Aberdeen City Council

Community Council Handbook

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Community Council Handbook

Foreword

Community Councils are key partners in local government and in developing local communities. Aberdeen City Council recognises the vital role that Community Councillors play and acknowledges the dedication, knowledge and expertise that Community Councillors bring.

The Council is committed to supporting Community Councillors, to be responsive to your needs and to help you work effectively. This handbook is designed to assist that process.

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Barney Crockett
Leader of the Council
Aberdeen City Council
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Contents

Section One: Getting Started

<u>What are Community Councils?</u>

Community Councils were set up with Local Government re-organisation in 1973. Their general purpose is defined in the Local Government (Scotland) Act 1973 and Section 22 of the Local Government (Scotland) Act 1994 as being:

> "to ascertain, co-ordinate and express to the local authority 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".

It would be wrong to think that all Community Councils are alike or that they do the same thing. In practice they vary a great deal in terms of how they are organised and the issues they get involved in. Many Community Councils see a major part of their role as protecting and promoting the identity of their community. Some Community Councils produce regular newsletters for their community to highlight projects, provide information and to gain support for upcoming issues. Others organise galas, fun days and other one-off events for the community to take part in.

Communicating with the local authority, public authorities and the local community is crucial to how you best represent your area. Identifying methods of finding out what agencies are intending to do in your area is an important part of your role.

The role of Community Councils can be wide, varied and an interesting one.

Community Councils are the voice of the local community, elected by the community. They have this in common with local authority councillors, MSPs, MPs and MEPs. If your seat was uncontested and no election took place as long as you are properly nominated you are as much elected as would be in a contested election.

There may be policies and decisions made by Government or the local authority that will have an impact on the local community. Agencies may seek information from the Community Council and send out topics for consultation. The Community Council should consider the information and investigate local concerns to give a representative view of the community response to the issue.

<u>Summary</u>
To summarise, the work of Community Councils varies from council to council, as does the method of operation. Some Community Councils have demonstrated a great deal of imagination in interpreting their role in the community, carrying out tasks such as:
- environmental projects
- organising local galas
- printing and distributing local newsletters
- representing Community Councils on other organisations
- campaigning on local issues
- conducting local surveys
- organising public meetings on major development proposals or the Local Plan

<u>Making Contacts</u>
<u>Local Authority – Councillors</u>

Community Councils will come into contact with the local authority on a regular basis. Contact with local City Councillors should be established at the earliest opportunity.

Local City Councillors provide an important link between Community Councils and Aberdeen City Council. All local City Councillors are ex officio members of their local Community Councils and can attend meetings. This allows them to gauge community opinion on a wide range of matters as well as helping Community Councils realise local projects and aspirations and liaising with Council services to resolve issues such as broken drains, potholes etc.

It is important to say, however, that at the end of the day, while your Councillor will take cognisance of the views of the Community Council, they cannot be bound by them and require to look at all factors when reaching decisions.

Contact information for the Local Councillors for Aberdeen City is attached at **Appendix 12.**

<u>Local Authority – Community Council Liaison Officer</u>

The Community Council Liaison Officer (CCLO) should be contacted in the first instance for help and assistance. The role of the CCLO is varied but essentially they are there to provide advice and support to all Community Councils including any training, complaints, finance and as another link into the local authority. The CCLO is entitled to attend any Community Council meeting to offer advice and answer questions.

The CCLO should be sent a copy of all agendas and minutes for distributing to the appropriate people and also to monitor any issues that may require additional support. Community Council accounts should also be sent on an annual basis to ensure that the appropriate Grant Funding can be allocated and distributed. (More information is available on funding in Section Four).

The contact details for the CCLO are:
Karen Riddoch, Community Council Liaison Officer, Corporate Governance, Town House, Broad Street, Aberdeen, AB10 1AQ.
Tel: 01224 522723
Email: kariddoch@aberdeencity.gov.uk

<u>Local Authority – Capacity Building Officers</u>

Community Councils should make contact with the Community Capacity Building Officer responsible for their area. They provide advice and support to local groups, specifically the Community Centres. They can provide information on community initiatives and liaise with a number of services.

Contact details for the Capacity Building Officers can be found at **Appendix 14.**

Local Authority – Other Contacts

Community Councils will develop relationships with other Council Officers, such as Planning and Roads who they will contact on a regular basis. It is important to develop links with specific officers who are there to assist and provide information.

Additional Contacts are available in **Section Seven.**

Local Policing Team

Each Community Council should make contact with their local policing team. A representative from the Police should also be invited to attend Community Councils meetings to provide an update on local initiatives and to present information of crime in the area. The majority of Local Policing Teams are based in the local area and Community Councils should contact them with any information or to report incidents occurring in the local area.

Policing in the local areas, as across Aberdeen and the wider Force area, is very much community focused, with significant emphasis on quality of life issues, including anti-social behaviour, vandalism and youth disorder. Grampian Police are assisted in this endeavour by many partner agencies, local citizens and businesses.

Grampian Police aim to make the local community and visitors feel safe and you will regularly find officers highly visible in the community. The local Policing Teams maintain close working relationships with senior staff in the schools, the business community, and have regular involvement with locally elected officials, Community Councils, Area Forums, and colleagues from other agencies.

Community Councils and local residents are encouraged to contact their local Officers and to tell them about any concerns that you may have which we can help you with. Your views will help your Local Policing Team to ensure they are working with you and their partners to deal with the local issues that matter to the whole community.

Contact information for the Local Policing Teams across Aberdeen City is attached at **Appendix 10.**

City Wardens

Community Councils should get to know who the City Wardens are working in their areas. City Wardens should be invited to attend Community Council meetings to provide an update on any local issues.

The role of the 74 City Wardens and 12 Senior Wardens is to provide a flexible service, working at the grass roots level and responding to the needs of the community across Aberdeen. City Wardens are specially trained and uniformed, approachable, responsive and contactable.

The Wardens' duties will cover a wide range of issues in all areas of the City including; litter, graffiti, nuisance parking, leaflet distribution, and dog fouling. They may also observe and report any other issues relating to Aberdeen City. The City Wardens use

their enforcement powers when appropriate and take immediate action on such issues including littering and rogue parking.

City Wardens patrol the City from 7am - 10.30pm, 7 days a week. Additionally they will work outside these hours to deal with any relevant issues. The Wardens aim to develop close links with communities and other local services and are briefed daily to ensure they patrol specific areas and problems. The City Wardens will be approachable and informative to the local community and visitors alike.

Contact information for the Senior City Wardens across Aberdeen City is attached at **Appendix 13.**

Public Bodies

Other public bodies and agencies such as the Forestry Commission, Health Board or Scottish Government may send you information, or on occasion, ask to attend one of your meetings to discuss initiatives planned for the area. Some information may come directly from the agencies or via the CCLO.

Section Two: How do Community Councils Work?

Scheme for the Establishment of Community Councils

The Act requires all local authorities to draw up a Scheme for the Establishment of Community Councils for their area. The legislation empowered all authorities to assist Community Councils both with funding and administration support.

Aberdeen City Council set up their Scheme in 1974 and it is subject to periodic reviews. The Scheme is intended to help not only the setting up of Community Councils but to provide the framework for their operation including setting out the election process.

The Scheme incorporates the Community Council Area names and descriptions. Each Community Council has a boundary which is either defined in the description section or can be clearly identified by the accompanying maps. The document also stipulates the minimum and maximum number of Community Councillors and the estimated population within the area.

Constitution

Aberdeen City Council has adopted a model Constitution which each Community Council should read and where necessary make minor amendments to fit with local needs and the needs of the Community Council. When a Community Council amends its Constitution they are required to sign it and submit it to the CCLO for approval. The amended Constitution will be held on file for reference. Every member of the Community Council should receive a copy of the Constitution to ensure that they are aware of the contents and to enable them to operate within its parameters.

The Constitution sets out matters such as the rules by which the Community Council will operate and by which office bearers will be appointed. The Constitution is very important because it provides the framework of procedures that will govern the work of your Community Council.

For this reason, it is important that each Community Council distinguishes between its Voting Members, Non-Voting Members and others.

All Constitutions allow for the co-option of Members. Properly co-opted Members have all the rights permitted by the Constitution. Individuals should not be co-opted because they don't want to face an election.

Code of Conduct

Aberdeen City Council has also adopted a Code of Conduct which all Community Councillors are expected to adhere to. The Code of Conduct sets out the behaviours that are expected from Community Councillors and has been based on the Code of Conduct issued to elected members of local authorities.

The Scheme along with the Area Descriptions, Constitution and Code of Conduct has recently been amended, a copy of which is attached at **Appendix 1**

Complaints Procedure

The CCLO is currently researching Complaints Procedures. If the decision is made to introduce a Complaints Procedure full consultation will take place prior to approval by the appropriate Council Committee.

Community Council Protocol

Aberdeen City Council in conjunction with Community Councils has prepared a Community Council Protocol which sets out the communication methods and behaviours expected between the Council and Community Councils

The Community Council Protocol is currently being amended and will be submitted to the appropriate Council Committee for approval.

The Protocol will be issued to all Community Councils once finalised.

Protecting Vulnerable Groups (PVG) Scheme

In February 2011, the Scottish Government introduced a new membership scheme to replace and improve upon the current disclosure arrangements for people who work with vulnerable groups.

The Protecting Vulnerable Groups Scheme (PVG Scheme) will:

- help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

The PVG Scheme is managed and delivered by Disclosure Scotland which, as an executive agency of the Scottish Government, will take on additional responsibilities. This will include taking decisions, on behalf of Scottish Ministers, about who should be barred from working with vulnerable groups.

PVG checks are not normally required for Community Council membership. If Community Councils were undertaking regulated work with children or vulnerable adults as part of their normal duties then checks would have to be undertaken. Events such as galas or one off meetings would not be considered normal duties.

For further information on the PVG Scheme and if you would be required to have a check please contact the CCLO for advice.

Elections

Community Councils are publicly elected every three years and the election process is administered and overseen by the Elections Unit of Aberdeen City Council. Full details of the Election process can be found within the Scheme for the Establishment of Community Councils (Appendix 1).

Office Bearers

Once a Community Council has been established following an election, it is required to elect Office Bearers to include: Chairperson, Vice Chairperson, Secretary and Treasurer. Some Community Councils also elect a Minute Secretary, Planning Officer and Licensing Officer.

Further information and guidance on how to carry out these responsibilities is available at **Appendix 4.**

Quorum

The quorum for Community Council meetings shall be one third of the current voting membership or four members, whichever is the greater.

Co-option of Members

Filling a vacancy can be undertaken through co-option. However, should circumstance arise that lead to the number of elected Community Council members falling below HALF of the maximum permitted membership, Aberdeen City Council shall be informed and may undertake arrangements for a by-election, where appropriate, to be held.

Co-opted members will have full voting rights and will serve until the next round of elections.

The number of co-opted members may not exceed a THIRD of the current elected Community Council membership. Should the ratio become greater due to any circumstances, Aberdeen City Council shall be informed and may determine arrangements thereafter for a by-election, where appropriate.

Each Community Council may co-opt up to two young people between 16 and 18 years of age to represent the interests of young people in their area. They will be considered as full members with voting rights.

Meetings

The frequency of meetings will be determined by each Community Council, subject to a minimum of one Annual General Meeting and six ordinary meetings being held each year.

All AGMs and regular meetings should be open to the public and members of the public should be encouraged to attend by adequate publicity well before the meeting date.

Meetings are of crucial importance to the work of Community Councils. It is at meetings that opinions, ideas, feelings and good intentions get translated into hard decisions and it is those decisions that will ultimately be translated into practical actions in your community.

It is perfectly normal that, in any meeting, the individuals present will have different, sometimes opposing, views. For this reason it is important that meetings are chaired effectively so that there is a balance between hearing what everyone has to say on a subject and getting through all the items of the agenda.

If there is something of major significance that you want to raise at a meeting, make sure that you tell the Secretary in advance so that it can be included as an item on the agenda.

Be prepared to listen to other people's ideas on the matter, they may have information on the subject that you don't, or they may come up with ideas that offer a better solution than yours. Remember that the key thing for a good Community Councillor is to make things happen in the community.

Sometimes you may be asked to participate in a working group or sub committee in order to research some points for the next meeting of the Community Council. Working groups or sub committees can play an important part in clarifying issues so that decision making is easier at future meetings. Although working groups or sub committees may involve some extra time commitment you should try as far as possible to get involved so that the work of your Community Council is spread evenly and you get a deeper insight into what is going on at Community Council meetings.

A formal record of what was agreed at meetings is kept in the form of minutes. Make sure that you agree with what appears in the minutes as these will usually determine exactly what action is to be taken.

Examples of agendas and minutes are available at **Appendices 5 to 8.**

Annual General Meetings

The Constitution for Community Councils has provisions for holding an Annual General Meeting (AGM). The AGM should take place within 8 weeks of the end of the financial year.

Leading up to the AGM, the Community Council will need to decide:
- the date and venue for the AGM
- how best to publicise the meeting so that members of the local community are encouraged to come along and participate
- whether to have a social event afterwards to encourage attendance

The Chairperson has the additional task for preparing an Annual report which should summarise the work of the Community Council over the last year. The content doesn't have to be like a book just a list of activities and achievements.

Before the AGM the Secretary or Minute Secretary should:
- book the meeting place and circulate advance notice of the meeting
- call for resolutions to be considered at it (this could be amendments to the Constitution)
- call for nominations for the Office Bearers positions (if appropriate) – the current office bearers may wish to step down or perhaps not all of the positions have been filled
- Prepare an agenda in consultation with the Chairperson and distribute to all members, local councillors and any other person who would normally be invited to meetings
- Circulate the minutes from the previous AGM and any other papers associated with the meeting

Before the AGM the Treasurer should:
- Prepare the annual Statement of Accounts
- Ensure that the accounts have been examined by an independent examiner

At the AGM the Chairperson should speak to the annual report and answer any question on it. The Secretary or Minute Secretary should take the minutes and the Treasurer should present the Accounts, explain them and answer any questions.

If there are to be any positions to be filled then the Chairperson should announce the name of the people nominated and ask for any additional nominations and proceed to vote where more than one person has been nominated.

An example of an agenda for the AGM is attached at **Appendix 6.**

Dealing with Conflict

Working in a Community Council may not, at first sight, appear to have much to do with politics indeed virtually all Councils will act as non-political bodies in the party political sense. However, it has to be recognised that the work of Community Councils concerns the exercise of power, albeit at a very local level. For example, there is the power to:
- get things done in the community
- take on the other tiers of government
- raise funds to support particular projects
- allocate resources within the community

Wherever power is exercised there is always the possibility of conflict developing. This may be because individuals and organisations find themselves competing for access to the resources in the community. Or it may be simply that individuals or organisations wish to demonstrate their ability to wield power and influence in the community.

But whatever the reason, conflict can break out from time to time even in the most peaceful of communities. When it does it is important to know how to deal with it effectively so that major rifts do not develop in the community.

Because community harmony is so important Community Councils need to ensure that, as far as possible, they exercise their power in a fair and reasonable manner. They should also try to ensure that they work in a tactful and diplomatic manner, liaising and consulting with individuals and other organisations in the community wherever possible.

Conflict within Councils

It also has to be recognised that conflict can break out within Community Councils, just as in any other part of the community. It may be that conflicts are imported into the context of the Community Council from outside, or it may be that conflict breaks out because of a particular issue that is on the agenda. In any case it is useful to think about dealing with such conflict before you actually find yourself in the situation. This gives you a chance to work out a strategy before you get caught up in the emotion of the event.

Personality Clashes

Conflict which relates to a clash of personality is perhaps the most difficult to deal with because the actual issue over which the clash takes place may simply provide an opportunity for the combatants to demonstrate their strongly opposing views. Where this is the case they may be less concerned with reaching agreement or getting through the Community Council's agenda than with addressing their own personal agenda.

Such personality clashes can make other Community Councillors feel uncomfortable and can prove damaging in the long term to the work of the Community Council. In this situation it is worthwhile remembering that it is not usually possible to change person's personality. What can be changed however is their behaviour and how they act within meetings and towards other people.

If there are certain things which someone is doing that causes conflict in the group, rudely interrupting other people for example it may be possible to find a way of persuading that person to change his or her behaviour. This can sometimes be achieved by the use of good-natured humour aimed at making the person aware of the behaviour that other people find offensive. At other times it may be necessary to try to persuade the Chairperson to intervene more forcefully so as to prevent that behaviour leading to conflict.

In any case it is generally a good idea for Community Councillors to talk about how they feel about difficult behaviour, otherwise there is a danger that communication will break down and conflict will emerge eventually in an even more damaging form.

