

# **Glasgow City Council**

## **The Scheme for the Establishment of Community Councils (2013)**

including the approved:

**Constitution**

**Code of Conduct**

**Standing Orders**

**List of Community Council Areas**

**The Scheme for the Establishment of Community Councils (2013)**  
should be read in conjunction with the  
**Supplementary Guidance for Community Councils**



## **The Scheme for the Establishment of Community Councils (2013)**

The following is the Scheme for the Establishment of Community Councils as approved for implementation by the Executive Committee of Glasgow City Council on 10 October, 2013.

This Scheme for the Establishment of Community Councils (2013) (the 'Scheme') describes how community councils in Glasgow are formed, the conditions under which they operate, and the minimum standards to be met for recognition as a community council.

This Scheme and Appendices should be read in conjunction with the document 'Supplementary Guidance for Community Councils' which provides further detailed operational guidance, which is provided to assist community councils with interpretation of the Scheme; the Guidance is subject to ongoing review by Glasgow City Council Corporate Services.

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## 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 within an identified community council boundary area in Scotland is entitled to petition their local authority to establish a community council.

The general purpose of community councils established under the Scheme is 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”*

Community councils are voluntary bodies which exist within a statutory framework and which have been granted statutory rights of consultation.

The general purpose of a community council is to ascertain, co-ordinate and express the wider views of the entire community within its agreed boundaries.

They can complement the role of the local authority but are not part of local government.

Recognised community councils unlike other community organisations are included in the consultation process for all planning applications. They have the right to receive copies of applications, and will be recognised as competent bodies to make representations regarding applications.

Community councils are statutory consultees in terms of section 21 of the Licensing (Scotland) Act 2005 and are consulted on all applications for provisional/premises licences and major variations to premises licences. They are also consulted on the development of the Licensing Policy Statement and any supplementary Licensing Policy Statement.

Community councils may also undertake other functions within the terms of their Constitution. It is the responsibility of a community council to satisfy Glasgow City Council, that it has taken positive steps to ascertain the views of the wider community within their area, before making representations on any matter, on behalf of the community.

It is essential that these views are shown to be accurately representative of the community i.e. evidenced consultation; agendas and minutes from special meetings; questionnaire responses. The legitimate consultative mechanisms will be recognised by Glasgow City Council as validation of the wider community's views and their engagement.

A summary on page 5 of the Scheme lists the general rights and responsibilities of community councils, and obligations of Glasgow City Council to assist community councils, their members, and prospective members. More detailed explanation of these is contained within the Scheme and the Supplementary Guidance for Community Councils (the Guidance is subject to ongoing review).

## Rights and Responsibilities

### A Community Council which conforms fully to the Scheme has rights:

- to be consulted, and to make representations about planning applications;
- to be recognised as a competent body to comment on licensing applications;
- to seek information and assistance from Glasgow City Council;
- to receive an annual administration allowance (see clause 8a of the Scheme);
- to be recognised as an appropriate body to apply for other Glasgow City Council funding;

### A Community Council's responsibilities include:

- to conform to the requirements of the Scheme, Constitution and associated documentation;
- to be representative of all sectors of the community within their area;
- to conduct a minimum number of meetings each year;
- to produce and distribute minutes of every meeting of the community council;
- to annually prepare and publish an audited financial statement and inventory;
- to hold elections for membership to the community council in liaison with Glasgow City Council;
- to advertise throughout its area, in advance, all of its meetings;
- to identify effective consultation methods which enable effective engagement with the community on issues of significant public interest, and be able to provide evidence of these methods to Glasgow City Council;
- to conduct all meetings and business in accordance with the Scheme, Constitution and associated documentation; and the "Supplementary Guidance for Community Councils" (see section 3, the Guidance is subject to ongoing review);
- to adopt and practice an equal opportunities policy (see clause 16 of the Scheme);
- to ensure that every member conforms to their responsibilities as laid down in the community council's Constitution; Code of Conduct; and Standing Orders
- to immediately advise Glasgow City Council when its current membership falls to half of its voting membership.

### Glasgow City Council's obligations

- to prepare, publish and review the Scheme as necessary, after due consultation with community councils and the public;
- to support community councils to conform to the requirements of the Scheme, Constitution and associated documentation;
- to arrange initial elections for new community councils;
- to manage interim elections for existing community councils;
- to conduct and administrate community council elections;
- to provide publicity for common election dates for community councils.
- to provide such financial and administrative assistance as is possible, subject to the various constraints placed on Glasgow City Council;
- to consult with and/or notify community councils e.g. on planning applications & licensing applications.

## **Establishment of Community Councils**

### **1. Areas**

Glasgow City Council has produced a list of approved community council areas (**appendix 4**) for Glasgow. Maps which outline their boundaries can be requested by contacting Glasgow City Council on 0141 287 0060. The area of the community council will be as designated on said map.

### **2. New Community Councils**

#### ***(a) Where no community council exists***

Formation of a new community council shall be initiated in an approved area on the application of 20 electors in accordance with section 52(7) of the Local Government (Scotland) Act 1973.

Glasgow City Council shall, within not more than six weeks from the date of the application organise wider consultation and engagement procedures culminating in elections or other voting arrangements for the purpose of establishing the community council.

In the first instance the 20 electors will form a steering committee whose task will be to familiarise themselves and adopt a Constitution on behalf of the proposed community council which will govern their affairs.

Each community council is required to adopt the Constitution which has been approved by Glasgow City Council (see **appendix 1**). Following adoption of the Constitution by the steering committee on behalf of the proposed community council, Glasgow City Council will proceed with initial elections.

A steering committee recognised by Glasgow City Council is eligible to receive appropriate start-up costs incurred in seeking to establish a community council. Appropriate costs will be determined and managed by Glasgow City Council.

#### ***(b) Where a Community Council already exists***

Where a significant number of representations are made to start a new community council in an area where an existing community council operates, the proposal will be referred initially to the existing community council for comment before Glasgow City Council determines whether action should be taken in terms of Section 53 of the Local Government (Scotland) Act 1973 (see Supplementary Guidance for further information).

### **3. Composition & Criteria for Appointments**

A community council shall consist of elected community councillors and ex-officio members. A community council may also appoint associate members where there may arise a need for individuals with particular skills, knowledge or experience.

The number of community councillors shall be stated in clause 5 of the community council Constitution. The minimum number of community councillors is 10, with additional members being suggested at the rate of 1 per 1,000 head of population. The absolute maximum number of community councillors for an established community council is 20.

The absolute minimum number of members for a community council to remain established is one third of its stated constituted membership e.g. the quorum. However, Glasgow City Council should be advised immediately if the community council membership falls to half or less of its voting membership (see clause 5 of the Constitution).

The community council's Constitution shall also acknowledge the right of membership of those ex-officio members as designated by this Scheme. Ex-officio and associate members are not counted as

any part of reaching a quorum or the minimum or maximum numbers for members i.e. only elected community councillors are counted.

Representation to change the stated constituted number of community councillors for a community council can be made at any time to Glasgow City Council Corporate Services for consideration and if agreed, can be subsequently approved in writing.

