

Community Council Review 2018					
Note of all responses from Community Councils					
Community Council	Document / Area	Location / Identifier	Proposed Amendment	Rationale / comments	Feedback
Oban	Boundaries	N/a	<p>2 Boundary changes affecting 4 community councils - Oban, Kilmore, Connel and Dunbeg. 1. Suggest that the boundary be altered to include Oban Auction Mart within Oban CC Area rather than Kilmore CC by drawing the boundary along the watershed (although houses to rear would remain in Kilmore CC boundary) 2. to the North of Oban, the hill above Dunbeg (where there is PP for a major holiday facility) lay within Oban, not Dunbeg. It is considered that this should become part of Dunbeg CC</p>	<p>In the case of the area around the Auction Mart, it is quite clear that this is in the process of evolving into what might best be described as an industrial estate, an much of the area has indeed been suggested for development in the MIR for the LDP2 which was published recently. It is quite clear that this is primarily a matter for Oban, not for Kilmore, and is therefore essential that we are the statutory consultees for this area. This does not, of course, preclude other CCs making representations on, say the effect of such developments on their access road to Oban, but the statutory consultees have a special status in law. Similarly, the hill above Dunbeg is of primary importance to the residents of Dunbeg; it doesn't just overlook them, it is also used for walking etc. It is therefore essential that they are the statutory consultees, not Oban. The matter has been discussed with Dunbeg CC, who are naturally fully supportive, and with Kilmore CC who agree that they are a rural CC and Oban is an urban one. Kilmore CC will put the matter on the agenda for their next meeting.</p>	<p>A view has been taken from Planning and Economic Development who advise that any response received from a neighbouring community council would be accepted into the process as a statutory consultee. On this basis, and the fact that altering the boundary would compromise the existing ward and polling district boundaries, it is recommended that the status quo remain in terms of the boundary between Oban and Kilmore CCs (noting that Kilmore CC did not submit any formal support for this change although it is understood that Oban CC have raised with them and they have no objection). With regards to the boundary between Oban, Dunbeg and Connel community council (again noting that Dunbeg have been consulted by Oban CC although did not formally respond) it should be noted that the area subject of planning permission in principle spans over 3 CC areas and all 3 CCs were consulted as statutory consultees in a major application.</p>

Dunoon			Welcomed lowering age of membership to 16 and raised a question as to the method of dissolution.	One objector had an issue with the council dissolving a community council. It was felt that this was Constitutional Court type action and how did it stand legally given that a community council is elected. However, most felt (and hoped) that this action would only be implemented in extreme circumstances.	The power to dissolve a community council comes from the National Scheme for Community Councils rather than by way of a local amendment. Powers to dissolve would certainly be a last resort where a community council was not undertaking its statutory function or not complying with the Scheme - we have neither of these issues at present and would not expect to have to utilise this provision in the future.
Cardross			n/a	Cardross CC debated the document at their September meeting and have NO additions, alterations or amendment they wish to present.	N/a
Strachur			n/a	We are in agreement with all the proposed amendments to the Scheme and particularly welcome the intention to lower the age of membership of Community Councils from 18 to 16, which we hope will encourage more youth engagement with community issues. Regarding the existing Strachur Community Council area boundary, we believe that this broadly reflects the local sense of community: we certainly have no evidence that members of the public are dissatisfied with the present arrangement. We therefore support the status quo. We also support the status quo as far as existing grant levels are concerned.	n/a

