
Report To:	The Inverclyde Council	Date:	28 September 2023
Report By:	Head of Legal, Democratic, Digital & Customer Services and the Corporate Director Education, Communities & Organisational Development	Report No:	LS/099/IC
Contact Officer:	Peter MacDonald	Contact No:	01475 712618
Subject:	Review of the Scheme for the Establishment of Community Councils in Inverclyde		

1.0 PURPOSE AND SUMMARY

- 1.1 ☒ For Decision ☐ For Information/Noting
- 1.2 The purpose of this report is to advise the Inverclyde Council of the outcome of the second round of consultation in the present review process and other engagement conducted by officers, and having regard to those responses, to seek a formal resolution to publish a final draft Scheme for the Establishment of Community Councils in Inverclyde (detailed in Appendix 3, "the Final Draft Scheme") for a third round of public consultation.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Inverclyde Council, notes the outcome of the second round of consultation (Stage 2) and the recommendations of officers, all as contained in the body and appendices of this report.
- 2.2 It is recommended that the Inverclyde Council, having regard to the outcome of consultation and other engagement conducted to date, all as detailed in the body of this report, resolves that the Final Draft Scheme in Appendix 3 (which shall include a names and boundaries of Community Council Areas that accord with the areas in the current Scheme for the Establishment of Community Councils in Inverclyde, subject to the change detailed in paragraph 5.6) should be published for a further 4 week period of consultation (Stage 3) as the amended Scheme for the Establishment of Community Councils in Inverclyde that the Inverclyde Council proposes to adopt.
- 2.3 It is recommended that the Inverclyde Council notes that following such further consultation, a report will be brought to a future Special Meeting of the Inverclyde Council on the outcome of such further consultation.
- 2.4 It is recommended that the Inverclyde Council notes that if:
- a Scheme in the form proposed in this report be ultimately adopted as a new Scheme; and

- following the first set of elections under such a Scheme, there remain community council areas without an established community council, officers will bring a report to a future meeting of the Inverclyde Council within a period of not more than 12 months following the completion such elections on developments of community council activity, which report may include recommendations for a further review, in whole or in part of the Scheme and/or the community council areas.

Iain Strachan
Head of Legal, Democratic, Digital
& Customer Services

Ruth Binks
Corporate Director Education,
Communities & Organisational
Development

3.0 BACKGROUND AND CONTEXT

- 3.1 As the recommendations sought in this report relate to the review and amendment of the Scheme for the Establishment of Community Councils in Inverclyde (“the Scheme”), approval of these recommendations must be by resolution passed by not less than two-thirds of the members voting thereon at a Council meeting specially convened for the purpose. The review process is informed by the Scottish Government produced Good Practice Guidance available at <https://www.gov.scot/policies/community-empowerment/community-councils/>.
- 3.2 At the Special Meeting on 1 December 2022, the Council resolved officers should commence the current review of the Scheme, following which a first round of consultation was undertaken. The outcome of said consultation was reported to a Special Meeting of the Inverclyde Council on the 18 May 2023, when a draft Scheme (including plans of proposed community council areas) was approved for publication and a second round of public consultation. This second consultation ran for an 8 week period to 15 August 2023. Formal responses in writing or by email were invited in the usual manner. Additionally, an online smartsurvey was published by officers to provide additional opportunity for public response.
- 3.3 The formal responses to the second consultation are detailed in Appendix 1 and a summary of the smartsurvey and responses to it is included at Appendix 2. In both cases, the majority of the responses relate to the question of community council areas, although some relate to the terms of the Scheme itself.

