

PAGE	AMENDMENTS	CONCLUSIONS	RECOMMENDATION
Scheme			
2	Inclusion of potential for an intervention role for Glasgow City Council in relation to addressing breaches of the Scheme; and future Reviews & Amendments.	The City Council's role is clearly defined and given greater prominence.	<ul style="list-style-type: none"> Retain amendment
3	Additions to the content of the Scheme i.e. Appendices (Self-Assessment & Complaints Procedure)	Provides additional clarification, but also additional resources and processes for community councils to function more effectively.	<ul style="list-style-type: none"> Retain amendment
5	Addition to listed responsibilities of Community Councils.	Emphasis is placed on the duty of every Community Council in relation to Equalities Legislation.	<ul style="list-style-type: none"> Retain amendment
6	2.3 – rephrasing and addition of ‘appropriate structure’.	Increases flexibility during the process of establishment for community residents to consider alternative approaches.	<ul style="list-style-type: none"> Retain amendment
6	3.2 – rephrasing and removal of reference to rate of additional members as 1 per 1,000 head of population.	Removes potential barriers for recruitment of new members, especially from communities with smaller populations.	<ul style="list-style-type: none"> Retain amendment
7	3.5 – rephrasing and change to Partnership and Development.	Makes clear the department with responsibility for supporting Community Councils.	<ul style="list-style-type: none"> Retain amendment
7	3.6iii – removal of reference to ‘supplementary roll’.	Seeks to simplify the criteria for eligibility of Community Council membership.	<ul style="list-style-type: none"> Modify amendment as considered prohibitive and potentially exclusive
7	3.9 – addition to criteria for Community Council membership.	Clarifies the criteria for eligibility of Community Council membership.	<ul style="list-style-type: none"> Retain amendment (further amended to reflect above recommendation)

COMMUNITY COUNCILS SCHEME (2018) AMENDMENTS

APPENDIX 2

PAGE	AMENDMENTS	CONCLUSIONS	RECOMMENDATION
8	3.15 – removal of maximum number of Associate Members.	Removes potential barrier for recruitment of Associate Members whom can enhance Community Councils’ skills, knowledge and experience base.	<ul style="list-style-type: none"> • Retain amendment
8	3.16 – change to observation and reporting back role for Associate Members.	This can extend the potential and expertise of Community Councils’ participation on various engagement structures.	<ul style="list-style-type: none"> • Retain amendment
8	3.18/20 – additional clarification on inaugural and full elections process.	Community Councillors have a clearer understanding of the process of (re-) establishment and the role of existing Community Councillors.	<ul style="list-style-type: none"> • Retain amendment
9	3.23/26 – clarification of role of Community Councils.	Community Councillors have clearer understanding of their role and the steps required during interim elections to fill vacancies.	<ul style="list-style-type: none"> • Retain amendment
9	3.27 – enhance democratic representation	Awareness of Community Councils is raised amongst local communities as an increased number of residents beyond the Community Council are participating in the nomination process.	<ul style="list-style-type: none"> • Retain amendment
9	4.4 – clarification for Community Councils when noting members’ resignations.	Deters impulsive resignations and repeated withdrawals of resignations.	<ul style="list-style-type: none"> • Retain amendment
10	5.1 – removal of reference to ‘supplementary roll’.	Clarifies the criteria for eligibility of electors, and promotes wider democratic participation in local elections.	<ul style="list-style-type: none"> • Modify amendment as considered prohibitive and potentially exclusive
10	6.1 – additional clarification regarding meeting requirements.	Clarification for Community Councils to meet within their own boundary.	<ul style="list-style-type: none"> • Retain amendment