Cove & Kilcreggan	Scheme	11.5	We propose that clause 11.5 of the Scheme should reflect a greater flexibility on use of the grant, either by removing the prescriptive list altogether, or give CCs some discretion by adding a line saying "To support causes or groups that the Community Council considers being for the good of the local community"	The draft scheme is very prescriptive on how community councils should spend the annual admin grant. This is not supported by C&K CC, and we would prefer to be given greater flexibility on how we use the grant. C&K CC uses the grant to support causes that we see as 'good for the community'. For example, we invariably sponsor the Rosneath Highland games (A&B having significantly reduced their financial support). We have in the past given small grants to local groups where we see community benefit, and we wish to continue to do so.	The administration grant provides funding for the running costs of community councils only and is not a mechanism for the community council to support other local organisations, who are likely to be able to access other funding streams. However, where there is an excess of funding available, advice is given that providing supporting a group is consistent with the aims and goals of a community council then the community council may choose to support this but should seek to ensure that all groups of a similar status have an equal opportunity to access any surplus funding. No change is necessary for this practice to continue.
	Best Practice Agreement			The timescales for response from the council are noted, and welcomed. However, it has been my experience as Chairman of C&K CC that the A&B record in responding to routine enquiries or requests has been very poor indeed. Invariably emails to 'officers' of A&B council get completely ignored. It is very rare to get any acknowledgement or response. So I hope this aspect of the Good Practice Agreement will actually be enforced.	Timely receipt of responses has been brought to the attention of the Senior Management Team and will continue to be monitored through annual satisfaction survey

Helensburgh	Scheme	5.1 and 6.1	Retain upper age of 18 for community councillors	The legal nuance of this change is recognised but the reality is that it is unlikely that this age group will have any interest in becoming a community councillor. We recommend that the age remains at 18 years.	Community Council elections are run based on local government election rules and as such this franchise should be applied irrespective of whether or not under 18's may put themselves forward for election.
	Scheme	7.2	Existing wording regarding youth engagement has been removed but should be replaced with "Community councils should aim to encourage younger people in the community to engage with community council decisions to establish more interaction between community councils, schools and youth groups."		This paragraph was relevant when the upper age for elections was set at 18 to encourage participation of those under 18s. It is not necessary with the lower age limit.

	Scheme	11.5	An amendment is proposed to add a further cost topic. "General expenses in support of community projects."		It is unclear whether this relates to expenses of community councillors attending other community project meetings or is similar to the request of Cove & Kilcreggan CC to be permitted to support the expenses of community projects. In the case of the former, payment of travel expenses for authorised means is permitted in terms of the administration grant approved usage and the Best Practice Guidance, which states that individual CCs can determine their own procedures on this. In the case of the later, Officers offer the same response as provided to Cove & Kilcreggan CC (see above)
Helensburgh	Scheme	13	Para 13.1 is a duplicate of para 3.5. Amalgamate 13.2, 13.3, 13.4 into one paragraph on complaint. Para 13.5 should concentrate on a complaint placed on a member. Amalgamate and shorten paras 13.7-13.12 on the Conduct Review Panel	This is by far the most extensive amendment. It contains 28 sub-clauses and is very prescriptive. We do not know the background to this paragraph, but it is difficult to visualise the contents applying in any way to the Helensburgh Community Council and raises the question of its applicability to the other community councils in Argyll & Bute.	No amendment suggested as although there is duplication, it is important to cross reference the need to comply with the governance framework within each of the areas where compliance is expected, especially so in the section where those wishing to complain may focus their attention on. Similarly, while there is a suggestion to amalgamate sections, this does not reduce the need for the information to be provided for those seeking to use or adhere to the process. It is considered that the breakdown into clauses will allow users of the process to easily identify where their complaint sits and how it should be taken forward.