**(a) Community Councillors**

To qualify to be nominated and elected to serve on a community council, prospective community councillors require to:

- (i) reside within the community council boundary area; and
- (ii) be included on the electoral register or any community council supplementary roll prepared for this purpose for the same community council boundary area; and
- (iii) have reached the minimum age of 16 to stand for election.

Only the above members are included in the constituted membership i.e. the quorum, of the community council (see clause 5 of the Constitution).

All these members have full voting rights. It is expected that community councillors shall be residents from across the whole community council area, to ensure widespread representation of all residents.

Any individual who is elected to serve on Glasgow City Council; the Scottish, Westminster, European or Scottish Youth Parliaments; shall be ineligible to stand for election to a community council or remain an elected community councillor.

Community councillors have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in the Code of Conduct for Community Councillors.

**(b) Ex-Officio Members**

Duly elected members of Glasgow City Council; Scottish, Westminster or European Parliaments, and constituency members of the Scottish Youth Parliament become ex-officio members of community councils that fall within their constituencies or regions.

All ex-officio members have no voting rights, are not eligible to take 'office' in the community council, cannot propose or second any nominations for 'office' positions, or act as a representative on the community council's behalf. However, all ex-officio views on matters concerning the community council should be actively sought.

**(c) Associate Members**

Associate membership can be by invitation made to individuals or local organisations active within the community council boundary. The decision of who can become an associate member lies exclusively with the elected community councillors.

Associate members need not reside within the community council boundary and should only be appointed where community councillors have agreed by a simple majority that a need has arisen to appoint individuals with particular skills, knowledge or experience; and the reasoning and decision are recorded in the relevant minute.

The maximum number of associate members shall mirror the quorum for each community council; see clause 5 of the Constitution.

As determined by the community council; associate members may serve for a maximum period of the same term of office of the office bearers i.e. 12 months, before having to be re-appointed. Associate members' status is similar to that of all other ex-officio members.

***(d) Elections***

Elections shall be held on a 4 yearly cycle in October by each community council. It shall be the responsibility of Glasgow City Council to conduct and administrate community council elections; including the inaugural election and elections thereafter on a 4 yearly cycle.

Where the number of persons nominated to be community councillors is less or equal to the number of vacancies i.e. the constituted number for the community council (see clause 5a of the Constitution), then no contested election shall be held, and those standing shall be declared to be duly elected on the election date.

Where the number of persons nominated to be community councillors is greater than the number of vacancies, a contested election shall be held. Those standing for election and receiving the greater number of votes shall be declared to be duly elected at the next scheduled meeting of the community council.

When advertising elections, all community councils are required to advertise across their entire boundary area; with the aim of securing a geographical and demographical spread of members to enhance the community council's overall representational membership.

**4. Terms of Office**

***(a) Community Councillors***

Each community council shall hold 'general' elections across their boundary area every four years in October which aim to achieve the constituted membership level for community councils; publicity for these elections will be provided by Glasgow City Council.

Community councillors elected during 'general' elections are eligible to hold their position for the 4 year period until the next 'general' election; so long as they continue to conform to the requirements of the Scheme, Constitution and associated documentation.

Community councillors appointed as office bearers after being subject to 'general' elections and/or Annual General Meeting (AGM) elections shall hold office for the period specified in clause 9c of the Constitution, or until the next regular election (i.e. AGM), at which they shall be eligible for re-election to hold office.

Where a community councillor resigns, the resigning councillor shall not be eligible to stand for re-election to the same community council for a minimum period of 12 months; or until the date the community council next holds its 'general' and/ or interim elections; whichever minimum period of time is completed first. However, the resigning community councillor shall be eligible to stand for election to another community council, subject to clause 3a of the Scheme, when it next holds its 'general' and/ or interim elections or undertakes to fill vacancies.

**5. Vacancies**

When advertising vacancies community councils must make all reasonable efforts to ensure that public notices have been placed in available venues across the whole community council area.

Vacancies occurring in the elected membership of a community council whether by mortality, resignation, non-attendance at meetings or otherwise shall be notified to Glasgow City Council.



Vacancies will be filled by undertaking the process for an interim election as prescribed by Glasgow City Council.

In the event of a vacancy occurring within three months before the date of the next 'general' election a community council may leave the vacancy unfilled until that election.

If however, the membership should fall to half or less of the voting membership, then Glasgow City Council shall be informed immediately, to enable it to provide support and undertake appropriate action to fill the vacancies as way of ensuring the community council is sustained.

## **6. Qualifications**

### ***(a) Electors***

All persons who are resident in the community council boundary area; are 16 years of age or over, and whose name appears on Glasgow City Council's Electoral Register or any community council supplementary roll prepared for this purpose for the same community council boundary area,(as outlined below and at clause 3(a) above) shall be entitled to vote in, or nominate candidates for, community council elections.

Any person whose name does not appear on Glasgow City Council's Electoral Register, but who can provide satisfactory evidence of residence in the community council boundary area, being aged 16 years or over, and provide proof of identity, may apply to Glasgow City Council for inclusion on a community council supplementary roll for recognition as an elector for community council purposes.

### ***(b) Nomination or Election of Community Councillors***

See clause 3a of the Scheme.

### ***(c) Members***

An individual can act in only one capacity, as either a community councillor; an ex-officio member; or as an associate member. Members must therefore resign one membership before taking up another.

### ***(d) Members' Interests (see Supplementary Guidance for Community Councils)***

All members as outlined in clause 3 of the Scheme i.e all elected community councillors, ex-officio and associate members, shall declare all interests and/or make it known if their interests have been made available elsewhere and whether these are accessible to the community council i.e. do previous declarations and/or registers of interest exist in the public domain.

Upon declaring an interest in a discussion topic the individual may not participate in any further discussion on that matter, and if deemed necessary by other members, the individual shall withdraw from the meeting and shall remain 'withdrawn' until the discussion topic and any decision is taken by the remaining community councillors (see clause 3 of the Code of Conduct).

### ***Declaration of Interest statement***

All members shall declare in advance any financial or any other interest however minor that they may have in relevant matters coming before the community council e.g. planning; licensing; financial etc. The member shall withdraw from the meeting during consideration of this item of business and shall take no part in the discussions or decision thereon. All declarations are to be formally minuted.

## Operations of Community Councils

### 7. Meetings

#### **(a) Ordinary Community Council Meetings**

All meetings of community councils are open to members of the public. Each community council shall meet at least seven times per year which includes the Annual General Meeting (AGM). Members of the public may only speak with the consent of the Chairperson; see clauses 4b & c of the Standing Orders.

The Secretary should coordinate the circulation of an agenda and draft minutes for every meeting to all members at least seven days before the meeting i.e. community councillors; ex-officio members; and associate members. The agenda and draft minutes should be posted electronically wherever possible e.g. websites.

The agenda and draft minutes must similarly be presented to Glasgow City Council upon request at least seven days before the meeting. All approved minutes should be forwarded electronically to Glasgow City Council within 14 days from the date of the meeting which approved them as an accurate record.

#### **(b) Quorum at Meetings**

Every meeting of the community council shall have a quorum of voting members present before the meeting can proceed. The quorum for each meeting shall be one third of the stated voting membership as specified in clause 5 of the Constitution.