PAGE	AMENDMENTS	CONCLUSIONS	RECOMMENDATION
11	6.5iv – inclusion of ‘reports’ to Community Councils.	The Community Council’s role is given greater prominence with regard to receiving reports and informing residents of local issues.	<ul style="list-style-type: none"> Retain amendment
11	6.5viii/x – processing minutes	Minute checklist and added clause advising appropriate circulation of minutes. Community Councils should clearly understand that all approved minutes should be made available within the public domain when requested.	<ul style="list-style-type: none"> Retain amendment (further amended to reflect ongoing implementation of current Scheme)
11	6.6 – added clause providing clarification of reporting.	Reporting mechanism is made clear to all parties.	<ul style="list-style-type: none"> Retain amendment
12	6.8iii/iv – additional information regarding status for calling Special Meetings.	Appropriate steps should be taken to ensure the validity of calling Special Meetings and dealing with any sensitive issues.	<ul style="list-style-type: none"> Retain amendment (further amended to ensure accuracy of references)
13	6.10/11 – additional and/or new information to clarify appropriate advertising of meetings.	Awareness of advertising meetings and circulating agendas is raised, and the importance of making information available before meetings.	<ul style="list-style-type: none"> Retain amendment
13	7.1 – additional information on responsibility for maintenance of proper financial records.	Community Councillors have clearer understanding of the collective responsibility that all members have for the Community Council’s finances and how they require to be managed.	<ul style="list-style-type: none"> Retain amendment
14	7.9 – added clause advising of core administration function.	This core administration function will be monitored as part of the RAG analysis which will improve governance and offer added protection for financial arrangements of Community Councils.	<ul style="list-style-type: none"> Retain amendment

PAGE	AMENDMENTS	CONCLUSIONS	RECOMMENDATION
14/15	8.1/2 – rephrasing and additional information to clarify financial timelines and identification of ‘reasonable’ audit fees.	The financial year and preparation period for Community council accounts is clarified and a guide amount of £50 is provided for Community Councils to view as the upper level for a reasonable fee incurred for the independent examination of accounts.	<ul style="list-style-type: none"> Retain amendment
15	8.3 – expanded definition of direct relatives.	Added clarity is provided on defining the level of understanding as to direct relatives. This will help to protect the financial integrity of Community Councils’ Bank Signatories and Office Bearers.	<ul style="list-style-type: none"> Retain amendment
15	8.5 – change to accounts submission timeline from February to December.	Following the additional information at clauses 8.1 and 8.2, Community Councils can streamline the submission of their accounts and cut processing times for receipt of their Administration Allowances.	<ul style="list-style-type: none"> Retain amendment
15	8.6 – added clarity on potential financial burden relating to audit of accounts.	This can be an added incentive for Community Councils to ensure the appropriate procedures and guidance are being followed. Makes clear that in circumstances deemed by the City Council for a community Council to be subject to a ‘full Audit of Accounts’, then the costs will be met by the Community Council should sufficient funds be held within its account.	<ul style="list-style-type: none"> Retain amendment
15	8.8 – added note for clarity with regard to Community Council finances.	Clarifies grounds for reimbursement for Community Councils and their members, and Community Councillors operating as individual citizens.	<ul style="list-style-type: none"> Retain amendment
15	9.1 – forms of support rephrased and modified for clarity.	In addition to the City Council’s obligations on page 5 of the Scheme, this information makes clear a commitment from the City Council to provide appropriate support to Community Councils.	<ul style="list-style-type: none"> Retain amendment (further amended to include ‘Training’ reference and ALEO’s to be given full title)