Kilmore	Scheme		Request a change of name to "Kilmore and Kilbride Community Council"	<p>By incorporating Kilbride into the name of the community council it will better reflect the geographic area and polling district it covers. It is hoped the extended name demonstrates the commitment of the community council to represent the whole area and encourage a wider resident participation in community council activities.</p> <p>In addition, there is an historical link between the community council area and the former parish.</p>	<p>There is no objection to this proposal and it is recommended that the name be altered in accordance with the request</p>
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Rhu & Shandon	Scheme	10	Liaison with the Council/other Agencies/Area CPGs - recommend that Area Committee should be added here	<p>We do not feel that the Area Committee as it currently operates serves the community - Public Question time is at the beginning of the meeting which results in a situation where a member of public has no idea whether discussion on the item will address the question they wish to raise but if they do not raise, and the matter is not addressed, there is no provision to raise at the meeting for another 3 months. Additionally, there is no matters arising as an agenda item which could mean that anything raised under PQT is not followed up by the committee, a cause of frustration for the community. Some matters discussed, for example the Council Scorecard, serves no useful purpose to the public. At the last meeting a screen shot was used, to be of any used the attendees would need an active link to the database. Reception from community councils to the "Meet the Community Meetings" was lukewarm and held in response to the view that "community councils do not have all the facts so discussions are sometimes sterile" expressed at the last Area Committee meeting. Having a member of the community council on the area committee, in addition to local councillors attending CC meetings would negate this statement and obviate the need for more meetings. We recommend this should happen.</p>	<p>Layout of the Area Committee agenda is not a matter for consideration as part of the review although the comments will be forwarded to the Area Governance Manager for consideration, in consultation with the Area Committee Chair. The suggestion that community councils should participate on the area committee again cannot be progressed as part of this review, this would require constitutional changes and is therefore not relevant to this consultation. It is considered that Liaison with the Council includes the Committees of the Council and there is no requirement to be specific in listing or restricting liaisons to just area committees.</p>
		11	Resourcing a Community Council	Add Website Costs to list	Agreed

Rhu & Shandon		Appendix 1 Resourcing a community council	<p>Para 5 - We note that there is a period of 7 days for transferring files. It would be useful if advice were provided as to which files should be kept and for how long and the recommended format for these files.</p> <p>Para 11e - We believe that Argyll and Bute Council should publish on their website the meeting papers for all community councils or alternatively, where a cc has their own website, the ABC website should point to this.</p> <p>Para 11 - Add "The Community Council will adopt a Constitution at the inaugural meeting following an election".</p>		<p>Advice as to records management can be incorporated into the handbook - no change to the Scheme is necessary, this can be progressed by the CCLO. Uploading of minutes onto the Council's website by community councils has been explored and appears to be a viable option in terms of the feedback received from the web Team however, if this is unable to be progressed for any reason, it is hoped that the increasing online presence of CC will ensure that more links to CC websites can be added to those already listed. Paragraph 3.6 and 9.1 of the Scheme appropriately covers the need to adopt a constitution and also builds in some degree of flexibility to deviate from the model schemes. It is considered that this amendment is not necessary.</p>
	Best Practice Agreement		<p>It would be good if officers in Argyll and Bute were aware of this clause (6.1 - Community councils should keep Argyll and bute Councillors Informed ...) we have recently had commuications with an official of ABC who took exception to this practice.</p>		<p>Noted. Approved documentation can be circulated to officers following approval to ensure they are aware of the amended documents. No changes necessary to Scheme.</p>

Rhu & Shandon	Best Practice Agreement		A&B commitment. CC Commitment, Community Engagement	Community Council website could and should be improved so that for each community council it should be possible to easily find the name of the cc, the area it covers, the name and contact details for the secretary and convener, the url of the website, and if the CC doesn't have a website, the dates and locations of the meetings and paperwork for each meeting.	Comments have been noted and webpage development is ongoing. No change required to the Scheme to implement changes.
Lochgilphead				Happy with amendments to current scheme	n/a