Conflict over Community Issues

Another form of conflict that you might come across in meetings relates to the particular community issues on the agenda, rather than to more general clashes of personality. From time to time issues will arise that some Community Councillors feel particularly strongly about. This may be because of their personal beliefs or values, or it may be because they are representing the strong views that are held in sections of the community. If you do find yourself in this sort of conflict it is important to show that, even if you don't see things the same way as the other person(s), you do recognise that they feel strongly about the issue, and you understand what their concern is. You should then explain your feelings on the matter, being firm but friendly, trying wherever possible to find concerns that you share with them. Then move on to the areas where you differ and try to use their ideas as a base on which to build a solution that is acceptable to all concerned.

In all types of conflict a Community Councillor arriving at the meeting "all fired up" about a particular issue is unlikely to act constructively or agree compromise. A wise Chairperson

will, as early as possible, allow both sides ample time to state their case and then try to engineer a compromise.

Planning issues can often arouse considerable feelings and conflict. It is important that all sides are given the opportunity to make their views known and the role of the Chairperson can be crucial in managing a difficult situation. Depending on the circumstances, it may be useful to hear representations from prospective developers and from those that are either supporting or objecting to development proposals. It is important that equal opportunity is given to all sides and time limiting contributions may be appropriate.

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Section Three: Communities

What is a Community?

Within the Community Council context the word community reflects those living within a Community Council area boundary. People get a feeling of community identity from:
- living and working in a local area
- having friends close by
- using local facilities
- having a common interest in the areas' needs and problems
- being involved in local organisations and actives

What are the needs of your local community?

Whatever the size of your community, whatever the make-up, it will have priorities that you as a Community Council need to know about. Your cycle of meetings, your projects and your communities should highlight many of the issues that most influence the people that you represent.

A Community Council responds to local issues, develops local projects, represents the area, both to the local community and to the local authority. In order to do this you need to establish the best methods for you to find out the needs of the community.

Representing your community

There are several important points to remember as you start to consider the best ways to represent your community, such as:
- you will be aware of the issues of your community because they are issues that you have seen and dealt with in your daily life
- you can find out what the issues are by listening to members of the community, neighbours, other local groups and organisations and by contacting your local councillors
- make sure that as a Community Council you are aware of the minority view within the community
- Community Councils are there to represent all of the community, not just a selected few who may approach you with an issue.

Public Meetings

In addition to the scheduled Community Council meetings, it may be necessary to organise a specific public meeting to discuss a particular issue affecting the community. A public meeting can be an excellent way of identifying local concerns and it give the community a chance to get together to discuss particular issues.

There are a few practical points to consider when planning a public meeting:
- Prepare a clear and simple agenda
- Make sure that the event is will advertised
- Make sure that the location is within the community so that it is accessible to as many people as possible

- Think about the seating arrangements and what set-up would work best
- Make sure the Chairperson is fully informed on the subject and that they are able to control the meeting appropriately.. This may mean thinking about the number of people in attendance
- Think about having a signing in sheet so that you can record who was present
- Think about how the Community Council will report back to those in attendance to keep them informed about the issue.

Newsletters and Websites

An extremely effective way of informing people on what your Community Council are doing is by producing a newsletter or leaflets. Another way to keep in touch with your community is to set up a Community Council website. When considering these methods of communication you must take some things into consideration.
- What are you trying to achieve?
- Who is the information meant for?
- Who will be responsible for writing, editing, producing and distributing newsletters or leaflets?
- Who will design and maintain the website?
- How much will it cost and where will the money come from?

You may be able to get people to advertise in your newsletter and charge them a fee for doing so, that way there would be a steady stream of funding available to assist with the cost of the newsletter. Ask people in the community to assist with the distribution, that way no postage would be required.

Social Networking Sites – eg Facebook, Twitter

Creating a Facebook page for your Community Council may be a way to keep local residents informed on local issues. It would also give residents a forum to post questions, ideas or to provide information on local issues. This may also be a way to communicate with younger generations and get them more involved with their community.

Local Surveys

A survey gives a chance to ask as many people as possible about local concerns. It allows Community Councils to approach issues on the basis of what people have highlighted to them as being concerns in their area.

1. There are various ways of carrying out surveys but there are a few questions that Community Councils should consider before undertaking a survey:
Why are they considering a survey?
Community Councils can do a survey to find out about particular needs, or to identify important local issues. Community surveys allow a Community Council to highlight the good things about living in the area as well as the problems

2. What resources do the Community Council have for carrying out a survey?
This means looking at the number of people who can help and how much time they are able to give. What kind of equipment will the Community Council have access to and what expertise to use it? There would be no point in carrying out a survey of

3,000 people and not be able to analyse the data. How will the results be made available to the community? Community Councils need to consider the amount of time that would be required to carry out a survey and to produce a report on the findings.

3. Who will be surveyed?
   This could be anything from every household in the community to one in ten. Would local businesses in the area also be surveyed for their views? The answers would depend on the resources available to the Community Council.

The following basic rules in carrying out a community survey may be of help:
- Be clear about what you want to discover
- Be clear in advance to whom the results will be submitted
- Always ask open ended questions and do not lead the respondent to a pre-determined answer
- Let people know that you will be carrying out the survey in advance
- Make sure that you get a good representative sample of the area and a mixture of ages, gender and ethnic minority groups
- Make sure that the number of people asking the questions is manageable and that there is a time set for each interview

Dealing with the Press

As a Community Councillor, someone may approach you at some time from the press who is looking for a story. Alternatively there may come a time when, for whatever reason, you decide that you want to take information to the press. In either case it is important that you recognise how the press operates so that you can gain maximum benefit and avoid some of the common pitfalls.

Generally speaking, the press has two major priorities:
- To get 'copy', that is to say, material to fill up newspaper columns
- To get good 'stories', that is to say, articles that have a human-interest value and which have the effect of lightening up the contents of the newspaper.

When you are dealing with someone from the press it is likely that they will make a quick assessment as to which category your information falls into, and this assessment is likely to be important in determining what actually happens to the information that you pass over. By giving your information a "human interest" dimension it may be possible to get much fuller coverage than would be possible.

For example, if you wanted to publicise a gala in your community you might simply pass details of the event over to a local paper. Alternatively, you might write a short article on the person who is organising the event and the particular problems that have been encountered on the way. If you choose the first option it is likely that the information will be tucked away in a corner of the paper where not many people will notice it, whereas if you choose the second option you may find that a fairly lengthy article appears with a photograph alongside.

The primary concern of the press is to sell newspapers and that means providing news and information that people will want to read. So try to make sure that you are providing material that will interest people as well as simply inform them.

Perhaps the best way to interest the press is to issue a formal "Press Release", which at its most effective is probably a half to three-quarters page of A4. It can be issued to both local and regional newspapers and on occasion may interest national papers such as The Scotsman, The Herald or Sunday Post. Don't forget local radio and television stations.

You should also keep in mind that journalists have the power to edit news items. In practice this means they can put an emphasis on particular words or events that you may not have intended and in this way the message that you were trying to convey may end up getting distorted. The solution is to try to ensure that you choose your words carefully, knowing that anything you say could end up as a headline. It is not difficult to make the headlines in a local paper, but it is sometimes difficult to live with the headlines that you make!

Try to remember also the constraints that local newspapers work under. They have tight deadlines to meet so make sure that you submit your copy in plenty of time. They also appreciate information and articles that can be printed without a lot of cutting and reorganising so try to make sure that the information you provide is to the point.

Handling Press Interviews

When a journalist is actually interviewing you it is necessary to be particularly careful about what you say. It is easy to be caught off guard and to say something that you didn't really mean. Be very wary about off the record comments because these may end up being attributed to you

The best approach is to think out what you want to say before the interview starts. If that means taking a few minutes to prepare your thoughts, do so. Try to be clear about what sort of message you want to convey, and make sure that it doesn't get lost during the interview (what happens to that message later on is in the hands of the journalist!). If you are unclear, ask them to call back later, and do your research by checking with the Chair or Secretary before you commit yourself to comment.

Quick Do's and Don't

Buy Time – don't respond off the cuff. A casual comment can be taken out of context. Prepare what you want to say – write it down if you want and then ring back.. You will be asked for an immediate response and told about tight deadlines but be firm and take a few minutes to think about your response.

Don't use an item of information as fact unless you're certain of it.

Don't speculate – your conjecture will end up as somebody else's hard fact.

Don't hinder or obstruct – the media are there to do a job and it is better to form a good relationship with them and give them the information you feel you can give. In emergency situations the media, particularly broadcast media, can be very useful in informing the public quickly of developing situations.

Do explain where media questions can be answered if you yourself cannot help.

Do remember that your attitude to the media and what you say reflects on everyone else involved.

Section Four: Funding, Provisions and Insurance

Financial Year

The financial year for each Community Council runs from January to December (the calendar year). At the end of each financial year, the Treasurer must prepare a Statement of Income and Expenditure for the year and arrange for the accounts to be audited by an independent examiner. The accounts, signed by the Treasurer and independent examiner must be submitted to the AGM of the Community Council for approval. Thereafter the statement of accounts should be sent to the CCLO by the end of March each year, so that the annual grant due to the Community Council can be calculated and paid.

Community Council Administrative Grant

Each Community Council receives an administrative grant from Aberdeen City Council which should be used to cover running costs, such as:
Meeting Room Hire
Audit Fee (examination of annual accounts)
Payments to external Office Bearers (Minute Taker)
Photocopying
Postage and Stationery
Mileage Expenses
Communicating with the community (newsletters, leaflets, website)

Members of Community Councils are entitled to claim expenses based on the above. All receipts must be retained and given to the Treasurer. All expenses that are claimed must be recorded in the balance sheet. This can be done by person or under general headings such as Postage and Stationery.

The grant may also be used to support local groups or projects by way of a donation.

The Annual Grant is calculated as follows:-

Basic grant of £500 + 11p per elector in the area – Community Council insurance

Each Community Council is allowed to hold either £1,000 or twice the per capita amount (whichever is the greatest) at the end of the financial year. If money has been set aside for particular projects then this information must be submitted along with the Accounts so that the CCLO can calculate the grant. If the Community Council holds more than the allowed amount, then it will be deducted from the grant that is issued for the following year.

An example of a balance sheet is provided at Appendix 3.

Printing Account with Local Library

Each Community Council is granted some assistance with printing and/or photocopying at their local library. You are entitled to 200 copies or prints per month and what isn't used each month will be carried over to the next month. All you need is some proof that you are a Community Council. This could be headed paper or something with your Community Council logo. If you don't have these, ask the CCLO for a letter to confirm who you are.

Bank Account

Community Councils are required to open a bank account in the name of the Community Council. They also have to decide who will be signatories for the account. This is usually the Chairperson and the Treasurer. It is advisable to have three or four signatories on the bank account and that at least two sign all cheques and payments from the account.

Independent Examiner

The Community Council shall appoint an independent examiner for the purposes of inspecting the annual accounts who shall not be a member of the Community Council. The Independent Examiner should receive all financial paperwork for the Community Council along with the statement of income and expenditure prepared by the Treasurer. Once they have verified the accounts they are required to sign them off prior to them being sent to the CCLO. The name and address of the Independent Examiner should also be provided to the CCLO at the same time as the accounts.

Fundraising

Like other voluntary organisations, Community Councils are able to raise funds in order to carry out their work in the community. Often this involves organising a fund raising event such as galas, fun days or jumble sales.

Another option that is often open to Community Councils is to apply for grant funding from one of a very wide range of sources.

The quality of the application for grant funding can often be critical to its success or failure. Very often the grant aiding bodies will not have any opportunity to meet with those who are making the application and so their sole source of information about the proposal may be what is contained in the original application. For this reason it is important that the information provided is appropriate and, if possible, persuasive.

Try to make informal enquiries first to establish whether funds are still available, and if so what the criteria are for awarding them. Remember that you will be competing with other organisations and other projects so try to convey the importance of the project and emphasise its value for money. Above all, try to fire the imagination of the person(s) who will be assessing the application.

Insurance

As a public body, each Community Council is responsible for ensuring that an appropriate level of insurance covers its activities, especially for public events and fund raising events organised by the Community Council. Aberdeen City Council has arranged standard insurance cover for all Community Councils. It is available on request and the cost of the insurance premium is deducted from the annual grant paid by the City Council to Community Councils. It does not however cover certain public events and fund raising events.

Insurance cover is in respect of appropriate Community Council activities. Queries regarding the Insurance Cover available to Community Councils should always initially be made through the CCLO who will if appropriate direct Community Councils to the Insurance Officer for Aberdeen City Council.

It is also important to note that this insurance cover is applicable to Community Councils only and does not extend to cover affiliated bodies (Community Associations, etc). These bodies must arrange their own insurance cover in respect of their activities.

Where any doubt exists as to whether cover is provided automatically under the policy this should be referred to the Insurers via the Aberdeen City Council contacts for clarification.

If an extension is required to the policy to cover any particular activity or event an additional premium will be charged by the Insurers and this will be recoverable from the Community Council concerned. Premiums may vary dependent on the type of activity or event being insured.

It is imperative when holding an event that all Authorities (Police, Fire Brigade, etc) are advised accordingly.

Events and activities which are not covered under the standard cover provided by the Insurers require notification to the Council's Insurance Section prior to the event or activity taking place and with sufficient time for any additional insurance cover to be investigated and put in place where appropriate.

The recommended notification period is at least 28 days.

On requesting the possibility of additional insurance cover or clarification of cover applicable to an appropriate event the Community Council should supply comprehensive details of the event and activities involved.

It should be noted that in some cases it may be cheaper to arrange one off cover from an independent insurance provider. There have been a few queries relating to additional cover and the quote was quite high when using the Councils provider.

Insurance has been provided by Zurich Municipal and the Policy is due for renewal on 9 December of each year.

A copy of the insurance certificate and policy is sent to the Community Council Secretary and a copy is also retained by the CCLO. If you require a copy, please ask your secretary or contact the CCLO.

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Section Five: Planning Matters

Community Councils and the Planning Process

Under the Local Government (Scotland) Act 1994 Community Councils have a statutory right to be consulted on planning applications. The Community Council has no formal powers. Their function in relation to planning applications is to find out, co-ordinate and express the views of the local community to the planning authority and other public bodies.

The Community Council needs to identify a member to receive weekly lists and documents from the planning authority and advise the CCLO accordingly.

Where planning matters are concerned, whether these are planning applications or the local plan, opinion may well be divided. The Community Council is charged with presenting these views in a balanced and coherent fashion. The Community Council do not have to decide which view they support, nor are they required to approve or propose the development. The Planning Advice Note 47 recommends that Community Councils limit their attention to proposals which raise issues of genuine interest.

When considering planning applications Community Councils are advised to develop a checklist and guidance protocols. Community Councils should also actively seek the views, opinions and aspirations of the full cross-section of the community and be able to demonstrate that steps have been taken to consult the local community where appropriate. It must consider how best to determine and represent the views of the community it serves and ensure that its work is visible and accessible to the community.

In recognising that Community Councils are essentially voluntary bodies established within a statutory framework, Community Council members should on an individual basis, avoid taking part in discussions with applicants for planning permission except where they are part of a structured meeting and avoid giving any commitment to the applicant or objectors to support or oppose an application. If a Community Council member has a private or personal interest they should withdraw from the meeting while the matter is discussed.

Approaches from developers to Community Councils should be handled cautiously but not discouraged. It is important for the Community Council to gain as much information about a development to allow them to discuss within the community.

Frequently Asked Questions

1.   Why is the Community Council involved in planning?

A.   Planning advice Note 47 – Community Councils and Planning, details the roles of Community Councils in the planning process, as one of the decentralisation of government measures announced during the passage of the Local Government (Scotland) Act 1994, Community Councils were given the statutory right to be consulted on applications for planning permissions.

2.   What is a local plan?

A.   A local plan sets out the detailed policies and specific proposals for the development and the use of land that should guide day-to-day planning decisions.

They must identify effective opportunities for development and encourage investment in an area.

3. **Why should Community Councils get involved in the consultation on the Local Plan?**

A. Community Councils' local knowledge and their responsibility in commenting on planning applications make them key stakeholders in local planning policy. Community Councils can also provide helpful contacts, local expertise and a focus for discussion on local issues. The Local Plan is an important document for communities as it sets out the framework for determining planning applications in the future.

4. **A member of the Community Council wants to build a house or make extensive alterations, what should the Community Council do?**

A. The Community Council should note the Community Council member's interest if the application is to be discussed by the Community Council. The member should declare an interest in the application and withdraw from the meeting to enable the Community Council to deliberate the application.

5. **Two members of the Community Council have very different views about a proposed development and the Community Council is divided, what should the Community Council do?**

A. Both views should be submitted to the planning authority. The Community Council do not have to make a decision in support or against a particular proposal. Where there is a strong divide then to give a representative view would be to outline both cases with the pros and cons for both views.

6. **A developer has requested a pre-proposal meeting with the Community Council, what is this and what should the Community Council do?**

A. This could be a useful opportunity for the developer to explain their proposal especially if it is complex. Community Councils should invite the developer to their next meeting or organise a special meeting to discuss the proposal. It is important for Community Councils to have as much information about a proposal before they make any representations to the planning authority. It may be that at the meetings the developer will take on board local concerns and amend the plans where possible.