If a quorum cannot be achieved within 15 minutes of the advertised meeting start time, then the meeting and all items of business will be subject to clause 7e (vi) of the Scheme.

#### **(c) Minutes of Meetings**

The Secretary shall be responsible for producing a true and accurate record of the business of every meeting in the form of a minute. The minute shall record:

- (i) the date, time and place of the meeting;
- (ii) the names and status of those members and other persons attending the meeting;
- (iii) the names and status of those members unable to attend but who have presented apologies;
- (iv) all decisions taken, and actions approved;
- (v) the date, time, and place of the next meeting.

When circulating minutes the Secretary will send:

- (vi) an approved minute within 14 days from the date of the meeting which approved them to Glasgow City Council as a matter of course, and make same available to the public for inspection via websites; libraries; and any other appropriate public space.
- (vii) in instances of private discussions being held in whole or in part within a community council meeting, an approved redacted minute may be made available to the public if available; Glasgow City Council reserves the right of access to a full copy of all minutes; see clauses 7e and 11 of the Scheme.

**(d) The Annual General Meeting**

In addition to ordinary meetings of the community council; an Annual General Meeting (AGM) shall be held in October of each year to:

- i. Record membership attendance and apologies received;
- ii. Approve the presented minutes of the last Annual General Meeting (AGM) (see paragraph 2 of clause 3 ii of the Standing Orders);
- iii. Approve Chairperson's annual report (written or minuted at the AGM);
- iv. Approve Treasurer's submission of Independently Examined Statement of Accounts;
- v. Note implementation/continuation of the Scheme for the Establishment of Community Councils;
- vi. Current office bearers step down;
- vii. Election of office bearers;
- viii. Confirm that the Constitution is signed and dated by the Chairperson and 2 other members of the community council;
- ix. Note the appointment of an Independent Examiner of accounts for the next year;
- x. Note the appointment of associate members;
- xi. Review the Inventory and Additional Resources (see clause 9c of the Scheme);
- xii. Chairperson to declare that a date in October of following year will host the next AGM;
- xiii. Chairperson closes meeting.

**(e) Special Meetings**

A Special Meeting may be called in the following circumstances, although these are not exclusive:

- (i) Community councils can call a Public Meeting other than the Annual General Meeting, at which members of the public are given the right to speak, and every reasonable opportunity to be heard;
 

or
- (ii) In the event of the Chairperson's annual report and/or the Treasurer's independently examined statement of accounts not being approved at the AGM by the community council or thereafter by Glasgow City Council;
 

or
- (iii) In the event that a motion of censure or no confidence is raised against the community council, or members thereof, as specified in the Supplementary Guidance;
 

or
- (iv) Receipt of a petition (written request) signed by 20 community council electors of the area. The petition shall specify the matter and reasons for calling such a meeting; see clause 11j of the Constitution.
 

or
- (v) In cases deemed to be an emergency, a community council meeting may be held after giving less than the seven days notice that is usual;
 

or
- (vi) If a quorum cannot be achieved within 15 minutes of the advertised meeting start time, then the meeting and all items of business can either be deferred to the next scheduled meeting date; unless items of business are urgent then a Special Meeting could be arranged; or those members in attendance can hear reports as information only and defer any decisions and/or actions until the next quorate meeting.

or

- (vii) In cases where the community council deems it necessary to hold a meeting, or parts of a meeting, in private; see clause 11k of the Constitution and the Supplementary Guidance.

or

- (viii) In receipt of a request from Glasgow City Council;

***(f) Advertising of all Meetings***

All advertisements intimating the time and place of community council meetings will be published at least seven days prior to the meeting taking place; except in instances of an emergency meeting being called under the Special Meetings clause 7e (v) of the Scheme.

The meetings will be widely advertised so that all the electorate has the opportunity to be informed of the meeting, and in cases of Special Meetings to include the proposed motion on the agenda calling the meeting. Three or more public places which serve the community council's area should be identified where notices will always be placed to advertise meetings. Additional means may include websites, social media and emails.

These public places should be notified to Glasgow City Council upon request.

***(g) Delegation of Authority to Committees***

The community council may wish from time to time to form committees of at least three community councillors to consider specific matters e.g. to consider planning applications.

It is the responsibility of the community council to set a clear remit and to specify the limits of delegation and ensure adequate accountability of any committee.

The details of the remit and delegated powers of any committee should be agreed by a simple majority of community councillors and recorded in the community council minutes as soon as is practicable.

Any community councillor claiming to represent the views of a community council must be able to demonstrate that they have this authority, and that any committee is acting within the limits of its delegation.

**8. Financial and Other Assistance**

Each community council is to maintain proper financial records and present regular financial reports at scheduled community council meetings.

In addition, it is a requirement for community councils to submit a satisfactory and independently examined annual statement of accounts from the correct financial year to Glasgow City Council i.e. the financial year of the community council shall be from 1 September until 31 August.

***(a) Administration Allowance & Discretionary Grant Fund***

Each community council is eligible to receive from the City Council an annual administration allowance which will take account of the population included in the community council's boundary.

To ensure eligibility, each community council must adhere to the terms of this Scheme e.g. in relation to membership; meetings; minutes etc.

Administration allowances shall be for community council administration and/or promotion purposes only, and shall not be expended on any other purpose. The Discretionary Grant Fund may support additional items and/or activities (see clause 5 of the Discretionary Grant Fund Guidelines).

Payment of the allowance will be made in accordance with a procedure determined by Glasgow City Council. After an inaugural allowance, all subsequent allowances will be made subject to community councils continuing to adhere to the terms of this Scheme.

When Glasgow City Council is in receipt of a satisfactory and independently examined statement of accounts from the correct financial year; and a community council's bank balance is in excess of twice their gross annual administration allowance (i.e. before any deductions); then Glasgow City Council may take into consideration that an additional administration allowance and/or discretionary grant is not required to assist with the administration and/or promotion purposes or additional items and/or activities of the community council for the annual period ahead, or current financial year.

In relation to the above paragraph Glasgow City Council may take into consideration the community council's actual bank balance at the time which is recognised as the beginning of the next financial year i.e. 1 September.

In relation to above, it is only previous administration allowance awards that will be taken into consideration; any other funding from alternative sources, other than Corporate Services, for specific purposes should be itemised separately within the independently examined statement of accounts.

To enable Glasgow City Council to make accurate considerations, all copies of correspondence which clearly identifies alternative funding sources shall be submitted annually with the community council's independently examined statement of accounts.

If no correspondence which clearly identifies alternative funding sources can be submitted with the community council's independently examined statement of accounts then these may be included in Glasgow City Council's consideration of a community council's cash balance.

The administrative allowance shall be fixed at a minimum flat rate, to be determined periodically by Glasgow City Council, with an additional minimum 1p per head of population, again to be determined periodically by Glasgow City Council.

Steering committees and suspended community councils recognised by Glasgow City Council may receive start-up or interim costs respectively to offset any legitimate administrative expenses (see clause 2a of the Scheme).