Ardrishaig	Scheme		<p>Most of the feedback does not suggest changes but provides feedback in terms of conducting pre-election publicity (with this being led by the council rather than community councils), emphasising the role of community councillors, making training mandatory (and early training on the Community Empowerment Act being provided), a statutory role for elected members within the Scheme to disseminate information of relevance to community councils and calls for occasional informal networking meetings with officers and elected members to promote the value of community councillors.</p>		<p>1. Proposals from Scottish Government are for National Elections for Community Councils and as such, promotion will be led centrally once this has been legislated for. In the interim, there continues to be a need for promotion from both the council and individual community councils, with the council leading on promoting community councils in general and local areas specifically promoting their local goals & priorities. No amendments to the Scheme are necessary for this.</p> <p>2. The role of community councillors is addressed in a supplementary handbook which will be revised once the new Scheme is agreed.</p> <p>3. Mandatory training would be a change required at national level and this suggestion will not be progressed although it is hoped that provision for online training will be developed and will lead to greater uptake of training.</p> <p>4. Any statutory requirement for elected members to disseminate information would again require changes at National level. Many community councils have requested formal reporting directly from their Elected Members and it is suggested that this is the most appropriate way to progress this.</p>
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Lismore	Scheme	Para 3.5	Freedom of Information - consider incorporating requirement and process for responding to simplistic responses for documentation.	Although this doesn't apply, it may in the future and it would be a good opportunity to ease community councils into the process by incorporating an obligation to respond to any request by any member of the community for agenda, draft or approved minutes within the rules of the FOI legislation. It would not create a terrible burden on the (volunteer) community councillors but would get them thinking about responding to this type of request although unsure whether this would go in the documents.	As this legislation does not apply it has no place in the Scheme although there is potential to incorporate this into the community council handbook and this can be progressed separately from the review.
	Scheme	Para 3.7b	Provision of agendas, reports and minutes "... and more generally provide minutes to the CCLO within 14 days from the date of the meeting."	Is this "more generally" or "more specifically"?	This wording has not been amended from the previous Scheme but there is no objection to it being strengthened to "more specifically".

Scheme	5.1	Bullet point 2 - "is resident within the community council area". Clarify what a resident is and add 4th bullet point "is not the subject of sanctions"	<p>Does "resident" require to be clarified? There are people who spend part of the year on the island and part elsewhere. Perhaps use the phrase 'ordinarily resident'? Perhaps add a 4th bullet for "is not the subject of sanctions ..." like 6.8b?</p>	<p>Paragraph 5.1 sets out 3 criteria for membership, providing the 3 criteria are collectively met then there is no need to distinguish between those who reside in an area for part of the year. Secondly, in regard to the addition of sanctions, it is appropriate where the public are not able to exercise their democratic right to vote that the Scheme seeks to prevent those subject of sanctions from being co-opted as this will protect the community council and the public. The period of suspension is such that it would be unlikely to extend beyond a mid term by-election and cannot extend beyond the lifespan of the community council so it is not recommended that the Scheme be altered in terms of the suggestion here.</p>
Scheme	6.8	Clarify whether co-optees can be officer bearers	This wasn't an issue before as the term was only for 6 months but may be important with the extended period. We suggest making it explicit whether a co-opted member may or may not be office bearers, we suggest that they may.	Co-opted members are full voting members and therefore are eligible to be elected into the officer bearer roles. No amendment to the Scheme is proposed.
Scheme	6.8b	Fourth bullet - No capital letter for "Is" to follow the pattern of the other bullet points. 2. see comment before re "resident". 3. Should this be on the date of co-option like the first bullet?		Agreed, suggest this is changed to "is not the subject of sanctions contained at clauses 13.5.3 or 13.12.3 to 13.12.5 on the date of co-option"

Lismore	Scheme	6.8e	alter this to read "Co-opted members may serve for a maximum of 2 years or until the interim by-elections, whichever is the sooner"	This retains the idea that co-opted members are filling a vacancy until it can be filled by the (preferable) means of an election. It also gets around the problem that there might not be an election because a co-opted member was occupying a place.	This change could cause a gap in membership for a co-opted member who serves 2 years before a by-election takes place and potentially leave a community council inquorate. It is not recommended that this change is progressed. It will be the case that all community councils with vacancies (including those temporarily filled by co-opted members) will be asked to enter a by-election process and if they fail to do so, their co-opted member will fail to be a member as at the date of the by-election and could not be co-opted again until a new Scheme comes into effect.
	Scheme	6.8g	Suggest adding "the names of the persons proposed should be listed on the agenda for the meeting when the matter will be decided"	This keeps the community informed of those persons who the community council are seeking to co-opt	Agreed - this creates more transparency, especially when the period of co-option has been extended to 2 years.
Lismore	Scheme	6.12	Suggest rewording to "With the agreement of the Elected Members of Argyll and Bute Council, the Returning Officer may vary the community council term, should other electoral timetables conflict with the community council elections for that term, to prevent disruption to the community council process"	This ensures that any change is under democratic control. We don't think we want to give this power over and elected forum to an unelected person.	Proposal should not be accepted as this would conflict with the Council's own Constitution, approved by elected representatives, which delegates such electoral matters to the Returning Officer.