A copy of the Planning Advice Note 47 – Community Councils and Planning is attached at **Appendix 9**

Section Six: Aberdeen City Council Committees and Memberships

Committees

All main Committees of Aberdeen City Council are open to members of the public. There may be times where a particular subject is being discussed and you may wish to attend the Committee as an observer. If you wish to speak at any Committee meeting you have to request in writing for a deputation. The rules for doing this are as follows:

(1)   Every application for a deputation must be in writing, signed and delivered, faxed or e-mailed to the Head of Democratic Services as early as necessary to ensure that at least one clear day (excluding Saturdays and Sundays or public holidays observed by staff employed at the Town House) is available between receipt of the application and its submission to Council or Committee. The application must state the subject on which the deputation wish to be heard and the action (if any) which it is proposed that the Council should take. The application must relate to a substantive report on the agenda and no application shall be accepted which relates to the annual budget or to a planning application except where required by statute.

(2)   If the subject matter of the application falls within the remit of a Committee of the Council, the application shall be submitted to that Committee and the Committee may, hear the deputation. If having heard the deputation, the Committee defers consideration of the report, no further application to be heard shall be accepted from the same Committee unless a report containing substantial new information is submitted to the meeting at which the matter is next considered.

(3)   If as a result of a referral from a Committee to full Council, it shall be competent for any body or individuals heard by the Committee to be heard by the Council.

(4)   If the application relates to a substantive report submitted to Council directly, the Council may hear the deputation. If Council defers a decision the procedure in (2) above shall apply.

(5)   No deputation shall consist of more than three persons. The member(s) of a deputation shall be permitted to address the Council or Committee and they may speak in total for no more than ten minutes.

(7)   Any member of the Council may put any relevant question to the deputation and with the invitation of the Convener any officer of the Council shall be entitled to respond to any matter raised by the deputation. Neither of these interventions shall be permitted until the deputation has concluded its presentation. The time available for such questions shall not exceed ten minutes (over and above the maximum period of ten minutes allowed to receive the deputation). No debate or discussion on the subject matter shall take place until the relevant minute or other item falls to be considered in terms of the order of business, or, alternatively until the deputation retires and consideration of the matter resumes in line with Standing Orders.

All agendas, reports and minutes for the main Committees are available at: http://committees.aberdeencity.gov.uk/mgListCommittees.aspx?bcr=1

An agenda for the main committees will be issued to all Community Councils either by email or by post depending on the preferred method of the Community Council.

The Clerk to the Committee is a useful contact to find out information on dates of Committees and the Committee processes.

Committee Information and Contact Details is available at **Appendix 12.**

Councillor Information

Your local Councillors are a useful contact for finding out information on Council business and they can look into issues that you may have with particular projects or services the Council provide.

There are 43 Councillors for Aberdeen City Council and they represent 13 areas across the City.

Each Community Council's boundary will include one or more City Council wards. The City Councillors who represent these wards provide a direct link between their constituents and the City Councils services and decision making structures. Contact between Community Councils and City Councillors can create a mutually informed channel of communication between the Council and communities within the city. Ward Councillors are non-voting members of the Community Council.

To make the most of this point of contact it is recognised good practice for Community Councillors to let their Ward Councillors know when meetings are being held and to copy them into relevant correspondence. The Ward Councillor may do likewise. It is the responsibility of each Community Council and City Councillor to develop whatever working relationship they consider is appropriate. Ward Councillors, when available and appropriate to do so, should try to attend meetings of the Community Council's in their areas.

Contact details and Ward details are attached at **Appendix 11.**

Section Seven: Contact List

<u>Aberdeen City Council</u>

General Enquiries Customer Service	01224 522000 or 08456 080910	
Accord Card Scheme	01224 346834 or 08453 452789	accordhelp@accordaberdeen.co.uk
Anti-Social Behaviour	01224 523100 or 08456 066548	ASBIT@aberdeencity.gov.uk
Archives Town House Old Aberdeen House	 01224 522513 01224 481775	archives@aberdeencity.gov.uk
Art Gallery	01224 523700	info@aagm.co.uk
Benefits Advice	01224 522709	
Bereavement Services (Burials & Cremations)	01224 522485	
Community Council Liaison Officer	01224 522723	kariddoch@aberdeencity.gov.uk
Council Tax and Housing/Council Tax Benefits	01224 219283 or 08456 080921	
Countryside Ranger Service	01224 897400	
Customer Access Points Kincorth Mastrick Woodside	 01224 872572 01224 788503 01224 524920	 CAPkincorth@aberdeencity.gov.uk woodsideCAP@aberdeencity.gov.uk
Debt Counselling	01224 523738	moneyadvice@aberdeencity.gov.uk
Environmental Health & Trading Standards	01224 523737	
Environmental Services (Grounds, Roads, Street Lighting	01224 219281 or 08456 080919	cleanaberdeen@aberdeencity.gov.uk
Freedom of Information	01224 523602 or 01224 523430	foienquiries@aberdeencity.gov.uk
Garage or Parking Space (Applying for)	01224 523790	
Gypsies/Travellers	01224 791860	afarquhar@aberdeencity.gov.uk
Homelessness	01224 522210	
Housing Applications	01224 523151	
Housing Repairs	01224 219282 or 08456 080929	
Insurance Officer (Scott Shaw)	01224 814856	sshaw@aberdeencity.gov.uk

Library and Information Service – Central Library	01224 652500	Centrallibrary@aberdeencity.gov.uk
Licensing Team	01224 522377	licensing@aberdeen.gov.uk
Noise Control	01224 523737	
Parking Permits	01224 219284	
Planning Applications	01224 523470	
Planning Guidance (Daniel Lewis)	01224 522250	dlewis@aberdeencity.gov.uk
Play Areas	01224 489265 or 01224 489279	
Registrars	01224 522616	
Road Safety and Traffic Management (Doug Ritchie)	01224 538055	dritchie@aberdeencity.gov.uk
Roadworks Co-ordination	01224 538066	streetoccupationspermit@aberdeencity.gov.uk
Social Work Services Duty Team Out of Hours Team	01224 765220 01224 693936	
Tenant Participation Marischal College Tillydrone Housing Office	01224 522839 01224 489523	
Waste Aware	01224 219281 or 08456 080919	
Welfare Rights	01224 523203	welfarer@aberdeencity.gov.uk

Aberdeen Council for Voluntary Organisations (ACVO)
01224 686508 or email enquiries@acvo.org.uk

Consumer Direct
0845 404 0506

Crimestoppers
0800 555 111

Electoral Registration Officer
01224 664848 or email ero@grampian-ero.gov.uk

First Aberdeen
01224 650000

Grampian Police – Non Emergencies
0845 6005 700
NHS 24
0845 424 2424

NHS Grampian Switchboard
0845 456 6000

Scottish Water
0845 601 8855

Sport Aberdeen
0845 601 3611 or email information@sportaberdeen.co.uk

Stagecoach Bluebird
01224 597590

Useful Websites
Aberdeen City Council (ACC) – www.aberdeencity.gov.uk
ACC Committees – http://committees.aberdeencity.gov.uk/mgListCommittees.aspx?bcr=1
ACC Councillors – http://committees.aberdeencity.gov.uk/mgMemberIndex.aspx?bcr=1

ACC List of Schools -
http://www.aberdeencity.gov.uk/education_learning/schools/scc_schools_list.asp

ACC Planning -
http://www.aberdeencity.gov.uk/planning_environment/planning/planning_sustainable_development/pla_planning_applications.asp

ACC Road Closures and Diversions -
http://www.aberdeencity.gov.uk/transport_streets/roads_pavements/roa_Closures.asp

Aberdeen Council of Voluntary Organisations - http://www.acvo.org.uk/
Aberdeen Civic Forum -
http://www.communityplanningaberdeen.org.uk/Internet/AberdeenCivicForum/ACFIntroduction.asp

Planning Aid Scotland - http://www.planningaidscotland.org.uk/
Scottish Government - http://home.scotland.gov.uk/home
Scottish Parliament - http://www.scottish.parliament.uk/

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Appendix 1 – Scheme for the Establishment of Community Councils

Aberdeen City Council

Scheme for the Establishment of Community Councils

Incorporating Community Council Area Descriptions, Model Constitution and Code of Conduct

Document Version	2.5
Document Status	Approved
Document Date	June 2012
Review Date	May 2015

Contents

Introduction

Community Councils were first established in Scotland following the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994, which produced the current system of unitary local authorities, made provision for the continuation of Community Councils. Under the legislation, every local community in Scotland is entitled to petition their local authority to establish a Community Council in their area.

This revised scheme for the establishment of Community Councils in Aberdeen City is based on the Model Scheme for Community Councils in Scotland published by the Scottish Government in early 2009 and is designed to provide a common minimum basic framework governing their creation and administration.

The Scheme will come into operation from October 2012 when the new term for Community Councils begins in Aberdeen City. The Scheme will be subject to review periodically prior to each new term.

1. Statutory Purpose of Community Councils

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''

2. Community Council Names and Areas

The name, area and membership numbers for each Community Council Area has been set out in Appendix 1. These can be modified with prior approval from Aberdeen City Council.

3. The Roles 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 make representations to Aberdeen City Council (hereinafter referred to as ("the City Council"), other public sector bodies and private agencies on matters within their sphere of interest.

3.2 It is essential that these views be demonstrated to be accurately representative of the community. Accordingly, the Community Council will have in place, in consultation with the City Council, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by all sectors of the community.

3.3 Community Councils have a statutory right to be consulted on planning applications. Licensing matters and any other matters may also be jointly agreed between Community Councils, the City Council and other public sector and private 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 objects of their Constitution and the terms of the Scheme.

3.5 There should be mutual engagement in the establishment of working relationships with the City Council and other agencies.

3.6 In carrying out their activities Community Councils must at all times adhere to the law; the terms of the Scheme; their Constitution; Standing Orders; and the Community Councillors' Code of Conduct.

3.7 Each Community Council is required to adopt a Constitution, based upon the Model Constitution accompanying the Scheme (Appendix 2), together with the Code of Conduct (Appendix 3), to encourage and maintain consistency for all Community Councils and to facilitate their proceedings being properly structured and regulated, to ensure that items of business relevant to the community are properly debated

and decisions reached in a democratic manner. The Community Councils Constitution is required to be approved by the City Council.

3.8   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, Community Councils should: -

(i)   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;

(ii)   Allow members of the public to attend all meetings and participate in the discussion, at the discretion of the Chairperson;

(iii)   Send agendas and draft minutes of Community Councils' meetings to Community Council members, the Community Council Liaison Officer and to relevant elected members and other interested parties;

(iv)   Seek to broaden both representation and expertise by promoting the Associate Membership of the Community Council of persons for specific projects/issues;

(v)   Make particular efforts to encourage young people and other under-represented groups to attend/participate in Community Council meetings and to ensure equality of opportunity in the way the Community Council carries out its functions;

(vi)   Maintain proper financial records and present financial reports at Community Council meetings;

(vii)   Inform the City Council's Community Council Liaison Officer of any change in membership and circumstances, as soon as is practicable; and

(viii) Ensure that a contact name and address for all Community Council business is provided to the Community Council Liaison Officer to enable members of the public and other agencies to contact their local Community Council. These contact details will be provided to Local Libraries and published on the City Council's website.

4.   Membership of Community Councils

4.1   There shall be minimum (6) and maximum (12) for the majority of Community Council membership numbers of elected Community Councillors in a Community Council. The membership numbers for Community Council areas will be adjusted depending on the population within it. The minimum and maximum numbers are set out in the Names and Area Descriptions (Appendix 1). The City Council will set its own formula for the definition of a minimum and maximum number of Community Council members in any Community Council area in consultation with the Community Council.

4.2   The minimum age to stand for election as a Community Councillor is 18 years of age. Qualification for membership is by residency within the specific Community Council area. Community Councillors and candidates for Community Council membership must also be named on the electoral register for the Community Council area in which they reside.

4.3   Each Community Council may nominate up to two young people between 16 and 18 years of age to represent the interests of young people in their area. They will be considered as full members with voting rights.

4.4   Elected Members of the City Council, representing any part of the Community Council area shall ex-officio be invited to and accordingly entitled to attend all meetings of that Community Council and entitled to participate in the deliberation of the council without, however, having any voting right in relation to any matter or question coming before that council for consideration;

4.5   Elected members of the Scottish, United Kingdom and European Parliaments are entitled to become ex-officio members of Community Councils, with no voting rights.

5.   Community Council Elections

5.1   Eligibility for Membership and Voting

        (i)   It shall be open to any individual resident within the area of the Community Council and whose name appears on the Register of Electors in force at the date of the Notice of Election as a local government elector at a qualifying address within the area, to stand for election, propose or second candidates and vote in Community Council elections. No other persons shall be so entitled. The Register of Electors shall be taken as conclusive as to a person's residence and eligibility for all purposes in connection with this Scheme.

        (ii)   Where an individual's name appears on the appropriate register with a date indicating that he/she will attain voting age on some future date, that date shall be disregarded for the purpose only of Community Council elections and the individual shall have full power to act in accordance with the preceding paragraph.

        (iii)   In addition to the membership quota, Community Councils can invite a further two members from the 16-18 years of age group, who are resident within the Community Council area, to join the Community Council. These members would have the same membership and voting powers at meetings of the Community Council and would stand down at the next ordinary election of the Community Council.

        (iv)   Subject to section 4.4, no elected member of Aberdeen City Council shall be eligible to be a member of a Community Council and, if a member of a Community Council is so elected, he/she will be deemed to have resigned from the Community Council, the day after the result of the Local Government election is declared.

(v)   A member of a Community Council who no longer has his/her principal residence within the area of the Community Council shall be deemed to have resigned from the Community Council on the date of giving notice to that effect or 28 days after the date of posting of a recorded delivery letter enquiring as to the member's continued eligibility, from the Community Council Liaison Officer if no satisfactory reply has been received.

(vi)   A person shall be disqualified for being nominated as a candidate for election or being elected as a member of a Community Council if they have within five years before the date the date of nomination or election, been convicted in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic of any offence and has passed on him/her a custodial sentence for a period of not less than three months.

5.2   Frequency of Elections

(i)   The first elections for Community Councils in terms of this Scheme shall be held in October 2012.

(ii)   Elections will be held in October on a three year basis on dates to be determined by the Returning Officer.

5.3   Returning Officer

The Returning Officer for Community Council Elections shall be appointed by the City Council and shall act through the Election Unit of the City Council.

5.4   Nominations

(i)   The Returning Officer shall make Nomination forms widely available by publication on the Aberdeen City Council website and in City Council offices, libraries and Community Centres. It shall not be necessary to use such a form, provided that the nomination is submitted in writing and:-
        (1)   is signed by the candidate, confirming his/her eligibility and willingness to stand and to serve as a member of the Community Council if elected;
        (2)   states the Candidate's full name and address, together with any commonly used name or names, by which he/she wishes to be described in the Notice of Poll and Ballot Paper
        (3)   is signed by a Proposer and Seconder;
        (4)   states the full name and address of the Proposer and Seconder.

(ii)   The Returning Officer shall reject any Nomination:-
        (1)   which does not contain the information prescribed in the previous sub paragraph;
        (2)   which is submitted after the last time prescribed for the receipt of nominations;
        (3)   where, on checking, it appears that the candidate, Proposer or Seconder is not registered as a local government elector at the address stated on the form; or
        (4)   any address stated on the form is outwith the area of the Community Council.

(iii)   The Returning Officer shall not be obliged to carry out any further investigation as to the eligibility of a person to be nominated.

(iv)   Nominations may be lodged in person by Candidate, Proposer or Seconder, by the hand of an agent, or by post or courier. Delivery to any address other than that stated in the Notice of Election shall not be sufficient and the onus shall be on the Candidate to prove that any nomination paper delivered by the hand of an agent, by post or by courier, was properly delivered.

5.5   Method of voting

(i)   Voting shall be by secret ballot.

(ii)   The Returning Officer may decide to make electronic voting methods available, such as telephone and internet voting.

(iii)   Community councils within Aberdeen City shall be elected on the Single Transferable Vote (STV) method of election.

(iv)   By-elections shall be held where the City Council considers that the interests of the Community would be better served by a by-election rather than co-option and shall have power to order one.

(v)   Postal Votes
(1)   Electors who are registered as postal voters for Local Government Elections shall be deemed to be postal voters for the purposes Community Council elections. It shall not be competent to make separate application to vote by post at Community Council elections or to cancel a postal vote for Community Council elections while retaining it for Local Government elections;
(2)   The Returning Officer shall be entitled, but not obliged, to apply the provisions of the Representation of the People Acts to postal votes in Community Councils but, in any event, shall take such steps as he/she thinks necessary, to ensure that postal votes are received by and from those who are entitled thereto.