4.0 ANALYSIS OF RESPONSES

- 4.1 As Members will see from the smartsurvey responses in Appendix 2, officers sought targeted responses on the separate themes of community council areas and the terms of the draft scheme itself. Key themes arising in respect of areas are as follows:
- concerns around the areas being too large to meet the needs of the community resulting in less representation (60%);
 - concerns around travelling to meetings due to poor public transport (10%);
 - questioning why divide community councils that are currently operating – should focus on engaging in areas where there are no community councils (8%); and
 - community council areas should match Council ward boundaries (5%);
 - majority opposition to the proposed boundary changes from respondents currently in the community council areas for:
 - Greenock Central (56.5%);
 - Greenock South West (97%);
 - Holefarm and Cowdenknowes (76.9%);
 - Inverkip and Wemyss Bay (71.5%);
 - Larkfield, Braeside and Branchton (88.1%); and
 - Port Glasgow West (68.6%);
 - majority support for the proposed boundary changes from respondents currently in the current community council areas of:
 - Gourock (65.2%);
 - Greenock East (58.8%)
 - Greenock West and Carwell Bay (67.3%);
 - Kilmacolm (61.7%); and
 - Port Glasgow East (56%).
- 4.2 In addition to general comments on the size and population of the proposed community council areas, four main threads of concern have emerged from the consultation responses detailed in Appendix 1 namely:

- Both Greenock South West and Larkfield Branchton and Braeside Community Councils have been vocal in their objections to the proposal to combine the two areas, which is in line with the response to the smartsurvey. Both have contacted Elected Members directly, and there has been some Elected Member and MP support expressed for their position.
- Port Glasgow West have made similar objections to the amalgamation of the Port Glasgow West Port Glasgow East areas, forming an “all” Port Glasgow Community Council.
- Greenock West and Cardwell Bay have objected to the re-drawing of boundary lines to move Cardwell Bay into a larger “all” Gourock Community Council, as has an individual; and
- Inverkip and Wemyss Bay have, in discussions with officers, indicated they are unhappy at removal of the Spango Valley/former IBM site from their area.

4.2 The Association of Inverclyde Community Councils (AICC) response focuses on concerns around the proposed changes to current community council boundaries and the size and population of the areas that would result from such changes, and asks that the boundaries be left as per the current Scheme. It also makes reference to the possibility that existing members of the Greenock South West, Port Glasgow West and Larkfield, Braeside and Branchton Community Councils may need to consider their positions should changes in areas proceed, echoing the comments made in the individual responses. It finally indicates a willingness to work with officers in the promotion of community councils based on existing areas.

4.3 The AICC have continued to meet monthly to share practice and explore opportunities of collaboration. Progress has been made in relation to the development of the Community Councils action plan. The AICC are co-producing a variety of developmental processes which will ensure that new and existing Community Councillors have the necessary knowledge, skills, and experience to fulfil their role. The AICC are on track to have a robust induction pack and training opportunities in place prior to the next election.

4.4 In response to the smartsurvey, 55 community members have expressed an interest in being more involved with their local community council. Community Learning and Development officers will make contact with the community members to discuss opportunities to encourage engagement.

5.0 PROPOSALS

5.1 As Elected Members will be aware and as has been highlighted in previous reports on this review, there are risks in progressing changes to community council area boundaries, in that doing so may alienate the existing community council membership, and this is expressed in some of the responses received. This has to be viewed in the context of those existing community council areas where there has been little or no community council activity since the 2011 review, and the risk that without a change of boundaries that may continue. The proposals officers put forward below represent officers' best advice having sought to balance these competing risks.

5.2 Officers also recognise, as should Elected Members, that whatever course of action is undertaken there may be areas where there simply is no expressed community appetite for the establishment of a community council.

5.3 The objection of both Greenock South West and Larkfield, Branchton and Braeside Community Councils has been noted above, and is reflective of the smartsurvey responses. Taking account of the comments made in those responses, in particular:

- regarding transportation challenges for those wishing to attend community council meetings; and

- the fact that both areas now have currently functioning and regularly meeting community councils,

it is the view of Officers that on balance these represent a clear argument making a change to the proposals consulted on at Stage 2, and that two separate community councils should be retained for these areas in terms of whatever is taken forward for Stage 3 Consultation.