	Scheme	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 This should be amended to be specific about publishing approved minutes	There is talk about draft minutes but nothing explicit about approved minutes. We feel that this should be explicit and that the approved minutes (together with a list of changes) should be published with 14 days of the meeting at which they were approved.	It is not proposed that this be suggested as a standard for volunteers when the provisions of the Council's own Standing Orders do not necessitate this requirement. Individual community councils can determine whether they wish to implement this process.
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Lismore	Scheme	13	<p>There doesn't appear to be anything about the complainer and subjects of the complaint informed of progress. We suggest adding wording: * The complainer and subjects of the complaint will be informed within 5 working days of receipt of the complaint, whether it has been passed to the Conduct Review Panel or the date of the meeting at which the complaint will be discussed. *The community council will keep the complainer and subjects of the complaint informed of progress of the complaint and the outcome. * The Panel will keep the community council, complainer and subjects of the complaint informed of progress and the outcome. * The community council will publish in the minutes the outcome of every complaint.</p> <p>2. There appears to be nothing about whether the meetings of the Panel are open to the complainer, subjects of the complaint, or the public. It might be worth clarifying this. 3. There appears to be nothing about how the Panel will get the evidence it needs to decide a complaint. It might be worth clarifying this. 4. Guidance may be required (perhaps on the website) as to what to do if a community council fails to table a complaint at their next meeting.</p>		<p>Individual community councils require to adopt their own complaints procedure which ought to contain certain steps. A model is provided within the community council handbook suggesting this and as such a change to the Scheme is not considered necessary. 2. Panel meetings will, when required be administered by the Council and will be run in accordance with the Council's own Standing Orders, again no change is necessary to the Scheme to facilitate. 3. 13.14 allows for the Council to investigate matters relating to complaints and it would be envisaged that the findings will be fed back to the Complaints Review Panel, no change is necessary to the Scheme in view of this provision. 4. This guidance can be provided without the need to amend the Scheme.</p>
	Scheme	13.2.1 & 13.2.2	Should there be an "or" at the end of 13.2.1 (like 13.2.2) or remove the "or" from 13.2.2		Final formatting once a Scheme has been approved will be undertaken although no change is deemed necessary here.

Lismore	Scheme	13.2.2	Amend to "three or more complaints have previously been receive about a particular community council member, or from a particular individual, during the previous 4 years"	This would ensure that a 3rd complaint received about a community councillor just after their re-election is seen as part of a pattern and that the 'clock is not reset' at every election	Having been returned as a community councillor it does appear that there public support for your appointment and therefore it is recommended that this suggestion not be progressed.
	Scheme	13.2.3	Suggest "the complaint concerns the response (or lack of response) of the community council to a previous complaint".	This would make it clear that a lack of response is also cause for complaint.	It would be preferable to avoid a circumstance where a community council elected to take no action so that they did not have to deal with an issue. While it is accepted that lack of action in response to a complaint could be an issue, it would be preferable not to amend the Scheme in this way but rather for the Council to support the community council through the process.
	Scheme	13.3 and 13.7	amend 13.3 to "Complaints falling within one of the categories in clauses 13.2.1 to 13.2.3 shall be referred to the CCLO who will establish a Conduct Review Panel under clause 13.7"	Clarifies that the council will establish and run any Complaints Review Panel meetings.	Agreed, this makes it clear who the point of contact is to refer a complaint of this nature to.
	Scheme	13.4 and 13.5	We think that these could be clearer. They need to say 1. All complaints received will be put on the agenda of the next meeting and that at that meeting, it should either be minuted that the complaint has been passed to the Panel or a decision then taken (and minuted). 2. Complaints should stay on the agenda until the matter is resolved (even if this is by a Complaints Review Panel).	There should also be something about a resonable time in which to deal with a complaint. Some community councils only have 4 meetings per year and so it could be 3 months (or more) before the next meeting. Some complaints may be about events where time is important.	This type of detail should be set out in terms of the community council's own complaints procedure and it is not suggested that the Scheme be amended per the suggestions.