(vi)   Proxy Votes
(1)   Electors who have appointed proxies for the purposes of voting in local government elections shall be deemed to have appointed those persons as proxies for the purposes of Community Council elections. It shall not be competent to make separate application to vote by proxy at Community Council elections while retaining it for local government elections.

5.6   Stages Common to All Elections

(i)   Timetable

Publication of Notice of Election	Not less than eight weeks before Date of Poll
Time for Lodging Nominations	A period of not less than four weeks commencing the day after publication of the Notice of Election and ending as near as may be, four weeks before the Date of Poll. Nominations may be lodged at the Election Unit between the hours of 10.00 and 16.00 on any working day during this period
Statement of Persons Nominated	As soon as may be after close of nominations
Time for withdrawal of Nominations	During the period for Lodging Nominations and not later than one week after at 16:00hrs
Notice of Poll, Notice of Uncontested Election (with, in either case, statement of persons validly nominated) or Notice of Failure to Establish a Community Council	Not later than the third working day after the close of the period for Withdrawal of Nominations
Date of Poll	The date fixed by the Returning Officer in terms of paragraph 5.2 Polling shall be between the hours of 08:00 and 20:00 on that day
Counting of Votes	As soon as possible after the Close of Poll
Publication of Result	Not later than the third day after the completion of the Counting of Votes

For the purposes of this Scheme:
"week" means a period of 7 days.
"day" means a calendar day unless otherwise stated.
"publication" means publication on the Aberdeen City Council website or such additional methods as the Returning Officer may think fit, including publication in a newspaper or posting on Notice Boards at City council premises or Community Centres.

(ii)   Notice of Election
The Returning Officer shall publish notice advising that an election for the Community Council will take place and inviting nominations.

The Notice of Election shall state:-
(1)   the number of members to be elected to the Community Council;
(2)   the place and time for the lodging of nominations;
(3)   the qualification to stand as a candidate or to propose or second a nomination;
(4)   that if the number of candidates exceeds the number of places to be filled, a poll will be held on a particular date; and

(5)   that those registered to vote by post will, in the event of a poll, receive a postal vote or proxy.

(iii)   <u>Notice of Poll, Notice of Uncontested Election or Notice of Failure to Establish a Community Council</u>
In the event that the number of Candidates validly nominated exceeds the number of places to be filled, the Returning Officer shall publish a Notice of Poll.

A Notice of Poll shall:-
(1)   list the Candidates in alphabetical order of surname and state their addresses;
(2)   specify the date and hours of the Poll;
(3)   specify the location of the polling station; and
(4)   state that postal votes will be issued to those registered as postal voters.

A Notice of Uncontested Election shall:-
(1)   list the candidates in alphabetical order of surname and state their addresses; and
(2)   state that, the number of candidates validly nominated being less than the number of places to be filled, but greater than the number required to establish the Community Council (or in the case of a by-election, to maintain it in being), those Candidates are deemed to be elected on the date of the notice.

A Notice of Failure to Establish A Community Council shall state:-
(1)   that, the number of Candidates validly nominated, being less than one half of the total number of members of the Community Council (or, in the case of a by-election, less than one half when taken with the existing members of the Community Council), the Community Council has not been established (or has been dis-established as the case may be); and
(2)   that no further petition for the establishment shall be competent for a period of three calendar months (or twelve calendar months in the case of a second failed election).

(iv)   <u>Withdrawal of Nomination</u>
A candidate may withdraw his/her nomination by notice in writing, to the Returning Officer. Such notice must be signed and dated by the Candidate and shall be signed by one witness who shall add his/her full name and address. A nomination which has been withdrawn cannot be re-instated except that, where the withdrawal has been made during the nomination period, a fresh nomination of the same individual shall be competent if made before the last time for lodging nominations.

(v)   <u>Counting of votes</u>
As soon as practical after close of poll, the Returning Officer shall arrange for the counting of votes. The Returning Officer shall advise candidates as to the location and timing of the count and candidates shall be entitled to attend.

5.7   Request to Establish a Community Council between Election Years

The City Council, on receipt by them of the requisite written application by not less than twenty electors, shall conform to Section 52(7) of the Local Government (Scotland) Act 1973, in respect of a Community Council area, shall within not more that six weeks from the date of the application, organise, in accordance with this Scheme, an election for establishing the Community Council for that area. The City Council shall fix the date of the election.

6.   Terms of Office of Members of Community Councils

The first term of office of members of Community Councils shall extend to a date in October 2015 to be determined by the City Council and such members shall retire together at the end of that term and further elections for Community Councils shall thereupon be held in accordance with the relevant provisions of this scheme. The term of office of members of Community Councils shall expire on a date in October every third year thereafter to be determined as aforesaid.

Retiring members of Community Councils, if not otherwise disqualified under the provisions of this Scheme, shall be entitled to stand for re-election. The City Council shall, however, without prejudice to the exercise by them of their discretion in determining the dates of expiry of the term of office of members of Community Councils in terms of this paragraph, so determine such dates so that the re-election of Community Councils shall normally be held in the month of October.

7.   Filling of Casual Vacancies

7.1   Casual Vacancies

Casual vacancies on a Community Council may arise in the following circumstances:-

(1)   When an elected Community Council member submits his/her resignation;
(2)   When an elected Community Council member ceases to be resident within the Community Council area; and
(3)   When an elected Community Council member has his/her membership disqualified (Section 10)

7.2   Co-option to Community Councils

(4)   Filling a vacancy can be undertaken through co-option. However, should circumstance arise that lead to the number of elected Community Council members falling below HALF of the maximum permitted membership, Aberdeen City Council shall be informed and may undertake arrangements for a by-election, where appropriate, to be held.

(5)   Co-opted members must be eligible for membership of the Community Council as detailed in Section 4 of the Community Council Scheme.

(6)   Co-opted members must be elected onto the Community Council by a majority of the elected Community Council members present and voting.

(7)   Co-opted members will have full voting rights and will serve until the next round of elections.

(8)   The number of co-opted members may not exceed a THIRD of the current elected Community Council membership. Should the ratio become greater due to any circumstances, Aberdeen City Council shall be informed and may determine arrangements thereafter for a by-election, where appropriate.

8.   Associate Membership

(9)   Associate members may be appointed by a Community Council where there may be a need for individuals with particular skills and knowledge. These individuals do not have voting rights.

(10)   Associate members may include representation from other local organisations and may serve for a fixed period as determined by the Community Council.

9.   Equalities

Recognition should be given to the contribution of everyone participating in the work of the Community Council. The City Council further acknowledges that Community Councillors are volunteers who give up their own time to undertake the work of Community Councils. Community Councils must comply with the Equalities Act and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

See also Code of Conduct (Appendix 3)

10.   Disqualification of Membership

(a)   Membership of a Community Council is invalidated should a Community Councillor's residency qualification within that Community Council area cease to exist;

(b)   If any member of a Community Council fails to attend any Community Council meeting, with or without submitting apologies, throughout a period of six months, the Community Council may terminate their membership;

(c)   A person shall be disqualified as a member of a Community Council if they are convicted in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic of any offence and has passed on him/her a custodial sentence for a period of not less than three months;

(d)   At the discretion of individual Community Councils, a period of leave of absence for Community Council members may be granted at any meeting of the community council.

11.   Meetings

11.1   First Meeting

The first (inaugural) meeting of every newly established Community Council shall be convened by the Returning Officer and attended and chaired by him/her or a person appointed by him/her for that purpose.

The business of the first meeting for all Community Councils will include the appointment of Chairperson, Vice-Chairperson, Secretary/Minute Secretary and Treasurer and to consider the Constitution and Code of Conduct.

Adoption of a Constitution by the Community Council and approval by the Local Authority should follow within three months of the inaugural meeting.

11.2   Meeting Frequency

The frequency of meetings will be determined by each Community Council, subject to a minimum of one Annual General Meeting and six ordinary meetings being held each year.

11.3   Quorum

The quorum for Community Council meetings shall be one third of the current voting membership or four members, whichever is the greater.

12.   Liaison with the City Council

12.1   In order to facilitate the effective functioning of Community Councils, the City Council has appointed its Community Council Liaison Officer (CCLO) to act as a liaison officer with Community Councils. The CCLO shall have the right to attend any meetings of Community Councils.

12.2   Community Councils may make representations to the City Council and other public and private agencies, on matters for which it is responsible and which it considers to be of local interest. Representations should be made, in the case of statutory objections, such as planning or licensing matters, to the appropriate City Council official. On issues where the City Council is consulting with Community Councils, representations should be made to the appropriate City Council officer.

12.3   Community Councils shall provide copies of their agendas and minutes within prescribed timescales to the City Council's Community Council Liaison Officer.

12.4   The City Council's Community Council Liaison Officer shall 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, the functions of the City Council and other relevant topics.

13.   Resourcing a Community Council

13.1   Financial Year

The financial year of each Community Council shall be from January to December to allow for the proper submission of audited statement of accounts to the Community Council's annual general meeting to be held within two months of the end of the financial year.

13.2   Annual Accounts

The Annual Accounts of each Community Council shall be independently examined by one examiner appointed by the Community Council, who is not a member of that Community Council.

A copy of the independently examined statement of accounts and/or balance sheet shall be forwarded immediately after the accounts are approved at the Community Council's Annual General Meeting, to the City Council's Community Council Liaison Officer.

The named official may, at his/her discretion, in consultation with the City Council's Finance Team, require the Community Council to produce such records, vouchers and account books, as may be required.

13.3   Annual Administrative Grant

The City Council may provide an administrative grant to Community Councils to assist with the operating costs of the Community Council. The grant to be determined by the City Council shall be fixed at a minimum flat rate with an additional grant per elector within the Community Council area.

13.4   Other Financial Resources

Each Community Council shall have the power to secure resources for schemes, projects and other functions consistent with its functions.

14.   Liability of Community Council Members

A scheme of insurance liability cover has been arranged. The insurance liability cover becomes effective upon the City Council advising the insurance underwriter of the establishment of a Community Council.

15.   Dissolution of a Community Council

In the event of the dissolution of a Community Council, established in accordance with this Scheme, such properties and funds as are vested in the Community Council at the date of its dissolution shall accrue to the City Council who shall apply such properties and funds for the benefit of the inhabitants of the Community Council area, provided that preference shall in any event be given to the transfer of such properties and funds to a successor Community Council established in accordance with the terms of this Scheme.

16.   Amendment of Schemes

The City Council, having regard to changing circumstances and to any representations made to them, shall from time to time review this Scheme and where they consider that the Scheme ought to be amended, shall proceed in accordance with the procedure specified in Section 53 of the Local Government (Scotland) Act 1973.

Names and Area Descriptions for Aberdeen City Community Councils

Community Council Name	Boundaries of Community Council Area	Population of Community Council Area (Estimated)	Membership
1. Ashley and Broomhill	Part of Ward 10 (Hazlehead/ Ashley/ Queens Cross); and part of Ward 11 (Airyhall/ Broomhill/ Garthdee).	8,000	Minimum 6 Maximum 12
2. Braeside and Mannofield	Part of Ward 9 (Lower Deeside); part of Ward 10 (Hazlehead/ Ashley/ Queens Cross); and part of Ward 11 (Airyhall/ Broomhill/ Garthdee).	6,500	Minimum 6 Maximum 12
3. Bridge of Don	Part of Ward 1 (Dyce/ Bucksburn/ Danestone); and the whole of Ward 2 (Bridge of Don).	22,000	Minimum 10 Maximum 20
4. Bucksburn and Newhills	Part of Ward 1 (Dyce/ Bucksburn/ Danestone); and part of Ward 3 (Kingswells/ Sheddocksley).	7,000	Minimum 6 Maximum 12
5. Castlehill and Pittodrie	Part of Ward 6 (Tillydrone/ Seaton/ Old Aberdeen); part of Ward 8 (George Street/ Harbour); and part of Ward 12 (Torry/ Ferryhill). To include the area southwards of Mounthooly Way to Nelson Street; northwards to King Street	8,500	Minimum 6 Maximum 12
6. Cattofield	Part of Ward 5 (Hilton/ Stockethill); and part of Ward 8 (George Street/ Harbour). The area with boundaries commencing at the centre of the bridge which carries Powis Terrace over the main railway line; thence along Powis Terrace to Belmont Road; thence along Belmont Road to Back Hilton Road; thence westwards along Back Hilton Road and Cairncry Road to its junction with North Anderson Drive; thence northwards along North Anderson Drive to Hilton Road; thence eastwards along Hilton Road following the	5,000	Minimum 6 Maximum 12

Community Council Name	Boundaries of Community Council Area	Population of Community Council Area (Estimated)	Membership
	southern boundary of the area described at 31 below, to its intersection with the railway line; and thence southwards along the west boundary of the railway line to the point of commencement.		
7. City Centre	Part of Ward 7 (Midstocket/ Rosemount), and part of Ward 8 (George Street/ Harbour). The area bounded by Union Street, Rose Street, Skene Street, Rosemount Viaduct, Blackfriars Street, St Andrews Street, Crooked Lane, Loch Street, St Paul Street, Gallowgate, Littlejohn Street, West North Street, King Street, Union Street.	1,000	Minimum 6 Maximum 12
8. Cove and Altens	Part of Ward 13 (Kincorth/ Loirston), excluding Kincorth Local Nature Reserve.	9,000	Minimum 6 Maximum 12
9. Culter	Part of Ward 9 (Lower Deeside).	6,000	Minimum 6 Maximum 12
10. Cults, Bieldside and Milltimber	Part of Ward 9 (Lower Deeside).	12,000	Minimum 9 Maximum 18
11. Dyce and Stoneywood	Part of Ward 1 (Dyce/ Bucksburn/ Danestone).	8,000	Minimum 6 Maximum 12
12. Ferryhill and Ruthrieston	Part of Ward 11 (Airyhall/ Broomhill/ Garthdee); and part of Ward 12 (Torry/ Ferryhill)	10,000	Minimum 6 Maximum 12
13. Froghall, Powis and Sunnybank	Part of Ward 8 (George Street/ Harbour); and part of Ward 6 (Tillydrone/ Seaton/ Old Aberdeen). Commencing from the St Machar round-a-bout continuing southwards to Hermitage Avenue;	6,000	Minimum 6 Maximum 12

Community Council Name	Boundaries of Community Council Area	Population of Community Council Area (Estimated)	Membership
	eastwards along the south side of Hermitage Avenue; southwards along Firhill Road; eastwards along Sunnybank Road projected southwards along Froghall View to Mounthooly Way excluding all properties and their curtilage to the east on the Spital, Boa Vista Place and Kings Crescent; westwards to Canal Street following the railway line northwest then north to St Machar Drive; and eastwards to St Machar round-a-bout.		
14. Garthdee	Part of Ward 11 (Airyhall/ Broomhill/ Garthdee).	7,000	Minimum 6 Maximum 12
15. George Street	Part of Ward 7 (Midstocket/ Rosemount); and part of Ward 8 (George Street/ Harbour), being the area with boundaries commencing at the centre of the bridge which carries Powis Terrace over the said main railway line; thence southwards along the west boundary of the said main railway line to Hutcheon Street; thence along Hutcheon Street to the west side of Ann Street; thence along the west side of Ann Street along Crooked Lane to Loch Street; along Loch Street and across Gallowgate to Littlejohn Street; along Littlejohn Street to West North Street; northwestwards along West North Street to Mounthooly to its intersection with the southwestern boundary of the branch railway line leading from Kittybrewster to Waterloo Goods Station; and thence northwestwards along the southwestern boundary of the said branch railway line to the point of commencement.	6,500	Minimum 6 Maximum 12
16. Kincorth and Leggart	Part of Ward 13 (Kincorth/ Loirston).	13,000	Minimum 8 Maximum 15

Community Council Name	Boundaries of Community Council Area	Population of Community Council Area (Estimated)	Membership
17. Kingswells	Part of Ward 1 (Dyce/ Bucksburn/ Danestone); and part of Ward 3 (Kingswells/ Sheddocksley).	4,500	Minimum 6 Maximum 12
18. Mastrick, Sheddocksley and Summerhill	Part of Ward 3 (Kingswells/ Sheddocksley); part of Ward 4 (Northfield); and part of Ward 10 (Hazlehead/ Ashley/ Queens Cross).	13,000	Minimum 8 Maximum 15
19. Nigg	Part of Ward 13 (Kincorth/ Loirston) excluding Kincorth Local Nature Reserve.	1,000	Minimum 6 Maximum 12
20. Northfield	Part of Ward 1 (Dyce/ Bucksburn/ Danestone); part of Ward 3 Kingswells/ Sheddocksley); and part of Ward 4 (Northfield).	14,000	Minimum 7 Maximum 13
21. Old Aberdeen	Part of Ward 6 (Tillydrone/ Seaton/ Old Aberdeen). Commencing from a point in the centre of Bridge of Don; thence southwards to enclose the west side of King Street until its junction with Mounthooly Way; westwards to enclose the north side of Mounthooly Way to Kings Crescent; northwards to the immediate west of Kings Crescent (both sides) and the Spital up to Froghall Terrace; west along Froghall Terrace and north along Froghall View to Sunnybank Road to enclose all properties and their curtilage facing onto the Spital including Boa-Vista Place; westwards onto Sunnybank Road then northwards along Firhill Road to Hermitage Avenue including Old Aberdeen Medical Centre and the boundary of the University lands; westwards along north side of Hermitage Avenue then north along Bedford Road to St Machar Drive enclosing the east side of Tillydrone Avenue up to and including the Benholme Lodge (Wallace Tower);	5,000	Minimum 6 Maximum 12