***(b) Other Grants***

Community councils with specific needs are free to apply for grants from Glasgow City Council. Payments will be made in accordance with the procedure determined by Glasgow City Council.

**9. Independent Examination of Accounts**

***(a) Community Council's Financial Year***

The financial year of each community council shall be from 1 September to 31 August in the following year. This will enable the proper submission of an independently examined statement of accounts to the community council's Annual General Meeting held in October each year.

***(b) Independent Examination***

Each community council shall appoint annually a suitable Independent Examiner to examine the community council's accounts; who may charge a reasonable fee for their services.

The Independent Examiner of the community council's accounts shall not be a member or related by birth, marriage, civil contract or co-habitation to a member, or a direct relative of a member, of the appointing community council. Direct relatives are considered to be spouse; partner; parent; sibling;

child by blood, adoption, or marriage; grandparent or grandchild; aunts; uncles; cousins; nieces; and nephews.

The accounts shall be forwarded immediately following their approval at the community council's Annual General Meeting, and to be received by Glasgow City Council no later than 31 December each year.

If no valid reason as deemed by Glasgow City Council can be provided by the community council and/or Independent Examiner, in a case of the statement of accounts not being forwarded and received by Glasgow City Council by the last day of February in any given year; then Glasgow City Council may consider that financial year's Administration Allowance to have been forfeited.

Glasgow City Council may, at its discretion and in consultation with the Council's Chief Financial Officer, require the community council to produce records such as vouchers; receipts; account books; or in circumstances of substantial financial transactions, provide a full 'Audit of Accounts' undertaken by a professionally qualified accountant.

***(c) Inventory and Additional Resources***

The Treasurer shall prepare and maintain an inventory of all assets owned by the community council, and make this inventory available to the Independent Examiner for the annual statement. The inventory should include the following detail as a minimum: name; purchase date; value; location; disposal date; reason for disposal. The inventory must also be made available upon request to Glasgow City Council.

**10. Exchange of Information**

Glasgow City Council will continue ongoing discussions with community councils and public agencies in its area, to promote the exchange of information between these bodies. Furthermore, it is Glasgow City Council's wish to continue the following measures:

***(a) Providing support to Community Councils which will:***

- (i) co-ordinate and distribute external information sources which is common to community councils;
- (ii) provide an information service for community councils; members of the public; respond to enquiries from agencies and Council service areas regarding community councils and/or seek agencies and Council service areas' responses to community council enquiries;
- (iii) provide a central point for outside organisations where they wish to contact community councils;
- (iv) provide a first point of contact with Glasgow City Council departments to supply technical and professional support where necessary i.e. via Corporate Services;
- (v) determine need for any additional support services and resources for community councils, such as: photocopying and distribution of agendas and minutes.
- (vi) facilitate advice, assistance and/or capacity building to community councils on the duties and responsibilities of office bearers, the role of community councils, the functions of Glasgow City Council and other relevant topics.

***(b) Other Public Agencies:***

Encourage other public agencies to:

- (i) communicate with community councils wherever practicable before taking decisions affecting their areas with a view to ascertaining the views of the local inhabitants; and
- (ii) make appropriate internal arrangements to achieve this end.

## Obligations

### **11. Review of Community Councils**

Glasgow City Council undertakes to oversee the workings of community councils to ensure that they are operating efficiently and in an appropriate manner, and in accordance with the Scheme.

Particular regard will also be paid to boundaries of individual community councils, where the City Council observes significant permanent changes to the population within the City.

### **12. Suspension of a Community Council**

Where for any reason after due consideration and appropriate notice by relevant staff from Glasgow City Council Corporate Services, it is deemed that a community council is not conforming to the Scheme, an initial decision on suspension shall be taken by an officer designated by Glasgow City Council. On request from the community council, such a suspension will be reviewed by the Executive Director of Corporate Services prior to formal suspension.

The community council will revert to the status of a steering committee whose main task will be to consider such matters, and take such action, as is necessary to ensure conformity with the Scheme, for which they will be eligible to request assistance from Glasgow City Council Corporate Services.

On satisfying Glasgow City Council Corporate Services that the community council will in the future be able to conform to the Scheme, then re-instatement to full status will be granted by written notice from the Executive Director of Corporate Services.

In the event that a steering committee is unable to conform to the Scheme within a period of three months from the date of suspension, then the Executive Director of Corporate Services may recommend to Glasgow City Council Executive Committee to formally dissolve the community council.

However, if the steering committee is demonstrating sufficient progress towards conforming with the Scheme, to the satisfaction of relevant staff from Glasgow City Council Corporate Services; then the period of suspension can be extended by an additional 3 months; likewise, this would require to be ratified by the Executive Director of Corporate Services.

### **13. Dissolution of a Community Council**

#### ***(a) Decision of Glasgow City Council – Executive Committee***

Any decision which may lead to the dissolution of a community council rests with the Executive Committee within Glasgow City Council.

In normal circumstances, any such decision by Glasgow City Council Executive Committee will only occur after due consultation with and/or suitable notice to the community council. Glasgow City Council Corporate Services will advertise the dissolution of a community council by giving appropriate public notice by means of notification in appropriate local venues and/or websites, or other social media.

Where for any reason, the number of community council members falls below the minimum number of members for a community council to remain established i.e. the quorum, Glasgow City Council Corporate Services can suspend the Constitution of the community council and may recommend to the Executive Committee within Glasgow City Council, subsequent dissolution of the community

council in the event that it is not possible to increase membership to a satisfactory and sustainable level.

Where Glasgow City Council Corporate Services has reasonable grounds to believe that a community council has been 'abandoned', and is no longer functioning, then Glasgow City Council Executive Committee may dissolve the community council and intimate this by public notice following a recommendation from the Executive Director of Corporate Services.

Where Glasgow City Council Corporate Services has reasonable grounds to believe that a community council is significantly diverging from the Scheme, then it may recommend immediate dissolution of that community council to the Executive Committee within Glasgow City Council and intimate this action by public notice.

In the event of the dissolution of a community council, all assets shall transfer to Glasgow City Council, which shall hold these in trust for a period of one year for a future community council becoming established in that area.

Transfer and acceptance of all assets will be subject to due process and the approval of Glasgow City Council; and only after the City Council is completely satisfied that there are no outstanding debts or liabilities attached.

***(b) Voluntary Basis by Resolution of the Community Council***

If the community council by a two-thirds majority of the elected membership resolves at any time that it is necessary or advisable to dissolve the community council, it shall agree a date for a Special Meeting to discuss the resolution; see clause 7e of the Scheme.

It is a requirement that not less than seven days prior to the date of such a meeting, public notice be given by means of notification in appropriate local venues and/or websites, or other social media.

If the resolution is supported by a two thirds majority of the total voting membership present at the Special Meeting, and the decision is notified to Glasgow City Council Corporate Services, the community council shall be deemed to be dissolved with immediate effect.

The provisions relating to assets in clause 13a above will apply in this instance also

In the event that the community council is dissolved under the above procedure, and twenty or more electors subsequently wish to re-establish a community council for the area, these electors shall submit a petition to Glasgow City Council in accordance with Section 52(7) of the Local Government (Scotland) Act 1973.