Lismore	Scheme	13.5	Do the complainer and subject of the complaint (who are not allowed to vote) count towards the quorum of the meeting at that point? We think this needs clarification.	The community council might be inquorate at this part of the meeting. If they don't (which is our preference) the decision would be held over to the next meeting which may be inappropriate. We suggest where a decision cannot be made at the first meeting then the complaint is passed to the Conduct Review Panel. We also suggest that the number voting for and against each decision be minuted.	There can never be less than 3 members contributing to a decision on an item of business whether or not a vote is required. This is covered by the standing orders and therefore no change is necessary. The suggestion to record votes would deter from the clause 13.6 which provides for a secret ballot. This amendment is not recommended.
	Scheme	13.5.1, 13.5.2 and 13.5.3	Should there be an "or" at the end like at the end of 13.5.1 and 13.5.2? or remove the "or" from the end of 13.5.3		Final formatting once a Scheme has been approved will be undertaken although no change is deemed necessary here.
	Scheme	13.8	Suggest adding the following. 'The Panel shall keep minutes of all meetings including times, locations, who was present at each meeting (and times if not there for the whole meeting). The minutes will also record all decisions made and the votes for and against all decisions. These minutes will be available to the complainant, the subjects of the complaint and the community council on request after the complaint has been resolved.'	This ensures that the process is transparent.	No amendment is necessary to the Scheme. The Panel will comply with the Council's Standing Orders.
	Scheme	13.10	Amend to include the community council being notified "A Panel shall meet to decide a complaint within 12 weeks of the complaint being referred to it. In the event that it cannot be decided within 12 weeks, both parties and the community council will be notified of the revised timescales."		Suggest this is re-worded to read "A Panel shall meet to decide a complaint within 12 weeks of the complaint being referred to it. In the event that it cannot be decided within 12 weeks, all relevant parties will be notified of the revised timescales."

Lismore	Scheme	13.11	This undoes the work of carefully constructing the Panel. We would suggest removing this altogether. If not, then we suggest that the agreement of all parties is required e.g. "A Panel may, with the agreement of the community council, the complainant and the subject(s) of the complaint, refer a complaint for consideration by an independent person or body, which person or body shall have the same obligations and powers in respect of the complaint as the Panel." Hopefully this condition would be onerous enough to make the Panel do its job.		The recommendation is that this be amended to "A Panel may, with the agreement of all relevant parties, refer a complaint for consideration by an independent person or body, which person or body shall have the same obligations and powers in respect of the complaint as the Panel"
	Scheme	13.12.5	Suggest changing to a straight 4 years, the remainder of the council term could be days or up to 4 years. Putting a definite length of time makes it clear what the punishment is.		A 2 year suspension is the maximum proposed, lesser sanctions can be applied. No change is proposed.
	Scheme	13.15	Suggest a new clause "Argyll and Bute Council will maintain a list of all individuals disqualified under clause 13.12.5, the start and end of the period of disqualification and the reason (from the Panel). This list will be available on request."	This allows a community council to know if a newcomer to their area is eligible to stand for election.	Agreed

Lismore	Model Constitution	4.2	Formatting to be corrected		Final formatting will take place after the document has been approved.
	Model Constitution	5	This should also cover office bearers who do not seek re-election at an AGM and in the event that there is no appointment made, should all documentation be passed to the Convener or a person so nominated by the Convener. What happens if this clause is not complied with, is it a complaint and if so, what if the person is no longer a member and no longer subject to the complaints process?		The retention of documents by a non-community councillor would have data protection implications and should be pursued by these means. It is proposed that the wording read "In event of the non-election, retiral or 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, or designated by the Convener, within 7 days of the effective date of non-election, retiral or resignation"
	Model Constitution	7	"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." We thought the numbers were maxima not minima		Amend to read "Where a vacancy arises which does not result in the number of community councillors falling below 50% of the membership figures 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 (as specified in Appendix 3 of the Scheme)
	Model Constitution	7	Paragraph 2 See suggestions for Scheme 6.8e above: "Co-opted members may serve for a maximum of 2 years, or until the election or interim by-election, whichever occurs sooner, at which point they will require to stand for election or step down from the role."		See earlier comments, this is not recommended.

