures. Advice on the procedure to be adopted by community councils in respect of responses to planning applications have been issued and should be followed by the planning contact of the community.
- 3.7 The use of the Internet and e-mail is encouraged.

4. Timescale For Written Response

- 4.1 Enquiries will be acknowledged with three working days.
- 4.2 Email and whitemail simple enquiries will be responded to within 5 working dates of the date of receipt of your enquiry.
- 4.3 If not considered routine the council will let you know within 5 working days and will provide information as to the name, telephone number and email address of the person dealing with your enquiry.

5. Keeping Argyll and Bute Councillors Informed

- 5.1 Community councils should keep local Argyll and Bute councillors informed with regard to more complex enquiries. The community councils are encouraged to agree a method of keeping Argyll and Bute councillors updated on key issues that arise in the area, recognising that it will not always be possible for attendance at every meeting, and this may best be done by either maintaining a briefing log that can be provided to councillors after the meeting or prompt forwarding of draft minutes.

- 5.2 The community council Secretary should send copies of letters, faxes and e-mails to the local Argyll and Bute councillor/s at the time such an enquiry is made.
- 5.3 Departments, in responding to community councils, shall send a copy of any response on a more detailed enquiry, relating to a service issue, to the local Argyll and Bute councillor/s at the same time as it is sent to community council.

6. Issues About Service Responses

- 6.1 Where a community council is not satisfied with the action taken or response to an enquiry, the community council may raise the issue with the management of that service in accordance with the council's published complaints procedure. The Community council should outline its views on the response, which has been made by the council department and shall state the action, which the community council considers, should be taken.

7. Customer Care Advice

- 7.1 Specific guidance on individual services may be available from the services departments, which should be consulted as they may contain advice with regard to any complaint or targets set for performance by departments. Specific advice from service departments with regard to targets for responses, or any subsequently corporate adopted standards, will override general advice contained within this Code.

8. Role of Argyll and Bute Councillors

- 8.1 Argyll and Bute councillors, as the elected representative for their wards, have a duty to represent all of the electors within their area. Community councillors have a duty to communicate the views of their communities to Argyll and Bute Council and it is therefore important that there is a good working relationship between community councillors and Argyll and Bute councillors who have a common cause in promoting the views of the communities which they represent.
- 8.2 Community councillors should ensure that Argyll and Bute councillors are kept informed of any matter of concern relating to a service provided by Argyll and Bute Council.
- 8.3 Likewise, Argyll and Bute councillors should inform community councillors of proposals by Argyll and Bute Council and the reaction by Argyll and Bute Council to any matters of concern raised by the community council.
- 8.4 Community councils should ensure that Argyll and Bute councillors are invited to all meeting of the community councils in their ward area, recognising that Argyll and Bute councillors may have more than one community council within their ward area (in addition to their other commitments as councillors) and have discretion about their own arrangements, or ward arrangements to engage with community councils.

Community Council Financial Guidelines

1. Introduction

- 1.1. The purpose of this guidance is to provide community councils with simple instructions on the minimum level of documentation and records, which should be maintained.

2. Recording of Receipts and Payments

- 2.1. As a bare minimum the Treasurer should maintain records of all receipts and payments in a cash book using separate pages for each. Ideally this should be extended to include separate identifying columns for cash and bank. Depending on the detail required this could be further expanded to provide a fully analysed cash book, detailing the main categories of receipts and payments, e.g. grant income, postages, photocopying etc.
- 2.2. Good practice when bookkeeping is to record all transactions as quickly as possible and in as much detail as necessary. Wherever possible an invoice or till receipt should be received for every payment made, numbered sequentially and carefully filed. Where an invoice or till receipt is not available a pro-forma voucher should be raised by the Treasurer detailing what the payment was for and signed by the person receiving payment.
- 2.3. As with payments, receipts should be supported by appropriate documentation, which should be numbered sequentially and carefully filed. All cash/cheques should be given to the Treasurer as soon as possible. The Treasurer should issue a receipt (keeping a copy) detailing the amount of the receipt, what it relates to and who it has been received from. This is particularly important where cash (as opposed to cheque) is involved.
- 2.4. Additionally, a list should be prepared of any assets held by the community council, such as computers etc. This should be retained by the Treasurer and updated at least annually or as required and submitted with the annual accounts to the council.