On receipt of a petition, Glasgow City Council shall arrange for elections to be held in accordance with the Scheme for the Establishment of Community Councils.

**14. Membership/Censure / Disqualification of Community Councillors**

A community councillor's elected membership of a community council will cease if they move to reside out with of the community council boundary area. However, they may be invited to continue as an Associate Member where community councillors agree by a simple majority; see clause 3b of the Scheme.

Furthermore, a community council can censure / disqualify community councillors should they:



- i. fail to attend any community council meeting (excluding meetings called under clause 7e of the Scheme), with or without submitting apologies, throughout a period of 3 consecutive meetings.
- ii. be proven beyond reasonable doubt to have deliberately contravened the community council's Constitution; or been in deliberate breach of the Code of Conduct; or deliberately caused the community council to come into disrepute.

With regard to clause 14i; a community council can at their discretion, decide to grant a leave of absence in advance or retrospectively for individual members in instances of them being affected by matters of a personal nature. This leave of absence can extend up to a maximum of 6 months or until the next AGM, whichever period is sooner.

With further regard to clauses 14i and ii; as well as presentation of attendance records or other evidence at a community council meeting; a majority vote of no less than two thirds of the constituted membership who are present must be reached before any sanction of censure / disqualification of a community councillor can be proposed by the community council.

All community councillors who are present are eligible to cast a vote. All voting can be conducted in private if a simple majority is reached from amongst those present

The Secretary of the community council shall put in writing to the subject, by special delivery, the outcome from the meeting, to be received by the subject no later than 2 weeks from the date of the meeting.

The subject can appeal in writing within 2 weeks of receipt of the special delivery letter to a specially appointed Panel of 3 Office Bearers from community councils from Wards separate to that Ward experiencing an issue of censure / disqualification from one or more of its community councils. This letter should state the grounds on which the proposal reached by the community council to censure / disqualify is being challenged; if this stage of appeal is reached, the final decision to uphold the proposal or overturn it rests with the specially appointed Panel of 3 Office Bearers, and will be notified in writing to the subject and affected community council/s within 4 weeks of receipt of the letter of appeal. Responsibility for appointing the panel will rest with Glasgow City Council.

Any period of censure / disqualification taken against a community councillor will last for a maximum of 12 months from the date on the written notice. This period can be shortened at the discretion of the community council.

After the period of censure / disqualification; if any vacancies exist; and if the previous community councillor wishes to stand for election onto the community council; then the process for an interim election as prescribed by Glasgow City Council can be undertaken.

## **15. Activities of a Party Political Nature**

### ***(a) Community Council Elections***

Candidates for election to community councils must ensure that they do not engage in activities that are considered by Glasgow City Council Corporate Services to be of a party political nature at any time during the community council election process.

***(b) Local; Parliamentary; or European Elections***

When acting in their role as community councillors, community council members must ensure that they do not engage in activities that are considered by Glasgow City Council Corporate Services to be of a party political nature at any time during Local; Parliamentary; or European elections; or if reporting the results of such elections through community council's media i.e. headed stationary; posters; flyers; and websites

A community council shall be non-party political in all its activities. It shall therefore not be permissible for community councils to engage in activities such as the sponsoring, endorsing or supporting of candidates or Elected Members during Local, Scottish, Westminster; or European elections; and administration periods of Glasgow City Council respectively.

When acting in a private capacity, it is permissible for individuals to undertake such activities but they must ensure, that in doing so, there is no association with the Community Council of which they are a member.

Political organisations shall not be permitted to request the appointment of an associate member to the community council.

***(c) Hustings Events***

If community councils decide to organise and host Hustings events; they should abide by their non-party political status and shall ensure that they are seen by the entire community which they represent, as being non-party political during any such event.

**16. Equal Opportunities**

It shall be the duty of every community council to ensure that its general responsibilities and activities are carried out fully in accordance with current Equalities legislation and Glasgow City Council policies and practices.

**17. Supplementary Guidance** (the Guidance is subject to ongoing review by Glasgow City Council)

This is a document to be read in conjunction with the Scheme for the Establishment of Community Councils; Constitution and further associated documentation, and which provides guidance on operational matters to community councillors to enable them to conduct the affairs of their community council in a competent and professional manner. It is intended to include sections relating to;

1. Community Councils
2. Membership
3. Meetings
4. Members' Interests
5. Working Effectively
6. Role of Office Bearers
7. Development Planning
8. Working Strategically
9. Report Writing
10. Media and Publicity
11. Divergent Views
12. Ex-Officio Members
13. Allowances & Accounting Procedures
14. Procedures for Suspension & Dissolution
15. Unacceptable Actions of Community Council Members
16. Summary

# Glasgow City Council

## Constitution for Community Councils

*[name of individual community council]*

This Constitution should be read in conjunction with the  
Scheme for the Establishment of Community Councils  
and Supplementary Guidance for Community Councils



## 1. Name

- (a) The name of the community council shall be [*insert name of individual community council*], which will subsequently be referred to as “the community council” in this Constitution.

## 2. Area of the Community Council

- (a) Glasgow City Council has produced a list of approved community council areas for Glasgow, and maps which outline their boundaries. Access to maps can be requested by contacting Glasgow City Council on 0141 287 0060. The area of the community council will be as designated on said map.

## 3. Objectives

The objectives of the community council shall be to:

- (a) gather and articulate the views of the community which it represents;
- (b) express fairly the views, diversity of opinions and outlooks of the community to Glasgow City Council; and other public/private organisations;
- (c) act as a voice for their local area on any matters affecting their community’s lives, welfare and environment;
- (d) liaise with other community groups within their local area;
- (e) take any such action in the interests of the community as appears to be practicable;
- (f) promote the well-being of the community and to foster community spirit.

## 4. Role and Responsibilities

- (a) The role and responsibilities of the community council and its membership are governed by Glasgow City Council’s Scheme for the Establishment of Community Councils; see ‘Introduction’ and ‘Rights and Responsibilities’ sections of the Scheme.

## 5. Membership (see clause 3 of the Scheme)

- (a) The stated constituted membership of the community council is [*insert #*], and is governed by the Scheme.
- (b) The minimum number of community councillors is 10, with additional members being suggested at the rate of 1 per 1,000 head of population. The absolute maximum number of community councillors for an established community council is 20. The following quorums will apply to membership;
  - (i) 10, 11 or 12 requires a quorum of 4
  - (ii) 13, 14 or 15 requires a quorum of 5
  - (iii) 16, 17 or 18 requires a quorum of 6
  - (iv) 19 or 20 requires a quorum of 7
- (c) If a quorum cannot be achieved within 15 minutes of the advertised meeting start time, then the meeting and all items of formal business will be deferred to the next scheduled meeting date; see clauses 7b and 7e (vi) of the Scheme.

**6. Method of Election**

- (a) Election procedures are governed by the Scheme; see clause 3d.

**7. Vacancies on the Community Council** (see clause 5 of the Scheme)

- (a) Where a vacancy arises which does not result in the number of community councillors falling to a half or less of the overall elected membership, the community council can agree to fill the vacancy in accordance with the Scheme, or the community council could leave the vacancy unfilled until local public awareness is raised and interest is expressed.