COMMUNITY COUNCILS SCHEME (2018) AMENDMENTS

APPENDIX 2

PAGE	AMENDMENTS	CONCLUSIONS	RECOMMENDATION
16	9.2: added clause relating to generic emails for Community Councils	Contacting community councils will be simplified and remain constant regardless of any changes to membership and/or previous individually named point of contact.	<ul style="list-style-type: none"> • Retain amendment
16	10.1/2/3/4 – significantly expanded information regarding review of Community Councils i.e. ‘RAG Analysis’, and ‘changing circumstances’.	Community Councils can become clear on the benefits that reviews provide, by responding to evolving demographics to ensure local communities’ continue to be represented.	<ul style="list-style-type: none"> • Retain amendment
16/17	11.2/3/4/5/6 – expanded and/or rephrased information regarding grounds and process for ‘suspension’.	Community Councils (and all members) will benefit from having clear terms and process to address circumstances which could cause the Community Council to be non-compliant with the Scheme.	<ul style="list-style-type: none"> • Retain amendment
17/18	12.1/2/3/5/6/7/8/9 - expanded and/or rephrased information regarding grounds and process for ‘dissolution’.	<p>As with ‘suspension’, all Community Councils (and members) will benefit from having clear terms and process which could lead to the dissolution of a Community Council.</p> <p>It is made clear to Community Councils that reasonable grounds will be examined before any recommendations for such action would be presented.</p>	<ul style="list-style-type: none"> • Retain amendment
19/20	13.1/2/3/4/6/7/8/10/14/15/16 – added clauses and significantly expanded and/or rephrased information regarding grounds and process for the initial suspension or Censure / Vote of No Confidence / Disqualification of members (including appeals structure).	Community Councils have clear protocol and process for managing the actions of their members. It makes clear that the responsibility for ratifying appointments of new members or taking punitive action against individual members lies with Community Councils.	<ul style="list-style-type: none"> • Retain amendment

PAGE	AMENDMENTS	CONCLUSIONS	RECOMMENDATION
21	14.6/7 – added clauses which suggested course of action (leave of absence) for prospective political candidates.	This provides the opportunity for Community Councils to consider, and potentially avoid any political ambiguity for Community Councils, and their members, around times of local or national elections.	<ul style="list-style-type: none"> Retain amendment (wording makes clear the provision for individual discretion)
21	14.9/10/11 – added clauses providing clarity on Hustings arrangements.	Makes clear to all Community Councils the standards that are expected in terms of retaining personal political neutrality during times of local and/or national political activity.	<ul style="list-style-type: none"> Retain amendment
21	15.1/2 - added clauses relating to newly included 'General Public: Complaints Procedure for Community Councils'.	A general public complaints procedure for community councils does not currently exist within Scheme 2013 (implementation of Scheme 2013 has highlighted this as a gap in the current governance arrangements).	<ul style="list-style-type: none"> Retain 'General Public: Complaints Procedure for Community Councils' as Appendix 6 to Scheme 2018
Constitution			
27	3a – added objective.	This forms part of the 'Good Practice' items from the 'RAG Analysis' and is intended to encourage Community Councils to have this in place to help describe their core values and long-term goals to the wider community.	<ul style="list-style-type: none"> Retain amendment
27/28	5d/e – added clauses to provide additional information relating to membership.	The process of establishment in relation to reaching the minimum number of candidates i.e. 50% of the constituted membership is confirmed as part of the Scheme; and the role of Ex-officio members is made clear to all Community Councils.	<ul style="list-style-type: none"> Retain amendment
28	7b – added clause providing clarity when filling vacancies.	Makes clear that the responsibility for ratifying appointments of new members lies with the Community Council collective membership.	<ul style="list-style-type: none"> Retain amendment

COMMUNITY COUNCILS SCHEME (2018) AMENDMENTS

APPENDIX 2

28	8b – added clause recommending consensus decision-making.	This clause encourages elements of the Code of Conduct to be observed by members e.g. objectivity and respect; and reflects the National Standards of Community Engagement e.g. working together.	<ul style="list-style-type: none"> • Retain amendment
31	16c/d – rephrased for clarity for alteration to the constitution.	Community Councils have additional clarity in relation to the process of agreeing and making representation to the City Council on changes to the constitution.	<ul style="list-style-type: none"> • Retain amendment
Appendix 5 – Self-Assessment			
40	An Annual Self-Assessment template is now included as appendix 5 for community councils to provide information for ‘RAG Analysis’.	Supports Community Councils to review their strengths, weaknesses, opportunities and threats. It ensures that Community Councils are fully compliant with the Scheme i.e. Core Administration, and it further encourages Good Practice.	<ul style="list-style-type: none"> • Retain ‘Annual Self-Assessment (RAG Analysis) for Community Councils’ as Appendix 5 to Scheme 2018