3. Annual Accounts

- 3.1. Annual accounts should be prepared at the end of each year of the council's operations, summarising the receipts and payments made during that year. The financial year of the community council will be specified within their Constitution.
- 3.2. The use of receipts and payments accounts is recommended. By definition this will only include physical receipts and payments made during the period, not transactions which still have to be concluded. Any transactions not concluded by close-of-business on the final day of the financial period must be accounted for in the following financial year. Ideally, every effort should be made to make all payments and receive all income before close of business on the last day of the relevant accounting year. If exceptionally there was a significant payment due but not made by the year-end then an appropriate note should be made to the accounts.
- 3.3. The annual accounts should show opening bank and cash balances, summarised details of receipts and payments for the year and the closing bank and cash balances. Appropriate vouchers should be retained as evidence for each transaction.
- 3.4. A suggested sample layout for annual accounts is included at the end of the document.

4. Examination of Annual Accounts

- 4.1 These accounts require to be examined by a person suitably experienced in accountancy (preferably a qualified accountant) and who is not a member of the community council or related to a community councillor.
- 4.2. The examiners should confirm the bank and cash balances and examine all documents for authenticity, propriety , etc. to verify the accounts and sign and date them with a statement saying:
- 4.3. “I have examined the books and records of the XXX Community Council for the period XXX to XXX and have found the above statement to be correctly stated and sufficiently vouched.”

5. Bank Accounts and Cash

- 5.1. Each community council should open a bank account in the name of the community council. It is suggested that this account should be an interest-paying cheque account. However, where a community council holds large balances due to fund raising activities better rates of interest may be earned by having a separate deposit account.
- 5.2. The account should be operated with two signatories required for each cheque, with a minimum of three persons designated as signatories for ease of operating the account. This should always be the Treasurer and two other designated officers of the community council.
- 5.3. Signatories should not sign blank cheques but the cheque should be prepared by the Treasurer and presented to another signatory along with appropriate documentary evidence relating to the payment. The signatory should sign the cheque and endorse the documentation with the cheque number and the payment date to show the payment has been made.
- 5.4. Cash held by the community council should be kept to a minimum and always held in a lockfast container.

Example of a Basic Layout for a Cash Book

INCOME

Description	Ref	Chq No/Cash	Total (£)
Balance b/fwd 1 Oct 98			300.00
Grant-Argyll and Bute Council	4		250.00
TOTAL			550.00

EXPENDITURE

Description	Ref	Chq No/Cash	Total (£)
Wren Dispatch	1	00145	75.00
Starling Stationers		Cash	25.00
Eagle Herald	3	00146	150.00
OspreyPens Ltd	5	00147	30.00
Donation-Bloggs Group		Cash	175.00
Balance c/f 30 Sep 99			95.00
TOTAL			550.00

“Ref” refers to the sequential numbering mentioned in paragraph 2.2 of the Financial Guidelines.

Example of Preferred Layout for Annual Accounts

XXX COMMUNITY COUNCIL

Statement of Income and Expenditure of XXX Community Council for the period XXX to XXX

<u>Income</u>	£
Council Grant	XXX
Other Donations	XXX
Income From Fund Raisers	XXX
Other Income	XXX
Bank/Building Society Interest	XXX

Total Income XXX

<u>Expenditure</u>	
Postages	XXX
Hall Hire	XXX
Advertising	XXX
(Surplus)Deficit for the Period	XXX
Opening Balance	XXX
Closing Balance as at XXX	XXX

<u>Represented By</u>	
Bank Account	XXX
Cash in hand	XXX

Prepared by Date.....

Examiners' Certificate

I have examined the books and records of the XX Community Council for the period XXX to XXX and have found the above statement to be correctly stated and sufficiently vouched.