**8. Voting Rights of Members of the Community Council**

- (a) The right to vote at any meeting of the community council or any committee thereof shall be held by all community councillors, but not by associate members or ex-officio members, see clause 3b of the Scheme.
- (b) With the exception of instances relating to clauses 16 and 17 of this Constitution, all decisions of the community council will be decided by a simple majority of those present and eligible to vote.
- (c) In the event of a vote of the community councillors that results in a majority not being achieved, the chairperson shall have a casting vote in addition to their deliberative vote, whether or not exercised; see clause 5c of the Standing Orders for Community Councils.

**9. Election of Office-Bearers**

- (a) Each October, as part of the Annual General Meeting, the community council shall elect a Chairperson, Secretary and Treasurer; and other such office-bearers as it may decide necessary e.g. Vice-chair, Minute Secretary.
- (b) The right to hold office in the community council or any committee thereof shall be held by all community councillors, but not by associate members or ex-officio members; see clause 3b of the Scheme.
- (c) All office-bearers shall be elected for a maximum period of one year or until the date of the next Annual General Meeting and/or 'general' election; whichever period of time is completed first; see clause 4a of the Scheme.
- (d) Office-bearers and bank account signatories may not be directly related by birth, marriage, civil contract or co-habitation etc., (see clause 9b of the Scheme definition of direct relatives).
- (e) No single community councillor shall hold more than one of the following offices at any one time; Chairperson, Vice-chair, Secretary or Treasurer, without written approval from Glasgow City Council.

**10. Committees of the Community Council** (see clause 7g of the Scheme)

- (a) The community council may appoint community councillors to committees of the community council and shall determine their composition, terms of reference, duration, duties and powers.

## 11. Meetings of the Community Council (see clause 7 of the Scheme)

- (a) The community council shall abide by the Scheme, Code of Conduct and Standing Orders to ensure the proper conduct of its meetings.
- (b) The quorum for community council meetings shall be as stated in clause 5 of the Constitution.
- (c) In October of each year the community council shall convene an Annual General Meeting (AGM); see clause 3 of the Standing Orders.
- (d) Including the Annual General Meeting (AGM), the community council shall meet not less than 7 times throughout the year.
- (e) Dates, times and venues of regular meetings of the community council should be identified at the first meeting of the community council following the Annual General Meeting (AGM) and/or elections. Meeting arrangements can be subject to review by the community council periodically thereafter but no later than at the following year's AGM.
- (f) Glasgow City Council has the discretion to call a meeting of the community council.
- (g) Copies of all minutes of meetings of the community council and of committees thereof shall be approved at the next prescribed meeting of the community council subject to the special circumstances outlined at clause 7c (vii) of the Scheme.
- (h) A draft minute shall be circulated at least 7 days prior to its next meeting, to all members, and any other appropriate parties as agreed by the community council. Glasgow City Council can receive these upon request. An approved minute will be forwarded to Glasgow City Council within 14 days of the date of the meeting.
- (i) Should the community council receive a written request (petition), signed by at least 20 residents within the community council area to convene a Special Meeting for a particular matter or matters to be debated, it shall call such a meeting within 4 weeks of receipt of such a request.
- (j) Special Meetings shall require at least 7 days public notice; note clause 7e (v) and see clause 7f of the Scheme.
- (k) All meetings of the community council are open to members of the public. However the community council shall retain the right to discuss items of business in private where it considers it appropriate to do so.

## 12. Public participation in the work of the Community Council

- (a) Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the community council, under the guidance of the Chairperson; see clauses 4b & c of the Standing Orders.
- (b) Notices calling meetings of the community council and its committees shall be posted within the community council area for a minimum period of seven days before the date of any such meeting e.g. public venues; notice boards; websites etc (see clause 7f of the Scheme).

### 13. Information to Glasgow City Council

- (a) Glasgow City Council shall be sent an annual calendar of the community council's prescribed meeting dates, times and venues, minutes of all meetings, the annual chairperson's report, the Independently Examined Statement of Accounts and any other information, as may reasonably be required by Glasgow City Council.
- (b) When Special Meetings of the community council are to be held, Glasgow City Council should be advised of the date, time, venue and subject(s) of debate at such meetings 7 days in advance of the meeting date; see clause 7e of Scheme and note clause 7e (v).

### 14. Control of Finance

- (a) Each community council is to maintain proper financial records and present regular financial reports at scheduled community council meetings. The Treasurer shall keep proper accounts of the finances of the community council.
- (b) All monies provided by Glasgow City Council and other sources or raised by alternative means on behalf of the community council shall only be applied to further the objectives and fulfil the responsibilities of the community council.
- (c) The monies provided by Glasgow City Council in the annual Administrative Allowance shall be for community council administration and/or promotion purposes only, and shall not be expended on any other purpose; see clause 8 of the Scheme.
- (d) Monies raised from other sources for non-administration purposes may be used in accordance with the donor's terms so long as they do not conflict with the objectives of the community council. In the absence of any such terms, monies used will be to further the objectives and fulfil the responsibilities of the community council.
- (e) Any two of three authorised signatories, who would normally be office-bearers of the community council, may sign cheques on behalf of the community council; the Treasurer should assume one of the three authorised signatory roles. Authorised signatories may not be related by birth, marriage, civil contract or co-habitation; see clause 9b of the Scheme.
- (f) A statement of accounts for the last financial year, examined by a competent independent examiner appointed by the community council, shall be submitted to the October Annual General Meeting of the community council and shall be available for inspection at a public location e.g. libraries, no later than 31 March following.
- (g) The independent examiner will not be a member of the community council. This includes ex-officio and associate members; see clause 9 of the Scheme.
- (h) The financial year of the community council shall be from 1 September until 31 August in the succeeding year; see clause 8 of the Scheme.
- (i) An independently examined statement of accounts as received and approved by the community council shall be submitted to Glasgow City Council following the community council's October Annual General Meeting to be received no later than 31 December each year.

**15. Assets**

- (a) An inventory of all assets e.g. equipment and materials, shall be produced and maintained by the Treasurer. Assets belonging to the community council shall be vested in the whole membership of the community council; see clause 9c of the Scheme.

**16. Alterations to the Constitution**

- (a) Any proposal by the community council to amend this Constitution must be first considered and minuted at a meeting of the community council, before representation is made to Glasgow City Council.
- (b) Any proposed amendments may not conflict with the Scheme for the Establishment of Community Councils and the objectives contained within the Constitution.
- (c) If the proposal is supported by two-thirds of the total voting membership of the community council and is approved in writing by Glasgow City Council, the amendment shall be deemed to have been duly authorised and can then come into effect.
- (d) The terms of the proposal to amend the Constitution shall be stated on the 7 day notice calling the next following meeting.

**17. Suspension and Dissolution (see clauses 12 & 13 of the Scheme)**

- (a) Where for any reason it is deemed by Glasgow City Council that a community council is not conforming to the Scheme, then Glasgow City Council, subject to the terms of clause 13a of the Scheme, can formally suspend the community council by giving written notice which will have immediate effect.
- (b) Dissolution may occur either on a decision of Glasgow City Council Executive Committee, or on a voluntary basis by resolution of the community council. Such a resolution would require support by two thirds majority of the total voting membership present; see clause 13b of the Scheme.