Community Council Name	Boundaries of Community Council Area	Population of Community Council Area (Estimated)	Membership
	northwards along the western boundary of Seaton Park to the River Don describing a line along the centre of the River Don from the western boundary to Seaton Park to the Bridge of Don.		
22. Queen's Cross and Harlaw	Part of Ward 7 (Midstocket/ Rosemount); and part of Ward 10 (Hazlehead/ Ashley/ Queens Cross).	9,000	Minimum 6 Maximum 12
23. Rosemount and Mile End	Part of Ward 7 (Midstocket/ Rosemount); and part of Ward 10 (Hazlehead/ Ashley/ Queens Cross) being the area with boundaries commencing at the Kings Gate roundabout; thence northwards along North Anderson Drive to its junction with Ashgrove Road West; thence eastwards along Ashgrove Road West and Ashgrove Road; thence southwards along Laurelwood Avenue, Berryden Road, Skene Square and Woolmanhill; thence westwards along Rosemount Viaduct; Skene Street; thence northwards along Esslemont Avenue, thence westwards along Whitehall Place, Desswood Place; thence northwards along Fountainhall Road to its junction with Beechgrove Terrace; and thence westwards along Kings Gate to the point of commencement.	12,000	Minimum 6 Maximum 12
24. Craigiebuckler and Seafield	Part of Ward 3 (Kingswells/ Sheddocksley); and part of Ward 10 (Hazlehead/ Ashley/ Queens Cross).	6,500	Minimum 6 Maximum 12
25. Seaton, Linksfield and Pittodrie	Part of Ward 6 (Tillydrone/ Seaton/ Old Aberdeen) being the area with boundaries commencing at a point in the centre of the carriageway at the centre of the Bridge of Don; thence southwards along King Street to Merkland Road East; thence	7,500	Minimum 6 Maximum 12

Community Council Name	Boundaries of Community Council Area	Population of Community Council Area (Estimated)	Membership
	eastwards along the south side of Merkland Road East; thence northwards along Merkland Lane; thence eastwards along Pittodrie Street; thence southwards along Golf Road to its junction with Park Road; and thence eastwards to the sea.		
26. Summerfield	Part of Ward 3 (Kingswells/ Sheddocksley); and part of Ward 10 (Hazlehead/ Ashley/ Queens Cross).	4,500	Minimum 6 Maximum 12
27. Tillydrone	Part of Ward 6 (Tillydrone/ Seaton/ Old Aberdeen).	7,000	Minimum 6 Maximum 12
28. Torry	Part of Ward 12 (Torry/ Ferryhill); and part of Ward 13 (Kincorth/ Loirston).	14,000	Minimum 10 Maximum 20
29. Westburn and Berryden	Part of Ward 5 (Hilton/ Stockethill); and part of Ward 7 (Midstocket/ Rosemount).	7,000	Minimum 6 Maximum 12
30. Woodside	Part of Ward 1 (Dyce/ Bucksburn/ Danestone); part of Ward 5 (Hilton/ Stockethill); and part of Ward 6 (Tillydrone/ Seaton/ Old Aberdeen) being the area with boundaries commencing at the junction of North Anderson Drive and Hilton Road; thence eastwards along Hilton Road to Hilton Drive; thence southwards along Hilton Drive to Hilton Terrace; thence along the south side of Hilton Terrace to Cilfton Road; thence southeastwards along Clifton Road to Greenmore Gardens; thence along Greenmore Gardens to Great Northern Road; thence southeastwards along Great Northern Road to the junction of St Machar Drive and the main Aberdeen-Inverness railway line; thence northwestwards along the said main	9,000	Minimum 6 Maximum 12

Community Council Name	Boundaries of Community Council Area	Population of Community Council Area (Estimated)	Membership
	railway line to its junction with Deer Road; and thence northwards along an imaginary line to the River Don at "Jacob's Ladder", with the northern boundary and the western boundary to the point of commencement, following the line of the part of the boundary of Hilton.		

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ABERDEEN CITY COUNCIL

COMMUNITY COUNCILS - MODEL CONSTITUTION

1. Name

    (1) The Community Council shall be known as the _____
         Community Council (hereinafter referred to as "the Council").

    (2) The address of the Council shall be the address of the Secretary or other
         nominated person, which shall be intimated to and lodged with Aberdeen City
         Council (hereinafter referred to as "the City Council") and made available to
         the general public and published on the City Councils website.

2. Area

    The Council shall represent the community resident within the area number _____
    described in the Schedule to the City Council's Scheme for the establishment of
    Community Councils (hereinafter referred to as "the Scheme") approved by the
    Secretary of State for Scotland on 13th January 1977.

3. Objectives

    To ascertain, co-ordinate and express to the local authorities for the area, and to
    public authorities, the views of the community which the Council represents, in
    relation to matters for which those authorities are responsible, and to take such
    action in the interests of the community as appears to it to be expedient and
    practicable.

    The Council shall not be affiliated to any political party.

4. Membership

    The Councils membership is as governed by Section 4 of the Scheme.

5. Method of Election

    Election procedures shall be governed by the method set out in Section 5 of the
    Scheme.

6. Associate Membership

    Associate members may be appointed by the Council where there may be a need
    for individuals with particular skills and knowledge. These individuals do not have
    voting rights.

    Associate members may include representation from other local organisations and
    may serve for a fixed period as determined by the Council.

7. Office Bearers

(1) The first (inaugural) meeting of every newly established Council shall be convened by the Returning Officer and attended and chaired by him/her or a person appointed by him/her for that purpose.

The business of the first meeting for all Councils will include the appointment of Chairperson, Vice-Chairperson, Secretary/Minute Secretary and Treasurer and to consider the Constitution and Code of Conduct.

In the event of a vacancy arising in either of these offices, through death, resignation or other disability, the Council shall elect a member to fill the office so vacant.

(2) The positions of Secretary/Minute Secretary and Treasurer may or may not be appointed from among their own membership. The offices of Secretary and Treasurer may be combined and held by one incumbent.

(3) Each Council are required to adopt a Constitution and Code of Conduct. Adoption of a Constitution by the Council and approval by the Local Authority should follow within three months of the inaugural meeting. The Constitution is required to be adopted formally and signed by the Chairperson and two members of the Council which will then be sent to the Community Council Liaison Officer for approval.

(4) The Council may remove an office bearer from his/her office provided a motion of no confidence in the said office bearer has been moved and passed. The office bearer in question will have a right to reply before a vote in undertaken. The said motion of no confidence cannot be passed unless two-thirds of the membership of the Council votes in favour of the motion.

(5) The Council shall appoint an independent examiner for the purposes of inspecting the annual accounts, from year to year, who shall not be a member of the Council.

8. Administration

(1) The Secretary or Minute Secretary shall be responsible for preparing the minutes of all meetings of the Council and in co-operation with the Chairman (whom failing the Vice-Chairman), will prepare the agenda for Council meetings. The Secretary or Minute Secretary shall be responsible for the issue of Notices convening Council meetings and for intimating such meetings to the residents of the area of the Council by Public Notices and other means approved by the Council. Notices calling meetings of the Council shall normally be posted prominently within the area of the Council for a minimum of seven days before the date of any such meetings.

(2) The Treasurer shall be responsible for the Council's finances and shall maintain accounts, which shall be examined by an independent examiner appointed by the Council. After approval by the Council the audited accounts

shall be submitted annually to the City Council. The Council's financial year shall run from 1 January until 31 December.

(3) The Council are required to have a minimum of two signatories on the bank accounts for all transactions. It is advisable to have a third signatory in case of illness or absence.

9. <u>Meetings</u>

(1) The Council shall arrange regular meetings a minimum of six and one Annual General Meeting which shall be open to members of the public who, at the discretion of the Chairman, shall be entitled to participate in discussion of any topic, but who shall have no right to vote thereon. Such meetings shall also be open to the Press. The Council reserve the right to discuss certain items from the agenda in private if the majority of members present so agree and if the subject matter of the items concerned is of a confidential nature.

(2) An attendance of one third of the actual membership or four members, whichever is the greater shall be required to constitute a quorum. Voting shall be by simple majority, the Chairman retaining a casting vote.

(3) The City Council shall be sent a copy of the agenda and approved minutes of all meetings and the Annual Report and Financial Statement. Copies of these documents shall also be deposited in public libraries in the area of the Council for inspection by members of the public.

(4) (a) The Council shall call when they think appropriate, public meetings or carry out opinion surveys on issues on which they judge that the views of the public in the area of the Council should be ascertained, co-ordinated and expressed.

(b) Such members of the public attending those meetings shall be entitled to question and debate on any such issues and those members of the public so attending and whose names appear on the Electoral Register for the area of the Council shall be entitled to vote on any such issues.

(c) The total number of such members of the public attending and the votes cast for and against any proposition shall be recorded and the relevant information and the result of the Council's deliberations on a particular issue transmitted to the appropriate authority.

(d) The Council shall call and organise an ordinary public meeting thereof on receipt of a request of not less than one half of the total number of Council members, or the receipt of a written request signed by at least twenty electors resident in the area of the Council to consider any competent and relevant issue and to co-ordinate and express the views of the Council thereon, such public meeting normally to be held within one month following receipt of such request.

(e) A special public meeting of the Council shall be called on receipt of a request in writing subscribed by not less than fifty electors resident in the area of the Council to reconsider an issue previously discussed and

determined at an ordinary public meeting of the Council, provided that such request is submitted within fourteen days of the ordinary public meeting at which such discussion and determination took place.

(f)   It shall not thereafter be competent to invoke the procedure provided for at (e) above in relation to the same issue until the expiry of a period of not less than twelve months from the date of such special public meeting.

(g)   The Council may set up working parties, committees or other appropriate constituent bodies, all of which may include persons who are not elected members of the Council, for the purpose of considering and pursuing particular topics.

(h)   The Council can call an Extraordinary General Meeting at anytime to discuss important issues that decisions need to be made outwith the normal pattern of meetings.

10.   Annual General Meeting

(1)   The Annual General Meeting of the Council shall be held within two months after the end of the financial year, when the office bearers will present the Annual Report and Financial Statement. At this meeting members of the public in the area of the Council shall be given the opportunity to raise questions and discuss these reports prior to their submission to the City Council.

(2)   The Council within one month following the Annual General Meeting shall present the Annual Report together with the examined annual accounts to the City Council.

11.   Code of Conduct

Each Council shall be required to adopt The Code of Conduct for Community Councillors and should do so at their first meeting following an election.

12.   Alteration and Amendment of Constitution

(1)   A motion to amend this Constitution may be approved only at the Annual General Meeting of the Council, save that within an initial period of one year from the date of the approval of the Constitution by the City Council a motion to amend it may be approved at any meeting of the Council.

(2)   Any proposal to amend the Constitution must be delivered in writing to the Secretary of the Council at least twenty-eight days before the date of the meeting at which the proposal is to be considered. Any amendment to the Constitution will require the approval of two-thirds of the members of the Council. No such amendment shall be effected or acted upon until such time as it has been submitted to the City Council for approval and has been so approved.

13.   Raising of Supplementary Funds

The Council may augment the funds received from the City Council by raising funds to promote the declared objects of the Council by way of public appeals and the promotion of functions and by application for a receipt of grants and loans from appropriate authorities.

14.   Heritable Property

The Council may acquire and hold heritable property, the title to which shall be taken in the names of the Chairman, Vice-Chairman and Secretary for the time being as Trustees for the Council and their respective successors in office.

15.   Employment of Officials

The Council shall have the power to employ persons in their service to assist in the fulfilment of any of their functions as they may from time to time determine.

16.   Dissolution of the Council

(1)   If the Council decides at any time to dissolve the Council, it shall call a public meeting of the residents in the area of the Council to discuss the matter. The Council shall not be dissolved unless two-thirds of the members of the Council and a majority of the public voting at such public meeting vote for it to be dissolved.

(2)   In the event of the dissolution of the Council such properties and funds as are vested in the Council at the date of its dissolution shall accrue to the City Council who shall apply such properties and funds for the benefit of the inhabitants of the area of the Council, provided that preference shall in any event be given to the transfer of such properties and funds to a successor Council established in accordance with the terms of the Scheme. The records of the dissolved Council shall be lodged with the City Council for safe-keeping.

17.   Approval and Adoption of the Constitution

This Constitution was adopted by   _____

Community Council, on   _____ (DATE)

Signed   _____ Chairperson

Print   _____

Date   _____

Signed   _____ Member

Print   _____

Date   _____

Signed   _____ Member

Print   _____

Date   _____

And was approved on behalf of Aberdeen City Council, on _____ (DATE)

Signed   _____

Print   _____

Position   _____

Date   _____

Code of Conduct

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.

The following link is to the Code of Conduct for local authority councillors for reference:-
http://www.scotland.gov.uk/Resource/Doc/334603/0109379.pdf

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 Councils 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. Community Councils should encourage the general community to express their views whenever possible by making use of available mechanisms such as suggestion boxes, community surveys, opinion polls, websites and blogs etc.

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 Council's 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 Councils 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 Council's Scheme for the Establishment of Community Councils as set out by your local authority under the terms of the Local Government (Scotland) Act 1973 may be reported to your 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.

Breach of Code of Conduct

If any member of the Community Council is deemed to be in breach of the Code of Conduct then the matter must be reported to the Community Council Liaison Officer in the first instance.

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Appendix 2 - Protocol

Community Council Protocol

Aberdeen City Council in conjunction with Community Councils has prepared a Community Council Protocol which sets out the communication methods and behaviours expected between the Council and Community Councils

The Community Council Protocol is currently being amended and will be submitted to the appropriate Council Committee for approval.

The Protocol will be issued to all Community Councils once finalised.

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Appendix 3 – Sample of Financial Balance Sheet

(enter name of Community Council) Community Council Accounts
(enter financial period) 1 January to 31 December 2011

	£
INCOME	
Balance brought forward from 2010	258.12
Administrative Grant from ACC	890.56
Other Grants or Donations	250.00
Fundraising	463.26
Bank Interest	0.55
Other Income	0.00
Total	**1,862.49**
EXPENDITURE	
Administrative Expenses	583.21
Minute Secretary	
Stationery	
Bank Charges	0.00
Fundraising Expenses	30.50
Community Events	223.25
Donations to Local Groups	300.00
Other Expenses	150.00
Travel	
Plants	
Total	**1,289.96**
Balance	**572.53**

Payments still to be actioned

Cheque No 12 for hiring hall for November and December	80.00
Donation towards Play Park – still to be invoiced	300.00
Total still to be paid	**380.00**
Funds available = Balance – still to be paid	**192.53**

I have read these accounts and find them correct.

....
Signed (Treasurer)

....
Signed (Independent Examiner)

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Appendix 4 – Office Bearers

Chairperson

The Chairperson has perhaps the most important single role to play in ensuring that Community Council meetings run smoothly. But even a good Chairperson will find the task exhausting unless all the Members of the Community Council respect the role of the Chairperson. The Chairperson is elected in accordance with the rules set out in the Council's own Constitution.

What does the Chairperson do?
- Ensures that meetings are properly conducted
- Represents the Community Council when dealing with outside bodies, groups, individuals and the Press
- Assists with the preparation of the agenda for Community Council meetings

Chairing Meetings

This is the main task of the Chairperson and it has to be done properly. Informal meetings are fine but often end up with nothing being done and equally very formal meetings can drive people away because they can be bureaucratic and boring. A good Chairperson should be able to strike a balance keeping the atmosphere in the meeting relaxed but efficient. Here are some examples of actual tasks which the Chairperson should undertake:
- Ensuring fairness in the meeting so that everybody has a say and end discussions when necessary
- Ensuring that the rules for running the meetings are adhered to (as per Constitution)
- Ensuring that decisions are taken where necessary and that previous decisions have been actioned
- Share out tasks across the membership to keep everyone involved and to not over burden any one member
- Handle disagreements and keep control within the meeting
- Keep the meeting running on time
- Introduce and welcome new members and visiting speakers
- Ensure that any votes are properly conducted and that the resolutions are clear and competent

Representing the Community Council

It is important to recognise that the Chairperson's role extends outwith the meeting itself. The Chairperson may be called upon to act on behalf of the Community Council between meetings, or to represent the Community Council in dealing with outside bodies. Often the Chairperson will deal with members of the public queries and communicate with local agencies and the local authority. The Chairperson may also be asked to attend meetings of other groups either within the community or on city-wide groups to give the view form their community.