5.4 The objections of Port Glasgow West Community Council in relation to the proposed amalgamation with Port Glasgow East, which reflects the views expressed in the smartsurvey from the Port Glasgow West area, have been noted above. In this context, other important considerations are:

- support in the smartsurvey responses for these proposals from respondents in the Gourock, Greenock West and Cardwell Bay, and Port Glasgow East community council areas;
- the fact that at present, there is no established community council for Port Glasgow East;
- opposition in the smartsurvey responses for these proposals from respondents in the Gourock, Greenock West and Cardwell Bay, and Port Glasgow East community council areas; and
- individual responses, both formal and to the smartsurvey, opposing the prospect of change.

5.5 The comments received from the AICC clearly indicate their desire as a group to retain the existing community council areas, and to not progress with the changes proposed at Stage 2. They also indicate a willingness to work with Council officers to promote community councils and to stimulate interest in community council areas which do not currently have representation. Reference has already been made the work this group has undertaken in this and other areas. Officers recognise the value of this group, and the experience and contribution they can bring to the task of promoting community councils, both in general and in relation to the next set of community council elections. It is the view of officers that it is important to retain and encourage their work and commitment.

5.6 Officers recommended and Elected members supported the proposals taken forward at Stage 2. But when considering what is taken forward for Stage 3, it is important to (and indeed a statutory obligation on the Council to) consider consultation responses received, both from the public in general and from the community councils specifically, as discussed in the foregoing paragraphs. Having done so, it is therefore the recommendation of officers that on balance (subject to the comments in paragraph 5.6 below) the community council areas and names from the current Scheme for the Establishment of Community Councils in Inverclyde (“the Current Scheme”, as approved in 2011) be retained, and included as the areas for the Final Draft Scheme taken forward for Stage 3 consultation.

5.7 In the course of the current review, it was suggested that the Kilmacolm Community Council be renamed Kilmacolm and Quarriers Village Community Council, to encourage participation of reflect inclusion of Quarriers Village in their area and encourage participation of Quarriers Village residents in the work of the community council. As Elected Members will be aware, this was reflected in the draft of the Scheme consulted on at stage 2. The officer recommendation is that this name change be retained the Final Draft Scheme taken forward for Stage 3 consultation.

5.8 As to the terms of the Scheme, having reviewed the comments received, officers have included some changes in the Final Draft Scheme. These can be summarised as follows:

- provision added on resignation by a community councillor (the paragraph on “Changes of Membership” in part 5 of the scheme) or an office bearer (paragraph 9 (e) of the Constitution);
- extension of the period for circulation of a draft minute from 14 to 21 days after the meeting (in part 10 of the Scheme); and

- addition of an explicit items on declarations of interest and planning items in the order of business (para 4 of the Standing Orders).

- 5.9 No comments have been made on the questions of minimum and maximum membership, so the officer recommendation remains that these be calculated on the basis of:
- A minimum of 5; and
 - A maximum level set at 6 plus 1 per every two thousand of population.
- 5.10 To summarise, the Final Draft Scheme which officers are recommending be put forward for the next stage of consultation contains is as set out in Appendix 3 (subject to the completion of various parts marked “TBC” to reflect the decision of Elected Members at this meeting) which, when compared with that consulted on at the at Stage 2:
- contains minor changes to the text of the Scheme itself (as detailed above); and
 - will contain tables and maps of names and areas of Community Councils that accord with the Current Scheme (subject to the comments in paragraph 5.6 above).
- 5.11 If the recommendations in this report are approved, Officers will proceed to a third stage of public consultation, where the Final Draft Scheme (including plans of Community Council Areas as outlined above) will be publicised and open for public comment for a period of four weeks. Officers will then bring a report to a future Special Meeting of the Council on the outcome of that consultation. This report will include officer recommendations for next steps, which may, depending on the consultation feedback, include a recommendation that the Final Draft Scheme be then adopted as a new Scheme.
- 5.12 Officers are conscious of the lack of community council activity in a number of the current community council areas over the lifespan of the Current Scheme, which areas include the localities with some of the greatest inequalities. This fact informed the officer recommendation to change the areas for the Stage 2 consultation. If:
- a Scheme in the form proposed in this report be ultimately adopted as a new Scheme; and
 - following the first set of elections under such a Scheme, there remain community council areas without an established community council,
- officers will bring a report to a future meeting of the Council on developments in community council activity, in particular in those areas current community council representation. Officers will look at further options to attempt to remedy same, which may include proposals for a further review, in whole or in part, of the Scheme and/or community council areas.
- 5.13 As to timing of such a report, officers would propose to allow any new Scheme to come into force, election processes to complete, and thereafter a period of 6 to 12 months of community council activity to elapse before doing so, but that of course could be varied depending on circumstances.
- 5.14 It is to be noted that, subject to the decision of Elected Members, officers will work hard with all community council areas to support the establishment and continued operation of community councils across Inverclyde, following the adoption of the new Scheme. However, there will be a particular focus on those areas that do not currently have an established community council, to seek to give those every chance of success.