**18. Adoption of the Constitution**

Constitution adopted and signed by the Community Council on:

**Date** .....

**Chairperson** .....

**Member** .....

**Member** .....

Confirmed on behalf of Glasgow City Council by:

**Date** .....

**Officer (sign)** .....

**Print name** .....



# **Glasgow City Council**

  

## **Code of Conduct**

### **for Community Councillors**



## CODE OF CONDUCT FOR COMMUNITY COUNCILLORS

The Code of Conduct for community councillors is largely based on the Code of Conduct for Glasgow City Council councillors and relevant public bodies as provided for in:

- ***The Ethical Standards in Public Life etc (Scotland) Act 2000***

Community councillors, as elected representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in this Code of Conduct.

The Code of Conduct and its principles, shall apply to all community councillors and those representing the community council. These principles are as follows:

1. ***Service to the Community (Public Service)***
2. ***Selflessness***
3. ***Integrity***
4. ***Objectivity***
5. ***Accountability and Stewardship***
6. ***Openness***
7. ***Honesty***
8. ***Leadership***
9. ***Respect***

### **1. 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 Glasgow City Council's Scheme for the Establishment of Community Councils (the 'Scheme'), as set out by Glasgow City Council under the terms of the Local Government (Scotland) Act 1973.

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

You should ensure that you are, within reason, accessible to your local community and local residents.

Various mechanisms to enable the general community to express their views, i.e. suggestion boxes, community surveys, opinion polls should be made available where appropriate.

### **2. Selflessness**

You have a duty to take decisions solely in terms of the interests 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.

### **3. 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 such 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 and Treasurer of the community council.

### **4. Objectivity**

In all your decisions and opinions as a community councillor, you must endeavour to represent the overall views of your community, by 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.

### **5. 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 Glasgow City Council's Scheme.

Community councillors will individually and collectively ensure that annual accounts are produced showing the financial undertakings of the community council as set out in Glasgow City Council's Scheme.

Community councillors 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 and no later than seven days prior to the next meeting (Scheme Clause 7b).

Any breach of the Scheme under the terms of the Local Government (Scotland) Act 1973 may be reported to Glasgow City Council to determine what action, if necessary, should be taken.

## **6. 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.

## **7. 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.

## **8. 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 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.

## **9. 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.

# **Glasgow City Council**

  

## **Standing Orders**

### **for Community Councils**



## 1. **Meetings**

- (a) All meetings of community councils are open to members of the public subject to clause 7e (vii) of the Scheme.
- (b) The frequency of meetings will be determined by each community council, subject to a minimum of one Annual General Meeting (AGM) and 6 ordinary meetings being held each year.
- (c) Annual General Meetings (AGMs) are held each year in October.
- (d) Ordinary meetings of the community council should ideally be held on the same day in each of the months where a meeting is scheduled e.g. first Monday; third Wednesday etc.
- (e) The notice of ordinary and Annual General Meetings of the community council, featuring the date, time and venue, shall be provided to each community council member and Glasgow City Council by the Secretary of the community council, at least 7 days before the date for the meeting.
- (f) Special Meetings may be called at any time under Clause 7e of the Scheme for the Establishment of Community Councils.
- (g) Glasgow City Council has the discretion to call a meeting of the community council.

## 2. **Minutes**

- (a) Minutes of the proceedings of a meeting of the community council shall be drawn up timeously and be distributed in accordance with Clause 7a & c of the Scheme for the Establishment of Community Councils and be submitted for approval to the next meeting of the community council.

## 3. **Order of Business**

### ***(i) Ordinary Meeting***

Order of business at ordinary meetings of community council should include: -

- i. Recording of membership present and apologies received.
- ii. The minutes of the last meeting are submitted for approval.
- iii. Any matters arising are addressed
- iv. Correspondence
- v. Reports e.g. Treasurer, Councillor; Police; Weekly Planning List etc.
- vi. Consideration of other agreed items of business; as directed by the Chair
- vii. Any other competent business.
- viii. Questions from the floor.
- ix. Chairperson to declare date of next meeting and close meeting.

### ***(ii) Annual General Meeting***

It will not be uncommon that the community council has arranged for an ordinary meeting of the community council to begin at the close of the Annual General Meeting (AGM), to enable any outstanding reporting on business matters to be heard; and for community council members and members of the public to have an opportunity to bring matters to the attention of the community council, possibly for inclusion on a future agenda.

The AGM minutes should be presented to the next ordinary meeting of the community council following the AGM for the purposes of establishing accuracy and noting their availability to the public. Although they remain in draft form until approved at the next following AGM.

The order of business at Annual General Meetings (AGM) of the community council shall be as follows: -

- i. Record membership attendance and apologies received;
- ii. Approve the presented minutes of the last Annual General Meeting (AGM) (see paragraph 2 of clause 3ii of these Standing Orders);
- iii. Approve Chairperson's annual report (written or minuted at the AGM);
- iv. Approve Treasurer's submission of Independently Examined Statement of Accounts;
- v. Note implementation/continuation of the Scheme for the Establishment of Community Councils;
- vi. Current office bearers step down;
- vii. Election of office bearers;
- viii. Confirm that the Constitution is signed and dated by the Chairperson and 2 other members of the community council;
- ix. Note the appointment of an Independent Examiner of accounts for the next year;
- x. Note the appointment of associate members;
- xi. Review the Inventory and Additional Resources (see clause 9c of the Scheme);
- xii. Chairperson to declare that a date in October of following year will host the next AGM;
- xiii. Chairperson closes meeting.

***(iii) Special Meeting (see clause 7e of the Scheme)***

The order of business at Special Meetings of the community council shall be as follows: -

- i. Recording of membership present and apologies received.
- ii. The nature of the calling notice for the Special Meeting.
- iii. The business for debate, as described in the calling notice for the Special Meeting.
- iv. Chairperson to close meeting.

**4. Order of Debate**

- (a) In instances of the Chairperson's absence, the meeting should proceed through the Vice-chair or other interim Chair as agreed by the members present.
- (b) The Chairperson shall decide the order of all questions, relevancy and competency arising at meetings of the community council and their ruling shall be final and shall not be open to discussion.
- (c) In particular relation to 4a above, the Chairperson shall also determine the order, relevancy and competency of all questions from the public in attendance at meetings of the community council.
- (d) The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner.
- (e) The Chairperson shall have the power, in the event of disorder arising at any meeting, to adjourn the community council meeting to the next scheduled meeting or another fixed time and/or date.
- (f) Every motion or amendment shall be proposed and seconded.
- (g) After a proposer of a motion has been called on by the Chairperson to reply, no other members shall speak to the motion or amendment.
- (h) A motion or amendment once made and seconded shall not be withdrawn without the consent of the proposer and seconder thereof.

- (i) A motion or amendment which is contrary to a previous decision of the community council shall not be competent within 6 months of that decision; unless an error or new information becomes available which requires further consideration. Any subsequent decision taken by the community council, which is contrary to a previous decision, can be implemented with agreement in writing from Glasgow City Council.