Assisting with the Agenda

In the majority of cases it will be the Secretary or Minute Secretary that will compile the agenda. The Chairperson should be given advance notice of the agenda and be advised

of any specific requests or issues that have been submitted. The Chairperson should determine which items should be discussed within the time permitted and decide what could be left until the next meeting or whether an additional meeting is required to deal with specific issues.

Vice-Chairperson

The Vice Chairperson has no specific duties other than standing in for the Chairperson when he or she is unable to be present. They will however still need to be familiar with the rules set out for the Community Council. They may also assist the Chairperson with dealing with requests from members of the public depending on the nature of them and how many the Community Council receive.

Secretary

The Secretary plays a vital role in the Community Council and the duties usually include:
- Preparing and issuing the Agenda
- Drafting the Minute of the Meeting
- Answering all correspondence
- Circulating information to Members including agendas and minutes
- Looking after visitors
- Arranging the venue for meetings
- Keeping general records of the Community Council
- Keeping up to date contact details for all Community Council Members and advising the CCLO of any amendments
- Public relations, dealing with the Press, TV and radio (this could also be delegated to the Chairperson)
- Liaison with officials of the local authority

Recognising the workload of the Secretary, some Community Councils choose to employ a Minute Secretary (paid from the Administration Grant) or split the role so that one member deals with the agenda and minutes and the other the other tasks associated with the Secretary role.

Minute Secretary

As previously mentioned, Community Councils can decide to have a Minute Secretary who would take responsibility for the following tasks:
- Preparing and issuing the Agenda
- Drafting the Minute of the Meeting
- Circulating the Minute to either the Secretary (for forwarding to all members) or by issuing it directly to members.
- They may also be asked to arrange the meeting venues

Each Community Council should decide what role they want the Minute Secretary to undertake. If the Minute Secretary is employed outwith the membership of the Community Council then a payment for the work would need to be agreed at a meeting of the

Community Council to ensure that there is a minuted decision. The cost of stationery would also have to be taken into account when deciding an amount to be paid.

Treasurer

The role of the Treasurer is equally important, to ensure that the Community Councils money is properly accounted for.

The basic duties of the Treasurer are:
- Taking all reasonable steps to ensure that monies due are received and that creditors are paid
- Keeping accurate records of all financial transactions including keeping receipts, invoices and all written records of expenses
- Having responsibility for the cheque book (a minimum of two signatures are required for all cheques)
- Managing the Community Council bank account (minimum of two signatories required)
- Reporting the current financial position at Community Council meetings
- Preparing accounts for the independent examiner and Annual General Meeting

The annual accounts (statement of income and expenditure) must:
- give a clear picture of how much money (income) has come in with an indication of the source
- give a clear account of how much money has been spent (expenditure)
- show how much money is in all of the bank accounts held by the Community Council
- they must also highlight any funds that have been set aside for projects or items yet to be invoiced for

Planning Officer

It is recommended that all Community Councils have a dedicated Planning Officer to receive the weekly list of planning applications so that they can identify any planning applications coming up in the community. The Planning Officer would also be the first contact point for Planning Officers from the local authority to contact and discuss any issues within the community.

As statutory consultees to planning applications, Community Councils should be aware of the legislation in place and make contact with the Planning Officers within the local authority for assistance and guidance. By appointing a Planning Officer it means that all planning related issues would go through one person for them to coordinate a response on behalf of the Community Council.

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Appendix 5 – Agenda Example

Northside Community Council
Monday 9 July 2012 at Northside Community Centre at 7.30 pm
Agenda

1.   Welcome and Apologies

2.   Police Report (Attendance not confirmed)

3.   Minute of meeting of 4 June 2012

4.   Matters arising not covered in the agenda

5.   Correspondence

6.   Treasurers Report

7.   Planning Officer Report

8.   ACC Councillor's Reports

9.   Local Projects

10.   Any Other Competent Business

11.   Date of next meeting and place of meeting

Please inform the secretary of any apologies or AOCB in advance of the meeting.

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Appendix 6 – AGM Agenda Example

Northside Community Council
Annual General Meeting
7.00pm 5th March 2012
Northside Community Centre
Agenda

1.   Welcome and Apologies

2.   Minute of Previous AGM 13 March 2011

3.   Chairperson's Report

4.   Treasurer's Report/Annual Accounts

5.   Appointment of Office Bearers (where appropriate)
      Chairperson
      Vice Chairperson
      Treasurer
      Secretary

6.   Date and Time of next Regular Meeting:
      Monday 9 April 2012 at 7.30pm in Northside Community Centre

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Appendix 7 – Writing Minutes

Why do Minutes?

Minutes are the record of what happened at a meeting. Without Minutes:
- Nobody can be exactly sure what was decided and who was to action the decisions taken
- Nobody can be sure who attended and who was absent
- There would be no public record of the meeting

Minutes tell you:
- Where and when the meeting took place
- Who was there and any apologies for absence
- What business the Community Council had before them
- What the Community Council decided
- What actions were agreed
- Who agreed to undertake the actions
- Date and time of future meetings

Good Minutes should:
- Be accurate and fair by summarising the content of the discussion and any views from members
- Be short and to the point but to contain enough information for people to know what was discussed and what action was to be taken
- Show decisions clearly marked as agreed or as an Action
- Follow the agenda headings so that they can be easily understood
- Show a clear record of any votes that had been taken ensuring that the number of votes for and against are recorded accurately

As the permanent record of the Community Council's business, they are a very important document with both historical and legal implications.

Responsibility for the minutes rests with the Secretary, although a Minute Secretary may be employed for convenience. Minutes of all meetings must be retained for future reference and passed on to each new Secretary for safekeeping.

Copies of the Approved minutes should be circulated to Members of the Community Council, local Elected Members, the CCLO, the local library and to the local community via copies placed on notice boards or on your website.

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Appendix 8 – Minute Example

NORTHSIDE COMMUNITY COUNCIL

Meeting of Monday 9 July 2012 at 7.30pm in Northside Community Centre

Present:
	Joe Bloggs	Chairperson
	Abi Hay	Treasurer
	Jack Menzies	Planning Officer
	Yasmin Pollack	Secretary
	Duncan Smith	Vice Chairperson
	George Watson	Member
	Fred Yates	Member

In Attendance:
	Councillor Jim Dawson
	Councillor Andrew Smith
	PC Hardy
	2 members of the public

1. Apologies

Apologies were received from Julie Sweeney and Kate Forsyth.

2. Police Report

PC Hardy provided an update on the Police statistics for the area and informed of upcoming Police operations.

The Community Council agreed:-
To note the information.

3. Minute of Previous Meeting

Members had before them for approval the minute of their previous meeting of 4 June 2012.

The Community Council agreed:-
to approve the minute as a correct record.
Proposed: Duncan Smith
Seconded: Yasmin Pollack

4. Matters Arising

None.

5. Correspondence

The following correspondence had been received since the last meeting:-
- Letter from CCLO advising that Scheme had been approved by Committee
- Weekly list of planning applications

- Information on revised bus service
- Letter from Scottish Government enclosing consultation documents relating to Housing Schemes

The Community Council agreed:-
That Yasmin would respond to the consultation on Housing Schemes
To otherwise note the correspondence.

6. Treasurer's Report

The Treasurers report was circulated. There was currently £1325.35 in the bank and that a payment of £300.00 was still to be paid out.

The Community Council agreed:-
To note the report.

7. Planning Officer's Report

The Planning Officer provided an update on local planning applications, none of which required a response from the Community Council.

The Community Council agreed:-
To note the information.

8. ACC Councillor Reports

Councillor Dawson provided an update on the new Committees and their memberships.

Councillor Smith provided an update in relation to the vandalism at the park that was reported at the last meeting.

The Community Council agreed:-
To note the updates.

9. Local Projects

Joe advised that the Community Centre had approached him asking if the Community Council would be willing to participate in a project that they were going to run during the summer for children to get more involved in local nature events. This would include talks, visits and arts and crafts. The request was for additional volunteers to help with the event and a possible donation for any excursions that took place.

The Community Council resolved:-
To agree to assist with the project;
That Fred and Duncan would offer their services to the Community Centre; and
To agree to donate a maximum of £200.00 for the project.

10. Any Other Competent Business

(A) <u>Bus Shelter Damage</u>

Jayne Kindle (member of the public) asked if the Community Council were aware of the damaged bus shelter on Northend Road. The problem was getting worse as one side had almost completely collapsed and it was unsafe.

Jack advised that he had reported it to the Council and that the Officer was to visit the site on 11 July to determine if it could be repaired or if a new one would be installed. He was attending with an Officer from the company who owns the bus shelters.

(B) <u>Sub Group to look at website development and/or newsletters</u>

Duncan advised that he had been looking into the cost for providing newsletters and the layouts etc and asked if a sub group could be established to look at this as well as the creation and maintenance of a website as he felt that it would be a good way to communicate with the local community.

<u>The Community Council agreed</u>:-
That Duncan, Abi and Fred would meet to discuss newsletters and websites and that Julie and Kate be asked if one of them would want to be on the group.

11. Date of Next Meeting

The next meeting would be held on 3 September 2012 at 7.30pm in the Northside Community Centre.

Joe Bloggs - <u>Chairperson.</u>

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Scottish Office – Development Department

COMMUNITY COUNCILS AND PLANNING
REVIEW OF THE TOWN AND COUNTRY PLANNING SYSTEM IN SCOTLAND

Planning Advice Note 47

INTRODUCTION

1. As one of the decentralisation measures announced by the Government during the passage of the Local Government etc (Scotland) Act 1994, community councils will have a statutory right to be consulted on applications for planning permission from April 1996. The Government is keen to see an effective community council network able to play its part in considering planning issues of local concern. This is in line with its longstanding commitment to securing greater public involvement in environmental matters.

2. This advice note is part of the Government's response to the Review of the Town and Country Planning System in Scotland. Although Scottish Office advice, it has been produced with the help of the Convention of Scottish Local Authorities (COSLA) and the Association of Scottish Community Councils (ASSC). It sets out some key points of good practice to assist Councillors, planning officers and people in local communities to make effective use of community councils' new right to be consulted. It reflects an intention to involve local communities more closely in planning matters, and should help to foster constructive responses to development proposals as they arise.

About community councils

3. A framework for setting up voluntary community councils in Scotland was created by the Local Government (Scotland) Act 1973. Although with no formal powers, their function is to ascertain, co-ordinate and express the views of the local community to local authorities and other public bodies operating in their area, and to take any lawful action they think fit in pursuit of the residents' interests. Under the Act it was for local authorities to draw up schemes for setting up community councils within their areas. Details are held by individual authorities, not by The Scottish Office. There are now around 1200 community councils operating in Scotland.

4. In the consultation on local government reorganisation in Scotland, many suggested that community councils should have the opportunity to be more involved in local issues, particularly in relation to planning and licensing. The Government announced in 1993 that after reorganisation, community councils would have a statutory right to be consulted on local planning issues, and that local authorities would be encouraged to keep them more fully informed about local licensing issues. Ministers reaffirmed these intentions during the passage of the Local Government etc (Scotland) Act 1994, which also requires community councils to be consulted on the schemes for decentralisation which are to be prepared by the new local authorities before April 1997.

Local Involvement and Agenda 21

5. Agenda 21, the 800 page agreement signed by 70 nations at the Rio Earth Summit in 1992, commits governments not only to introduce policies for achieving sustainable development but also to secure greater local community involvement in environmental

issues. These concerns echo the 1990 UK White Paper: This Common Inheritance, and both sustainable development and local involvement remain touchstones of national policy for planning in Scotland. Local authorities themselves are seeking community involvement through Local Agenda 21.

Local plans
6. Community councils' local knowledge and newly-extended responsibility in commenting on applications will make them key stakeholders in local planning policy. The Government would like to see local communities closely involved in local plan preparation, and advice will appear in a new Local Plans PAN being drawn up by The Scottish Office in conjunction with COSLA.

LOCAL AUTHORITY AND COMMUNITY COUNCIL ROLES
An informed basis for planning decisions
7. Local authorities receive comments and objections on planning applications from statutory consultees like Scottish Natural Heritage or Historic Scotland, from neighbours who are given special notification, and from a wide range of interested parties. The legitimate public interest in planning extends beyond those most directly affected by a proposal to a wider community of interest in the wise development of the local environment. The Government considers that the community council has a special role, representing a broader yet still local view which can be set alongside the comments of those with a more individual interest.

Importance of development plans
8. Authorities are obliged by law to decide planning applications in accordance with the development plan for the area (that is, the approved structure plan and the adopted local plan, taken together) unless material considerations indicate otherwise. Coming to a reasoned judgement on these matters lies at the heart of the planning authorities' discretionary power to approve, refuse or modify applications under the law and within a framework of national policy guidance. The Government sees a community council's key task as helping to provide an informed local context within which sensible decisions can be made in the public interest.

National policy and advice
9. The Government's policy guidance for development control (including pointers to relevant material considerations and the weight to be given to development plans) is set out in National Planning Policy Guideline 1: The Planning System. Other NPPGs give guidance on particular issues like housing, business, minerals and archaeology. Suggestions for good practice are given in a series of Planning Advice Notes, notably PAN 40: Development Control. A list of current NPPGs and PANs is attached to this advice together with a list of current planning Circulars.

LOCAL AUTHORITY AND COMMUNITY COUNCIL RESPONSIBILITIES
Tailored liaison arrangements
10. Community councils are as individual as the areas they cover, so their approach to consultations and their capacity for response will vary a good deal. Each planning authority should therefore make a point of gaining a good working knowledge of the community councils in its area. Its liaison procedures should acknowledge local variations and be tailored to the characteristics of the community councils and local areas involved. Careful soundings and discussion in advance will help authorities to devise effective consultative arrangements with which those involved can feel comfortable. They may need to differ from one part of an authority's area to another. Occasional meetings

between local authorities and community councils are recommended to keep these arrangements under review.

Making information accessible

11. If community councils are to find out, co-ordinate and express the views of the local community, both the community generally and the community council itself will need to have ready access to information on applications and development plans. It is therefore essential that planning authorities make this information available easily and promptly. Planning Advice Note 40 suggests a number of ways in which local authorities can make planning information more locally accessible. Schemes for local authority decentralisation may also help to improve the access to planning information for local communities.

Appointed contacts

12. Each community council should appoint one person as their point of contact for the planning authority on all planning matters, provide holiday cover, and inform the authority accordingly. Internal arrangements for considering applications will be for each community council to decide. A regular contact person in the authority's planning department should also be clearly identified for each community council. This will usually be the case officer for the area concerned.

Weekly lists

13. Article 12(9) of the General Development Procedure Order (GDPO) requires that community councils be sent a weekly list of all planning applications as a matter of course. This is a sure baseline for all consultation arrangements. It is an approach which has been followed successfully by many planning authorities. Although the content of weekly lists may vary, and some authorities may prepare separate lists for parts of their area, each list is required to contain at least: the date of receipt of the application; its reference number; the site location: a description of the proposed development; and the name and address of the applicant or agent. As a matter of good practice, the weekly list should also explain the arrangements for obtaining details of a particular application (see 14 below), indicate the likely latest date for comments under these arrangements (see 17 below), and where possible give the name of the planning officer dealing with each case.

Approaches to consultation

14. After studying the weekly list, community councils may wish to view particular applications in detail. Accordingly, article 15(1)(n) of the GDPO provides for them to request formal consultation within 7 working days of the issuing date of the weekly list. The GDPO also allows for details of selected applications to be sent automatically, either where the application falls within a class of case or an area previously agreed between the community council and the authority, or where the authority considers that the application may affect local amenity. Under such arrangements the weekly list could be accompanied (or even preceded) by details of some applications, thus saving the community council from having to take the initiative to call for details of cases they are interested in and making it easier to comment in good time. Not all community councils may seek to be formally consulted; the ability to view locally, or borrow details on request after receipt of the weekly list, and then to submit comments like any other member of the public, may be all that is required. In all cases, community councils are advised to limit their attention to proposals which raise issues of genuine community interest: householder applications will rarely involve issues of this kind.

HOW COMMUNITY COUNCILS CAN SEE PLANS

in Argyll & Bute, *application documents are often deposited at local post offices for neighbour notification. Community councillors, alerted by the weekly list can see them there.*
in Edinburgh, *applications may be advertised at the discretion of the case officer. Community councils, alerted by this or the weekly list can call at the planning office where a set of the application plans is available for them to borrow.*
in Stirling, *the case officer selects applications where details will be sent on loan direct to the community council contact based on experience of items likely to generate local interest*

No special documents

15. Authorities should not have to produce any special documents for community council consultation. All the material should be lent or copied from what is already available to local authority members and the public, or forms part of the planning application itself.