<p>Lismore</p>	<p>Model Constitution</p>	<p>9b</p>	<p>'office bearer' is hyphenated in the first sentence but not in the second. This should be standardised. This isn't quite right - from AGM to (main) election may be less than a year. From meeting after main election to AGM may be more than a year. Suggest adding this sentence to the end: "This agreement will only be given if the community council has submitted the annual calendar of meetings, all the agendas, draft and approved minutes, and accounts as stipulated elsewhere in the Scheme for the preceding 12 months."</p>	<p>This is a point when the community council needs something and so A&BC can ensure that it has the documents it needs.</p>	<p>Amend to read "Officer-bearers will be elected for the period up to the next AGM but will 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" While there is no difficulty adding a clause to ensure records are up to date, it is perhaps more appropriate to tie this into the payment of the annual grant (per suggestion further on from Lismore CC) rather than incorporating here. It is recommended that this be included in the financial resourcing sections by amended clause 12 to read "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. Where community council records are not up to date, the CLO will make a request that missing documentation from the previous 12 month period be brought up to date prior to the grant payment being released" This change should be reflected throughout the Scheme.</p>
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	Model Constitution	9c	“This approval will only be given if the community council has submitted the annual calendar of meetings, all the agenda, draft and approved minutes, and accounts as stipulated elsewhere in the Scheme for the preceding 12 months.”	This is a point when the community council needs something and so A&BC can ensure that it has the documents it needs.	as above
Lismore	Model Constitution	11e	Suggest changing to make explicit the publication of approved minutes and changes from the draft minutes. “Copies of draft minutes of meetings of the community council and of committees thereof 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. Minutes will be approved as a correct record or corrected as need be at the next prescribed meeting of the community council and shall be circulated (together with a list of changes) 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”		As previously recommended, it is not proposed that this be suggested as a standard for volunteers when the provisions of the Council's own Standing Orders do not necessitate this requirement. Individual community councils can determine whether they wish to implement this process.

	Model Constitution	11h	<p>There is nothing here about how to record what happens and make sure that the record is kept and made available to members in the future. Obviously, a record is necessary. Should there be a separate minute kept? Should this be sent to A&BC? We believe that A&BC has a similar arrangement for its meetings. Perhaps something similar could be added here.</p>		<p>There is mention that all minutes of meetings being sent to the local authority etc. This includes minutes of private meetings. No change is necessary to provide for this.</p>
	Model Constitution	14c	<p>14c implies that there are exactly three signatories. 5.2 (of the financial guidelines) implies that there will be at least three signatories. We suggest this be clarified and allow three or more. We suggest changing 14c to read "Any two 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."</p>		<p>Three would be the optimum number of signatories. It is suggested that 14(c) be altered as suggested to read "Any two 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".</p>

Lismore	Model Standing Orders	2	<p>We suggest that the requirement to publish the approved minutes (and changes) be made explicit. This suggestion also asks the community council to mark clearly the versions. The part about signing the minutes is thought to be inappropriate in an age when minutes are electronic. "Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL shall be drawn up within fourteen days from the date of that meeting, marked clearly that these are draft minutes and displayed in public places, such as libraries and notice boards, provided to Argyll and Bute Council. Following their approval, the minutes shall be marked clearly as approved minutes and displayed (together with a list of the changes from the draft version) in public places, such as libraries and notice boards, provided to Argyll and Bute Council"</p>		<p>As previously set out, this would be a matter for individual community councils to determine and should not be incorporated.</p>
	Model Standing Orders	4i	<p>We suggest adding 'Complaints' to the agenda after (c) approval of minutes. This would ensure that the item is discussed even if there are no complaints (similar to declarations of interest)</p>		<p>It is suggested that this remain a matter for individual community councils in terms of their preference in agenda setting.</p>
	Model Standing Orders	4ii	<p>We suggest adding 'Public questions' to the agenda after (h) annual programme of meetings. This ensures that there will be a chance for the public to ask questions.</p>		<p>Public questions should be taken at the AGM after each annual report by the office bearers, as set out in 4(ii), (d), (e) and (f). No change is necessary here.</p>