## **5. Voting**

- (a) Voting shall be taken by a show of hands of those present and eligible to vote i.e. the elected membership of the community council.
- (b) An exception can be taken to a show of hands at community council meetings; in that voting may be held by secret ballot e.g. the election of office bearers at the Annual General Meeting (AGM), see clause 9a of the Constitution.
- (c) The Chairperson of a meeting of the community council shall have a casting vote as well as a deliberative vote.
- (d) In instances of the Chairperson's absence their casting vote is transferred to the Vice-chair or other interim Chair as agreed by the members present.

## **6. Alteration of Standing Orders**

- (a) A proposal to alter or add to these Standing Orders may be proposed to Glasgow City Council at any time by the community council, provided that notice of a motion to that effect is given at the meeting of the community council previous to that at which the motion is discussed.
- (b) Glasgow City Council shall have final discretion on any proposed change of these Standing Orders.

## **7. Committees (see clause 7h of the Scheme)**

- (a) The community council may appoint committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

## **8. Suspension of Standing Orders**

- (a) These Standing Orders shall not be suspended except at a meeting at which two-thirds of the stated constituted membership number of community council members are present and then only if the proposer states the object of their motion and if two-thirds of the community council members present consent to such suspension.
- (b) Glasgow City Council shall have final discretion on any proposed suspension of these Standing Orders.



# **Glasgow City Council**

  

## **List of Approved Community Council Areas**

**with:**

**Population Estimates for Community Council Areas  
Constituted Memberships  
Election Years**



Denotes Inactive

Community Council (in alphabetical order)	Population	Membership	Election Years
1. Anderston	5,124	14	2013/17
2. Arden, Carnwadric, Kennishead & Old Darnley	9,667	14	2013/17
3. Auchenshuggle	5,601	15	2015/19
4. Baillieston	6,077	11	2014/18
5. Balgrayhill	2,929	10	(to be arranged) TBA
6. Barlanark	3,879	10	TBA
7. Blairdardie & Old Drumchapel	4,191	10	2016/20
8. Blythswood & Broomielaw	2,107	10	TBA
9. Bridgeton & Dalmarnock	7,432	11	2013/17
10. Broomhill	4,367	12	2015/19
11. Broomhouse	1,691	10	2014/18
12. Cadder	3,012	10	2013/17
13. Calton	6,618	12	2013/17
14. Camlachie	2,582	10	TBA
15. Carmunnock	1,216	10	2016/20
16. Carmyle	2,762	10	2014/18
17. Castlemilk	14,945	20	2016/20
18. Cathcart & District	7,737	12	2014/18
19. Central Maryhill	6,042	11	2013/17
20. Claythorn	1,540	10	2013/17
21. Craigton	2,990	10	TBA
22. Cranhill	4,126	17	2017/21
23. Crofffoot & Menock	6,123	10	TBA
24. Crosshill & Govanhill	12,186	15	2016/20
25. Darnley & South Park Village	5,041	10	TBA
26. Dennistoun	15,823	15	2014/18
27. Dowanhill, Hyndland & Kelvinside	11,877	20	2016/20
28. Drumchapel	12,846	15	2015/19
29. Drumoyne	5,885	10	TBA
30. Dumbreck	1,681	10	2016/20
31. Dundasvale	3,227	10	TBA
32. Easterhouse Central	1,792	10	TBA
33. Easterhouse North	5,819	15	TBA
34. Fullarton	2,023	10	TBA
35. Garnethill	2,644	10	2014/18
36. Garrowhill	6,237	11	2016/20
37. Gartcraig	12,025	15	2016/20
38. Garthamlock & Craigend	5,608	14	2015/19
39. Gartloch	480	12	2014/18
40. Germiston	1,265	10	2014/18
41. Govan	6,338	11	2013/17
42. Govan East	3,103	10	TBA
43. Hillhead	5,635	10	2016/20
44. Hillington, North Cardonald & Penilee	14,268	15	2016/20
45. Hurlet & Brockburn	8,860	10	TBA
46. Hutchesontown	6,240	18	2016/20
47. Ibrox & Cessnock	4,703	10	2014/18
48. Jordanhill	5,459	10	2016/20
49. Kelvindale	6,481	10	2014/18
50. King's Park	4,626	10	2013/17
51. Kinning Park	4,812	10	2015/19

52. Knightswood	10,724	18	2015/19
53. Knightswood North / Templar	11,922	10	TBA
54. Lambhill & District	1,627	17	2015/19
55. Langside, Battlefield & Camphill	8,939	13	2015/19
56. Laurieston	1,991	10	2013/17
57. Levern & District	11,147	11	2015/19
58. Mansewood & Hillpark	4,097	10	TBA
59. Maryhill & Summerston	10,723	15	2013/17
60. Merchant City & Trongate	3,917	10	2015/19
61. Milton	7,125	15	2014/18
62. Molendinar	4,329	15	2016/20
63. Mosspark & Corkerhill	4,589	10	2013/17
64. Mount Florida	5,371	16	2013/17
65. Mount Vernon	4,587	10	TBA
66. Newlands & Auldhouse	6,024	13	2016/20
67. North Kelvin	8,630	13	2015/19
68. Oatlands	956	10	TBA
69. Parkhead	7,075	11	2013/17
70. Parkhouse	2,868	10	2014/18
71. Partick	8,321	12	2015/19
72. Petershill	3,700	10	TBA
73. Pollok	2,492	12	2013/17
74. Pollok North	3,871	12	2016/20
75. Pollokshaws & Eastwood	5,421	11	2013/17
76. Pollokshields	14,593	20	2014/18
77. Possilpark	6,773	12	2013/17
78. Robroyston	4,773	10	2015/19
79. Royston	4,781	10	TBA
80. Ruchazie	2,603	10	TBA
81. Ruchill	3,956	10	2013/17
82. Sandyhills	3,625	11	2014/18
83. Scotstoun	7,890	13	2013/17
84. Shawlands & Strathbungo	13,320	15	2015/19
85. Shettleston	5,728	10	TBA
86. Sighthill	2,295	12	2014/18
87. Simshill & Old Cathcart	3,743	10	2016/20
88. South Cardonald & Crookston	7,842	18	2016/20
89. Springboig	6,669	10	TBA
90. Springburn Central	7,027	10	TBA
91. Swinton	4,298	20	2015/19
92. Thornwood	8,362	11	2015/19
93. Toryglen	4,607	10	2014/18
94. Townhead & Ladywell	4,397	10	2013/17
95. Wallacewell	7,788	13	2016/20
96. Wellhouse & Queenslie	3,236	12	2015/19
97. Whiteinch	3,643	12	2015/19
98. Woodlands & Park	5,941	10	2015/19
99. Woodside	6,690	15	2014/18
100. Yoker	11,239	15	2013/17
101. Yorkhill & Kelvingrove	7,418	15	2015/19
<b>TOTAL 79 active; 22 inactive @ November 2013</b>	2011 census <b>593,425</b>	@ October 2013 <b>1,011 for 1,211</b>	-