Timescale for consultation

16. It is important that consultation does not cause delay in the processing of planning applications. Community councils should therefore ensure that their method of working allows them to respond within the consultation period The right for community councils to be consulted on applications is simply an extension of the right currently available to other consultees and no special arrangements are envisaged.

17. Under article 15(3) of the GDPO, where the community council is being consulted, it must be given 14 days to make its comments on an application. This 14 days begins on the issuing date of details of the application. Postage may not always provide the simplest means of access, but where it is used, authorities should as a matter of good practice allow some extra time based on their knowledge of the service in their area. 2 days should be sufficient extra time in most areas, with a maximum of 4 days in remote and island areas. The period allowed for comments should be clearly explained in the weekly list and shown on any additional details supplied.

18. Most cases should be handled within the timescale set out here. But the 14 day period is a minimum and it is open to a community council, like any other statutory consultee, to ask the authority to use its discretion to allow a reasonable extension in special cases: for example those which are unusually complex or controversial.

Minor changes to applications

19. Community councils should not expect to be consulted on very minor changes which are sometimes made to applications either while they are being considered or after they have been approved. These 'nonmaterial' amendments and variations carry no statutory provision for consultation. But where an application is to be amended in any material or substantial way it will normally be submitted afresh and a new opportunity for consultation will arise.

Discussions on applications

20. In some cases community councils may find it helpful to discuss applications with the planning authority. Authorities should respond constructively to requests for more information or discussion of particular proposals. Discussions on the planning merits of cases between applicants and community councils are strongly discouraged. It is for the planning authority to discuss issues with various parties if they think it necessary before coming to a decision.

Training

21. As part of their commitment to the effective and efficient operation of the new consultation arrangements, planning authorities should consider occasional training sessions for community councillors in their areas. This will help councils to make informed comments and gain a better understanding of how the planning system works. The Association of Scottish Community Councils, Planning Aid for Scotland (PAS) and the Planning Exchange may have a role to play here. Some financial support is being made available by The Scottish Office to PAS for a three-year programme of training for community councils. The main approach to training should be informal however, building up local understanding through the actual experience of consultation and the development of good working relationships. Local authorities will be well placed to consider the best opportunities for achieving this within the scope of their normal planning service.

Community Council Action Checklist	**Planning Authority Action Checklist**
discuss consultation arrangements with authority	contact all the community councils in the area
select contact point within community council	agree consultation arrangements with each one
agree contact point in the planning authority	supply background information (devt plans etc)
arrange for access to application documents	agree contact point in the planning authority
arrange working to ensure comments on time	arrange easy access to application information
	consider arrangements for local training

USEFUL CONTACTS:

Assn. of Scottish Community Councils: c/o *3* Bankfoot Park, Scotlandwell, Kinross KY13 7JP 01592 840537 – **PLEASE NOTE SINCE PUBLICATION OF THIS ADVICE THIS GROUP NO LONGER EXISTS**

Planning Aid for Scotland : Bonnington Mill, 72 Newhaven Road, EDINBURGH EH6 5QG 0131 555 1565

The Scottish Executive: Roger Kelly, SEDD Planning, Victoria Quay, EDINBURGH EH6 6QQ 0131 244 7526

Planning Authority:

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Appendix 10 – Local Policing Teams

1.   Bucksburn covering Bucksburn, Kingswells and Dyce
        Inspector Colin Feeley (9547)
        Bucksburn Police Office, Inverurie Road, Bucksburn, ABERDEEN, AB21 9AS
        Dyce Police, Gordon Terrace, Dyce, ABERDEEN, AB21 7BD
        Call 0845 600 5 700
        Email mylocalpolicingteam@grampian.pnn.police.uk

2.   Bridge of Don covering from the north of the River Don to the City limits and covers
        Balgownie and Donmouth, Danestone, Denmore and Oldmachar.
        Inspector Moray Watt (8523)
        Danestone Police Office, Fairview Street, Bridge of Don, ABERDEEN, AB22 8ZP
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

3.   Tillydrone covering Woodside, Tillydrone and Old Aberdeen.
        Inspector Ed Fitzgibbon (8727)
        Tillydrone Police Office, Coningham Terrace, Tillydrone, Aberdeen, AB24 2TG
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

4.   Northfield covering Cummings Park, Heathryfold, Middlefield and Northfield.
        Inspector Scott Bruce (8324)
        Manor Park Primary School, Danestone Circle, Northfield, Aberdeen, AB16 7YB
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

5.   Mastrick covering Mastrick, Hilton and Stockethill
        Inspector Shona Stewart (8989)
        Mastrick Police Station, Greenfern Place, Aberdeen, AB16 6JR
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

6.   Torry
        Inspector Jim Fraser (8924)
        Torry Neighbourhood Centre, Oscar Road, Aberdeen
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

7.   Nigg covering Nigg, Cove, Kincorth and Garthdee
        Inspector Mark Cochrane (8666)
        Nigg Police Office, 230 Abbotswell Crescent, ABERDEEN, AB12 3JT
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

8.   West End covering Airyhall, Ashley, Braeside, Broomhill, Craigiebuckler, Ferryhill, Mannofield, Ruthrieston and Seafield
        Inspector Douglas Rae (8734)
        20 Whinhill Road, Aberdeen, AB11 7XH
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

9.   Hazlehead covering Culter, Cults, Hazlehead, Sheddocksley and Summerhill
        Inspector David Chambers (8665)
        Cults Police Office, Cults Academy, Quarry Road, Aberdeen, AB15 9TP
        Mastrick Police Office, Greenfern Place, Aberdeen, AB16 6JR
        Hazlehead Police Office, Hazlehead Primary School, Provost Graham Avenue, Aberdeen, AB15 8HB
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

10.   Rosemount covering Rosemount and Midstocket
        Inspector Graeme Coutts (8512)
        Force Headquarters, Queen Street, Aberdeen, AB10 1ZA
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

11.   Seaton covering Seaton, North Hanover and South Hanover. The area extends from the River Don estuary to the north, to the harbour in the south, bounded by King Street to the west.
        Inspector Christine Gordon (8709)
        Seaton Police Office, Seaton Primary School, Seaton Place East
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

12.   Kittybrewster covering Kittybrewster, Froghall, Powis and George Street
        Inspector Nick Thom (9085)
        Force Headquarters, Queen Street. Aberdeen, AB10 1ZA
        Nelson Street Police Office, Nelson Street, Aberdeen, AB24 5EQ
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

13.   City Centre covering City Centre of Aberdeen, including Union Street and the surrounding streets.
        Inspectors Iain MacLelland (9268) and Inspector Gordon McDonald (9522)
        Windmill Brae Police Office, Windmill Brae, Aberdeen
        Call: 0845 600 5 700
        E Mail: mylocalpolicingteam@grampian.pnn.police.uk

Appendix 11 – Committee Information from 9 July 2012

Committee	Responsible Director/ Officer	Convener and Vice-Convener	Committee Officer	Committee Dates
Council	Chief Executive Valerie Watts	Cllr Adam, the Lord Provost Cllr Reynolds, the Depute Provost	Martyn Orchard 01224 523097 morchard@aberdeencity.gov.uk	22 August 2012
				10 October 2012
				19 December 2012
				7 February 2013 (Budget)
				6 March 2013
				8 May 2013
				26 June 2013
Audit and Risk	Director Stewart Carruth	Cllr McCaig (Con) Cllr Malone (V-Con)	Rebecka Coull 01224 522869 rcoull@aberdeencity.gov.uk	25 September 2012
				27 November 2012
				12 February 2013
				16 April 2013
				4 June 2013
Corporate Policy and Performance	Director Stewart Carruth	Cllr Graham (Con) Cllr Taylor (V-Con)	Stephanie Dunsmuir 01224 522503 sdunsmuir@aberdeencity.gov.uk	27 September 2012
				29 November 2012
				14 February 2013
				18 April 2013
				6 June 2013
Education, Culture and Sport	Director Currently Vacant	Cllr Laing (Con) Cllr Thomson (V-Con)	Rebecka Coull 01224 522869 rcoull@aberdeencity.gov.uk	20 September 2012
				22 November 2012
				31 January 2013
				28 March 2013
				30 May 2013

Committee	Responsible Director/ Officer	Convener and Vice-Convener	Committee Officer	Committee Dates
Enterprise, Planning and Infrastructure	Director Gordon McIntosh	Cllr Crockett (Con) Cllr Milne (V-Con)	Mark Masson 01224 522989 mmasson@aberdeencity.gov.uk	11 September 2012 6 November 2012 22 January 2013 19 March 2013 21 May 2013
Finance and Resources	Director Stewart Carruth	Cllr Young (Con) Cllr Allan (V-Con)	Allison Swanson 01224 522822 aswanson@aberdeencity.gov.uk	4 October 2012 6 December 2012 21 February 2013 25 April 2013 13 June 2013
Housing and Environment	Director Pete Leonard	Cllr Cooney (Con) Cllr J Morrison (V-Con)	Karen Riddoch 01224 522723 kariddoch@aberdeencity.gov.uk	28 August 2012 30 October 2012 15 January 2013 12 March 2013 14 May 2013
Social Care and Wellbeing	Director Fred McBride	Cllr Ironside (Con) Cllr L Dunbar (V Con)	Allison Swanson 01224 522822 aswanson@aberdeencity.gov.uk	6 September 2012 1 November 2012 17 January 2013 14 March 2013 16 May 2013

Committee	Responsible Director/ Officer	Convener and Vice-Convener	Committee Officer	Committee Dates
Development Management Sub Committee	Director Gordon McIntosh	Cllr Milne (Con)	Martyn Orchard 01224 523097 morchard@aberdeencity.gov.uk	27 September 2012
				8 November 2012
				6 December 2012
				17 January 2013
				14 February 2013
				21 March 2013
				18 April 2013
				16 May 2013
				13 June 2013
Licensing Committee	Director Stewart Carruth	Cllr Boulton (Con)	Mark Masson 01224 522989 mmasson@aberdeencity.gov.uk	4 September 2012
				20 November 2012
				29 January 2013
				19 February 2013
				26 March 2013
				17 April 2013
				28 May 2013

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Appendix 12 – Aberdeen City Councillors Contact Details

NAME	CORRESPONDENCE ADDRESS		OFFICE	HOME	MOBILE	E-MAIL	WARD	PARTY
George Adam The Lord Provost	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522637	492785	07500 102311	Gadam@aberdeencity.gov.uk	Hilton/Stockethill	LAB
Yvonne Allan	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523013	897425	07802 332725	Yallan@aberdeencity.gov.uk	Torry/Ferryhill	LAB
Kirsty Blackman	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522269		07747 768140	kblackman@aberdeencity.gov.uk	Hilton/Stockethill	SNP
Marie Boulton Depute Leader of the Council	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522186			mboulton@aberdeencity.gov.uk	Lower Deeside	IND
David Cameron	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346612		07876 760760	dacameron@aberdeencity.gov.uk	Kingswells/ Sheddocksley	SNP
Scott Carle	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346622		07876 763654	sccarle@aberdeencity.gov.uk	Northfield	LAB
Neil Cooney	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523625	486920	07766 441296	Ncooney@aberdeencity.gov.uk	Kincorth/Loirston	LAB
John Corall	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523176		07824 302329	jcorall@aberdeencity.gov.uk	Hazlehead/Ashley/ Queen's Cross	SNP
Bill Cormie	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523022	636697	07748 920114	Bcormie@aberdeencity.gov.uk	Midstocket/ Rosemount	SNP
Barney Crockett, Leader of Council	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522841	712976	07717 513573	Bcrockett@aberdeencity.gov.uk	Dyce/Buckburn/ Danestone	LAB
Steve Delaney	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346614	694469		sdelaney@aberdeencity.gov.uk	Kingswells/ Sheddocksley	LIB DEM

NAME	CORRESPONDENCE ADDRESS		OFFICE	HOME	MOBILE	E-MAIL	WARD	PARTY
Graham Dickson	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346611		07876 745820	gdickson@aberdeencity.gov.uk	Torry/Ferryhill	SNP
Alan Donnelly	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522571	584251	07747 795870	Adonnelly@aberdencity.gov.uk	Torry/Ferryhill	CONS
Jackie Dunbar	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522522		07733 300570	Jdunbar@aberdeencity.gov.uk	Northfield	SNP
Lesley Dunbar	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346624		07876 745867	lesdunbar@aberdeencity.gov.uk	Hilton/Stockethill	LAB
Andrew Finlayson	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346617			Afinlayson@berdeencity.gov.uk	Kincorth/Loirston	IND
Fraser Forsyth	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346619	586938	07876 745707	fforsyth@aberdeencity.gov.uk	Midstocket/ Rosemount	CONS
Gordon Graham	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523594	694666	07736 329751	Ggraham@aberdeencity.gov.uk	Northfield	LAB
Martin Greig	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523990	585549	07739 590912	Mgrieg@aberdeencity.gov.uk	Hazlehead/Ashley/ Queen's Cross	LIB DEM
Ross Grant	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346621		07876 763547	rossgrant@aberdeencity.gov.uk	Tillydrone/Seaton/ Old Aberdeen	LAB
Leonard Ironside	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523059	780929	07802 332656	Lironside@aberdeencity.gov.uk	Kingswells/ Sheddocksley	LAB
Muriel Jaffrey	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523596	704794	07801 792747	Mjaffrey@aberdeencity.gov.uk	Bridge of Don	SNP
James Kiddie	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522593			Jkiddie@aberdeencity.gov.uk	Torry/Ferryhill	SNP

NAME	CORRESPONDENCE ADDRESS		OFFICE	HOME	MOBILE	E-MAIL	WARD	PARTY
Jenny Laing	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523009	690077	07717 513597	Jelaing@aberdeencity.gov.uk	Midstocket/ Rosemount	LAB
Graeme Lawrence	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346623	07773 253010	07876 758103	glawrence@aberdeencity.gov.uk	Dyce/Bucksburn/ Danestone	LAB
Neil MacGregor	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522412	770602	07920 247420	nmacgregor@aberdeencity.gov.uk	Dyce/Bucksburn/ Danestone	SNP
M. Tauqeer Malik	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346615	732225	07876745826	mmalik@aberdeencity.gov.uk	Lower Deeside	LAB
Aileen Malone	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522356	862189	07739 590909	Amalone@aberdeencity.gov.uk	Lower Deeside	LIB DEM
Andrew May	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522619	638363		Andrewmay@aberdeencity.gov.uk	George Street/Harbour	SNP
Callum McCaig	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523598		07748 320635	Cmccaig@aberdeencity.gov.uk	Kincorth/Loirston	SNP
Ramsay Milne	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346620		07876 763785	rmilne@aberdeencity.gov.uk	Tillydrone/Seaton/ Old Aberdeen	LAB
Jean Morrison MBE	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346626			jemorrison@aberdeencity.gov.uk	George Street/ Harbour	LAB
Nathan Morrison	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346625	586919	07876 757982	namorrison@aberdeencity.gov.uk	George Street/Harbour	LAB
Jim Noble	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522051	625163	07748 760557	jimnoble@aberdeencity.gov.uk	Tillydrone/Seaton/ Old Aberdeen	SNP
John Reynolds	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523639	821193		jreynolds@aberdeencity.gov.uk	Bridge of Don	IND

NAME	CORRESPONDENCE ADDRESS		OFFICE	HOME	MOBILE	E-MAIL	WARD	PARTY
Gill Samarai	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346613		07876 764101	gsamarai@aberdeencity.gov.uk	Dyce/Bucksburn/ Danestone	SNP
Jennifer Stewart	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	523511	637434	07747 476049	Jastewart@aberdeencity.gov.uk	Hazlehead/Ashley/ Queen's Cross	LIB DEM
Sandy Stuart	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346610		07876 745765	sandystuart@aberdeencity.gov.uk	Bridge of Don	SNP
Angela Taylor	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346616		07876 748527	angelataylor@aberdeencity.gov.uk	Airyhall/Broomhill/ Garthdee	LAB
Ross Thomson	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	346618		07876754618	rossthomson@aberdeencity.gov.uk	Hazlehead/Ashley/ Queen's Cross	CONS
Gordon Townson	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522554		07825 378121	gtownson@aberdeencity.gov.uk	Airyhall/Broomhill/ Garthdee	SNP
Willie Young	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522361	587859	07968 959838	Wyoung@aberdeencity.gov.uk	Bridge of Don	LAB
Ian Yuill	Aberdeen City Council Town House, Broad Street, Aberdeen	AB10 1FY	522220	310746		iyuill@aberdeencity.gov.uk	Airyhall/Broomhill/ Garthdee	LIB DEM