Signed by Date.....

CODE OF CONDUCT FOR COMMUNITY COUNCILLORS

The Code of Conduct for community councillors is based largely on the Code of Conduct for local authority councillors and relevant public bodies as provided for in The Ethical Standards in Public Life etc (Scotland) Act 2000.

Community councillors, as elected representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in this Code of Conduct. The Code of Conduct and its principles shall apply to all community councillors and those representing the community council. These principles are as follows:

- Service to the community (public service)
- Selflessness
- Integrity
- Objectivity
- Accountability and Stewardship
- Openness
- Honesty
- Leadership
- Respect

Service to the Community

As a community councillor you have a duty to act in the interests of the local community, which you have been elected or nominated to represent. You also have a duty to act in accordance with the remit of the Scheme for the Establishment of Community Councils, as set out by your local authority under the terms of the Local Government (Scotland) Act 1973.

You have a duty to establish and reflect, through the community council, the views of the community as a whole, on any issue, irrespective of personal opinion.

You should ensure that you are, within reason, accessible to your local community and local residents. Various mechanisms to allow the general community to express their views, i.e. suggestion boxes, community surveys, opinion polls should, where possible, should be made available.

Selflessness

You have a duty to take decisions solely in terms of the interest of the community that you represent. You must not use your position as a community councillor to gain financial, material, political or other personal benefit for yourself, family or friends.

Integrity

You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community. If you have any private and/or personal interest in a matter to be considered by the community council, you have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

You should not accept gifts or hospitality that may be seen to influence or be intended to influence your opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to and noted by the Secretary of the community council.

Objectivity

In all your decisions and opinions as a community councillor, you must endeavour to represent the overall views of your community, taking account of information which is provided to you or is publicly available, assessing its merit and gathering information as appropriate, whilst laying aside personal opinions or preferences.

You may be appointed or nominated by your community council to serve as a member of another representative body. You should ensure that this Code of Conduct is observed when carrying out the duties of the other body.

You are free to have political and/or religious affiliations; however you must ensure that you represent the interests of your community and community council and not the interests of a particular political party or other group.

Accountability and Stewardship

You are accountable for the decisions and actions that you take on behalf of your community through the community council. You must ensure that the community council uses its resources prudently and in accordance with the law.

Community councillors will individually and collectively ensure that the business of the community council is conducted according to the Scheme for the Establishment of Community Councils and this Code of Conduct.

Community councillors will individually and collectively ensure that annual accounts are produced showing the financial undertakings of the community council as set out in the Scheme for the Establishment of Community Councils. They must also ensure that all resources are used efficiently, effectively and fairly and are used strictly for the purposes of community council business and for no other purpose.

Minutes of meetings recording all actions and decisions made should be produced and circulated to all members of the community council as soon as possible after each meeting.

Any breach of the Scheme for the Establishment of Community Councils may be reported to the local authority to determine what action, if necessary, should be taken.

Openness

You have a duty to be open about your decisions, actions and representations, giving reasons for these where appropriate. You should be able to justify your decisions and be confident that you have not been unduly influenced by the views and/or opinions of others.

If you have dealings with the media, members of the public, or others not directly involved in your community council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the community council.

Honesty

You have a duty to act honestly. You also have an obligation to work within the law at all times. You must declare any private interest relating to your community council duties and take steps to resolve any conflicts arising in a way that protects the interest of the community and the community council.

Leadership

You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the community council and its members in representing the views and needs of the local area. You must also promote social inclusion and challenge discrimination in any form.

You should act to assist the community council, as far as possible, in the interest of the whole community that it serves. Where particular interest groups' concerns are in conflict with those of other groups or other areas you should help to ensure that the community council is aware of them.

Respect

You must respect fellow members of your community council and those that you represent, treating them with courtesy, respect and in a non-discriminatory manner at all times. This should extend to any person, regardless of their position, you have dealings with in your capacity as a community councillor.

Recognition should be given to the contribution of everyone participating in the work of the community council. You must comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

You should ensure that confidential material, including details about individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes.