Lismore	Model Standing Orders	4iii	Is item (e) Convener to close meeting needed? This item isn't on 4 i or 4 ii.		This relates to the fact than ordinary meetings often follow an AGM so the Convener would formally close the AGM prior to moving onto the ordinary meeting.
	Best Practice Agreement	ABC 12	This is the one time in the year when A&BC has something that the community council wants and so should be used to ensure that A&BC gets what it wants in terms of documents. We suggest "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. The grant will only be provided if Argyll and Bute Council has received all the agendas, draft and approved minutes (with changes) for the year since the previous AGM"		Previously responded to. This is the most appropriate opportunity to ensure records are up to date and a suggested wording has been previously proposed.
Lismore	Best Practice Agreement	cc12	In the model Constitution, it stipulates having an item called 'Public questions'. Should the final sentence be changed to reflect this?		For consistency it is agreed to amend to read "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 "Public Questions".

	Best Practice Agreement	cc13	We think the requirement to display them publically should be left in. We also believe that community councils should do more than “consider” using a website, we think there should be a presumption that community councils use one.		Agreed. Re-insert the need to display publically but no alterations should be made forcing the use of a website at this time until broadband rollout is completed.
	Best Practice Agreement	Comms with Council 2.2	Should “chair” be ‘Convener’?		Yes, to be amended to read "Convener" rather than "Chair".
Lismore	Best Practice Agreement	comms with Council 3.1	We believe strongly that a written enquiry requires a written response. If we have gone to the trouble of putting our enquiry in writing (email or paper) then there is a good chance that we want a response we can refer to later (possibly as part of a complaint). Allowing, say, a telephone response leaves ambiguity about what the response was. We suggest the following “Written enquiries will be given a written response in every case. Where a routine enquiry cannot be responded to within 5 working days, the Service shall advise giving a projected time”		This would conflict with the approved Customer Charter which does not state that a response will be in writing. Wording should be amended to read "Routine/simple enquiries will be responded to within 5 working days. Services should advise, within 5 working days, where a routine enquiry cannot be responded to".
	Best Practice Agreement	comms with council 4.1	Should be amended to “within 3 working days”		Agreed, correct the typo from with 3 working days to "within 3 working days"
Lismore	Best Practice Agreement	comms with council 4.2	Clarify what is meant by "whitemail"		Correspondence received by facsimile. It is considered that this should be updated given that this form of communication is rarely used as a contact method and it is suggested this be amended to read “Email and other such simple enquiries will be responded to within 5 working dates of the date of receipt of your enquiry.”

	Best Practice Agreement	Financial Guideline Example Accounts	These still show dates in 1998 and 1999. Perhaps it is time to update the examples.		Agreed!
Lismore	General		<p>We are pleased that the importance of maintaining records has been made explicit (see model Constitution clause 5) but are concerned that by the time it comes to hand over the records (which could be after the office holder has been in office for 8 years) they may not be in a state to pass on. We suggest that the maintenance of the community council's records be made a general responsibility of the community council and place obligations on the Secretary and Treasurer to explain (perhaps at the AGM) how the records are being kept and to demonstrate to the satisfaction of the members that this is the case. Not sure where this would go. Possibly include in the agenda for the AGM? Possibly in Best Practice?</p>		<p>Noted the concerns but this may sit better in the handbook rather than the Scheme, perhaps in a section on records management. Action to be progressed by the CCLO</p>