Community Councils by Wards as at 4 May 2012

Community Council (CC)	Ward number and name covering CC area	City Councillors
1. Ashley and Broomhill	10 - Hazlehead/Ashley/Queens Cross	John Corall, Martin Greig, Jennifer Stewart, Ross Thomson
	11 - Airyhall/Broomhill/Garthdee	Angela Taylor, Gordon Townson, Ian Yuill
2. Braeside and Mannofield	9 - Lower Deeside	Marie Boulton, M Tauqeer Malik, Aileen Malone
	10 - Hazlehead/Ashley/Queens Cross	John Corall, Martin Greig, Jennifer Stewart, Ross Thomson
	11 - Airyhall/Broomhill/Garthdee	Angela Taylor, Gordon Townson, Ian Yuill
3. Bridge of Don	1 - Dyce/Bucksburn/Danestone	Barney Crockett, Graeme Lawrence, Neil MacGregor, Gill Samarai
	2 - Bridge of Don	Muriel Jaffray, John Reynolds, Sandy Stuart, Willie Young
4. Bucksburn and Newhills	1 - Dyce/Bucksburn/Danestone	Barney Crockett, Graeme Lawrence, Neil MacGregor, Gill Samarai
	3 - Kingswells/Sheddocksley	David Cameron, Steve Delaney, Len Ironside
5. Castlehill and Pittodrie	6 - Tillydrone/Seaton/Old Aberdeen	Ross Grant, Ramsay Milne, Jim Noble
	8 - George Street/Harbour	Andrew May, Jean Morrison, Nathan Morrison
	12 - Torry/Ferryhill	Yvonne Allan, Graham Dickson, Alan Donnelly, James Kiddie
6. Cattofield (NOT established)	5 - Hilton/Stockethill	George Adam, Kirsty Blackman, Lesley Dunbar
	8 - George Street/Harbour	Andrew May, Jean Morrison, Nathan Morrison

Community Council (CC)	Ward number and name covering CC area	City Councillors
7. City Centre (NOT established)	7 - Midstocket/Rosemount 8 - George Street/Harbour	Bill Cormie, Fraser Forsyth, Jenny Laing Andrew May, Jean Morrison, Nathan Morrison
8. Cove and Altens	13 - Kincorth/Loirston	Neil Cooney, Andrew Finlayson, Callum McCaig
9. Craigiebuckler and Seafield	3 - Kingswells/Sheddocksley 10 - Hazlehead/Ashley/Queens Cross	David Cameron, Steve Delaney, Len Ironside John Corall, Martin Greig, Jennifer Stewart, Ross Thomson
10. Culter	9 - Lower Deeside	Marie Boulton, M Tauqeer Malik, Aileen Malone
11. Cults, Bieldside & Milltimber	9 - Lower Deeside	Marie Boulton, M Tauqeer Malik, Aileen Malone
12. Dyce and Stoneywood	1 - Dyce/Bucksburn/Danestone	Barney Crockett, Graeme Lawrence, Neil MacGregor, Gill Samarai
13. Ferryhill	11 - Airyhall/Broomhill/Garthdee 12 - Torry/Ferryhill	Angela Taylor, Gordon Townson, Ian Yuill Yvonne Allan, Graham Dickson, Alan Donnelly, James Kiddie
14. Froghall, Powis & Sunnybank	8 - George Street/Harbour 9 - Tillydrone/Seaton/Old Aberdeen	Andrew May, Jean Morrison, Nathan Morrison Ross Grant, Ramsay Milne, Jim Noble
15. Garthdee	11 - Airyhall/Broomhill/Garthdee	Angela Taylor, Gordon Townson, Ian Yuill
16. George Street	7 - Midstocket/Rosemount 8 - George Street/Harbour	Bill Cormie, Fraser Forsyth, Jenny Laing Andrew May, Jean Morrison, Nathan Morrison
17. Kincorth and Leggart	13 - Kincorth/Loirston	Neil Cooney, Andrew Finlayson, Callum McCaig

Community Council (CC)	Ward number and name covering CC area	City Councillors
18. Kingswells	1 - Dyce/Bucksburn/Danestone	Barney Crockett, Graeme Lawrence, Neil MacGregor, Gill Samarai
	3 - Kingswells/Sheddocksley	David Cameron, Steve Delaney, Len Ironside
19. Mastrick, Sheddocksley & Summerhill	3 - Kingswells/Sheddocksley	David Cameron, Steve Delaney, Len Ironside
	4 - Northfield	Scott Carle, Jackie Dunbar, Gordon Graham
	10 - Hazlehead/Ashley/Queens Cross	John Corall, Martin Greig, Jennifer Stewart, Ross Thomson
20. Nigg	13 - Kincorth/Loirston	Neil Cooney, Andrew Finlayson, Callum McCaig
21. Northfield	1 - Dyce/Bucksburn/Danestone	Barney Crockett, Graeme Lawrence, Neil MacGregor, Gill Samarai
	3 - Kingswells/Sheddocksley	David Cameron, Steve Delaney, Len Ironside
	4 - Northfield	Scott Carle, Jackie Dunbar, Gordon Graham
22. Old Aberdeen	6 - Tillydrone/Seaton/Old Aberdeen	Ross Grant, Ramsay Milne, Jim Noble
23. Queens Cross and Harlaw	7 - Midstocket/Rosemount	Bill Cormie, Fraser Forsyth, Jenny Laing
	10 - Hazlehead/Ashley/Queens Cross	John Corall, Martin Greig, Jennifer Stewart, Ross Thomson
24. Rosemount and Mile End	7 - Midstocket/Rosemount	Bill Cormie, Fraser Forsyth, Jenny Laing
	10 - Hazlehead/Ashley/Queens Cross	John Corall, Martin Greig, Jennifer Stewart, Ross Thomson
25. Seaton, Linksfield & Pittodrie (NOT Established)	6 - Tillydrone/Seaton/Old Aberdeen	Ross Grant, Ramsay Milne, Jim Noble

Community Council (CC)	Ward number and name covering CC area	City Councillors
26. Summerfield (NOT established)	3 - Kingswells/Sheddocksley	David Cameron, Steve Delaney, Len Ironside
	10 - Hazlehead/Ashley/Queens Cross	John Corall, Martin Greig, Jennifer Stewart, Ross Thomson
27. Tillydrone	6 - Tillydrone/Seaton/Old Aberdeen	Ross Grant, Ramsay Milne, Jim Noble
28. Torry	12 - Torry/Ferryhill	Yvonne Allan, Graham Dickson, Alan Donnelly, James Kiddie
	13 - Kincorth/Loirston	Neil Cooney, Andrew Finlayson, Callum McCaig
29. Westburn and Berryden (NOT established)	5 - Hilton/Stockethill	George Adam, Kirsty Blackman, Lesley Dunbar
	7 - Midstocket/Rosemount	Bill Cormie, Fraser Forsyth, Jenny Laing
30. Woodside (NOT established)	1 - Dyce/Bucksburn/Danestone	Barney Crockett, Graeme Lawrence, Neil MacGregor, Gill Samarai
	5 - Hilton/Stockethill	George Adam, Kirsty Blackman, Lesley Dunbar
	6 - Tillydrone/Seaton/Old Aberdeen	Ross Grant, Ramsay Milne, Jim Noble

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Appendix 13 – Senior City Warden Contact Details and Areas Covered

	Office Tel No	Mobile No	Email	Areas of Responsibility
North Seniors	**01224 814984**			
Jim Barry		07785 305868	jabarry@aberdeencity.gov.uk	Provost Fraser Drive to North Boundary
Paul Wilson		07920 702250	paulwilson@aberdeencity.gov.uk	Bridge of Don, Dyce, Kingswells, Bucksburn, Manor/Logie to Provost Fraser Drive
South Seniors	**01224 871953**			
Alison Murison		07785 371813	amurison@aberdeencity.gov.uk	Torry, Cove, Kincorth, Nigg
Mark Wilson		07920 592794	markwilson@aberdeencity.gov.uk	Hazlehead, Peterculter, Cults, Milltimber, Bieldside, Keppleston, Airyhall
Tara Gilchrist		07768 037136	tegilchrist@aberdeencity.gov.uk	Broomhill, Mannofield, Garthdee
Central	**01224 611370**			
Davie Henderson		07833 402888	dahenderson@aberdeencity.gov.uk	City Centre (West), West End, Midstocket
Gail Johnston		07833 402884	gajohnston@aberdeencity.gov.uk	Tillydrone, Seaton, Sunnybank & Powis, Froghall
George Chambers		07768 326498	gchambers@aberdeencity.gov.uk	Rosemount, George Street
Jason Bruce		07917 174960	jabruce@aberdeencity.gov.uk	Hanover, City Centre (East)
Bill Massie		07785 344909	Wmassie@aberdeencity.gov.uk	Hilton, Stockethill, Ashgrove, Woodside
Raye Paterson-Roos	01224 653310	N/A	Rpaterson-roos@aberdeencity.gov.uk	Administration
Neil Carnegie	01224 523945	07793 365906	NeilCarnegie@aberdeencity.gsx.gov.uk NCARNEGIE@aberdeen.gov.uk	Community Safety Manager
Robin Donald	01224 522138	07768 258501	Robindonald@aberdeencity.gsx.gov.uk	City Warden Officer

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Appendix 14 – Aberdeen City Council's Communities Team: Capacity Building Officer Contacts

Neighbourhoods	Contact Details Locations may be changed in April 2012, subject to the decision of local Community Centre Management Committees where they are established.
Bridge of Don (Danestone, Oldmachar, Denmore, Balgownie) Dyce	**Hamish Cattanach** Capacity Building Officer Dyce Community Wing Gordon Terrace Dyce Aberdeen AB21 7BD Tel: 01224 723344 Email: hcattanach@aberdeencity.gov.uk
Middlefield Northfield Cummings Park Heathryfold Kingswells Bucksburn	**Ruth Morris** Capacity Building Officer Northfield Community Centre Byron Square Northfield Aberdeen AB16 7LL Tel: 01224 695416 Email: rmorris@aberdeencity.gov.uk

Neighbourhoods	Contact Details
	Locations may be changed in April 2012, subject to the decision of local Community Centre Management Committees where they are established.
Mastrick Sheddocksley Summerhill Braeside/ Mannofield/ Broomhill/ Seafield Culter/Cults/ Bieldside/ Milltimber	**Fiona Gray** Capacity Building Officer Hazlehead Community Wing Hazlehead School Provost Graham Avenue Aberdeen AB15 8HB Tel: 01224 498110 Email: figray@aberdeencity.gov.uk
Old Aberdeen Hanover Seaton Woodside Froghall/Powis/ Sunnybank Tillydrone Hilton Stockethill	**Emma McPherson** Capacity Building Officer Sunnybank Community Centre Sunnybank School Sunnybank Road Aberdeen AB24 3NJ Tel: 01224 261727 Email: emcpherson@aberdeencity.gov.uk

Neighbourhoods	Contact Details
	Locations may be changed in April 2012, subject to the decision of local Community Centre Management Committees where they are established.
Garthdee Ferryhill West End George Street Rosemount City Centre Ashgrove Midstocket	**Kev Donald** Capacity Building Officer Kaimhill Community Wing Kaimhill School Pitmedden Terrace Aberdeen AB10 7HR Tel: 01224 498163 Email: kedonald@aberdeencity.gov.uk
Torry Kincorth/Leggart/ Nigg Cove	**Heather Whyte** Capacity Building Officer Kincorth Com. Centre Provost Watt Drive Kincorth Aberdeen AB12 5NA Tel: 01224 872851 Email: hwhyte@aberdeencity.gov.uk

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Appendix 15 – Aberdeen City Council Organisational Chart

Directorate and Service Remits

Chief Executive **Valerie Watts** 522500 vwatts@aberdeencity.gov.uk	Head of Service **Ciaran Monaghan** 522293 cmonaghan@aberdeencity.gov.uk	• Business Support to Chief Executive • Office of the Lord Lieutenancy • Civic Office • Elections • Media Team
Director of Corporate Governance **Stewart Carruth** 522550 scarruth@aberdeencity.gov.uk	Head of Customer Service and Performance **Paul Fleming** 523366 pfleming@aberdeencity.gov.uk	• Best value • Internal audit • Risk management • Community planning • Corporate performance management • Customer relations • Customer service (CRM, contact centres, access points) • ICT services • Programme management office • Business improvement • Shared services process • Redesign • Improvement management • Knowledge management
	Head of Finance **Barry Jenkins** 522551 bajenkins@aberdeencity.gov.uk	• Financial strategy • Financial planning • Financial systems • Financial services • Accounting • Budget (management control) • Payments/creditors • Accounts receivable

		• Pensions • Treasury • Insurance • Revenues and benefits • VAT management • Financial performance
	Head of Human Resources and Organisational Development **Ewan Sutherland** 522192 esutherland@aberdeencity.gov.uk	• HR strategy • Employee relations • HR policies • Personal development • Training • Health and wellbeing • Recruitment and selection • Payroll • Equality and diversity • HR performance
	Head of Legal and Democratic Services **Jane MacEachran** 522084 janem@aberdeencity.gov.uk	• Legal services • Licensing • Archives • Committee services • Democratic services • Registrar and registration • Legal performance • Members' services
	Head of Procurement (Post shared with Aberdeenshire Council) **Craig Innes** 665650 cinnes@aberdeencity.gov.uk	• Shared service with Aberdeenshire Council • Scotland Excel Regional Hub • Procurement policy, strategy and advice • Procurement performance • Electronic procurement and systems • Supplier and contract management • Whitemyres Centre (central stores)

Director of Education, Culture and Sport **Gail Gorman** 523458 Gail takes up her position as Director in early January 2013	Head of Communities, Culture and Sport **Patricia Cassidy** 522473 pcassidy@aberdeencity.gov.uk	• Community learning and development • Culture • Sport • Social and economic regeneration • Sustainable development • Educational psychology • Post-school transitions • Children's services joint working
	Head of Educational Development, Policy and Performance **Charlie Penman** 522375 cpenman@aberdeencity.gov.uk	• New educational development • Performance and overall service improvement • Learning estate strategy • Workforce planning • Service resource and budget management • Quality assurance, inspection and audit • ICT policy and practice • CPD for pre-school and schools
	Head of Schools and Educational Establishments **David Leng** 523517 dleng@aberdeencity.gov.uk	• Early years • Primary schools • Secondary schools • Offsite and specialist provision • Additional support needs 0-18 • Learning strategy 0-18 • Curriculum and quality development • Service improvement
Director of Enterprise, Planning and Infrastructure **Gordon McIntosh** 522941 gmcintosh@aberdeencity.gov.uk	Head of Asset Management and Operations **Hugh Murdoch** 523965 hughm@aberdeencity.gov.uk	• Fleet • Property and facilities management • Roads and lighting operations • Asset management • Capital planning • Coastal defence and flooding • Professional property services

		• Contract management • Partnerships and projects
	Head of Planning and Sustainable Development **Maggie Bochel** 523133 mbochel@aberdeencity.gov.uk	• Infrastructure strategy • Infrastructure programmes and design • Sustainable development • Planning strategy • Building standards • Development management • Partnerships and projects • Masterplanning design • Aberdeen Western Peripheral Route
	Project Director for Economic Business Development **Gerry Brough** 523197 gbrough@aberdeencity.gov.uk	• Partnerships, projects and funding • Business growth • City promotions • Marketing and design services
Director of Housing and Environment **Pete Leonard** 523899 pleonard@aberdeencity.gov.uk	Head of Environment Services **Mark Reilly** 523910 mareilly@aberdeencity.gov.uk	• Waste policy and planning • Street cleaning • Grounds maintenance • Waste collection and disposal • Environmental health • Trading standards • Laboratory of the Public Analyst
	Head of Housing and Community Safety **Donald Urquhart** 522119 dourquhart@aberdeencity.gov.uk	• Housing policy and planning • Estate management • Allocations/selections • Homelessness • Commissioning • Community safety • City wardens

		• Police/Fire liaison • Civil contingencies category 1 response
	Head of Regeneration and Housing Investment **John Quinn** 439202 jquinn@aberdeencity.gov.uk	• Regeneration policy and planning • Regeneration programme management • Neighbourhood community planning/joint working • HRA asset policy and business planning • New build • Capital refurbishment and SHQS • Programme delivery • Housing repairs
Director of Social Care and Wellbeing **Fred McBride** 523797 frmcbride@aberdeencity.gov.uk	Head of Adults Services **Tom Cowan** 523162 tcowan@aberdeencity.gov.uk	• Learning disability • Mental health and substance misuse • Criminal justice • Contracts and commissioning • Welfare rights
	Head of Children's Services **Susan Devlin** 522110 sdevlin@aberdeencity.gov.uk	• Family community support • Alternative family care • Young people's care and accommodation • Children in need • Reception and protection • Out of hours
	Head of Older People and Rehabilitation **Liz Taylor** 522457 litaylor@aberdeencity.gov.uk	• Integrated care at home • Resources • Care management • Rehabilitation • Learning and development