6.0 IMPLICATIONS

- 6.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO
Financial		X
Legal/Risk	X	
Human Resources		X
Strategic (Partnership Plan/Council Plan)	X	
Equalities, Fairer Scotland Duty & Children/Young People's Rights & Wellbeing		X
Environmental & Sustainability		X
Data Protection		X

6.2 Finance

Any one off or recurring costs arising from the recommendations in this report will be contained within existing budgets.

6.3 Legal/Risk

The Legal and Risk implications are dealt with in the body of this report.

6.4 Human Resources

None.

6.5 Strategic

The Inverclyde Partnership Plan encompasses the Community Empowerment (Scotland) Act 2015 and the Inverclyde Community Learning and Development 3 year plan has Community Empowerment as a key strategic priority. Supporting and engaging community councils is key to achieving this priority. The Community Empowerment (Scotland) Act 2015 gave rights to community bodies and duties to public sector authorities, and as the most local tier of statutory representation in Scotland, Community Councils bridge the gap between local authorities and communities and help to make those authorities aware of the opinions and needs of the communities they represent.

6.6 Equalities, Fairer Scotland Duty & Children/Young People

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required. Provide any other relevant reasons why an EqIA is not necessary/screening statement.

(b) Fairer Scotland Duty

If this report affects or proposes any major strategic decision:-

Has there been active consideration of how this report's recommendations reduce inequalities of outcome?

	YES – A written statement showing how this report's recommendations reduce inequalities of outcome caused by socio-economic disadvantage has been completed.
X	NO – Assessed as not relevant under the Fairer Scotland Duty for the following reasons: Provide reasons why the report has been assessed as not relevant.

(c) Children and Young People

Has a Children's Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
X	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children's rights.

6.7 Environmental/Sustainability

Has a Strategic Environmental Assessment been carried out?

	YES – assessed as relevant and a Strategic Environmental Assessment is required.
X	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

6.8 Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

7.0 CONSULTATION

7.1 The Corporate Management Team has been consulted on the proposals set out in the body of this report.

8.0 BACKGROUND PAPERS

8.1 None.

Appendix 1

Formal Responses Received in the Second Consultation on the Review of Scheme of Establishment of Community Councils in Inverclyde

This document contains verbatim transcriptions of consultation responses, subject to any necessary redactions shown.

It should be noted the views and opinions expressed in the responses received are those of the respondents, and should not be read as the views or opinions of the Inverclyde Council or its officers.

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1. Respondent 1 – Greenock South West Community Council

From: Greenock southwest Community Council

Sent: Monday, May 15, 2023 10:02 PM

To: Calum McLellan; Peter MacDonald

Subject: Review of

Good Evening Peter

Thank you for the email (review of the scheme of establishment). Having read the papers that have been submitted to the special meeting of Inverclyde council on 18/05/2023, Our members have decided unanimously that we will not under any circumstances be standing for re-election if the planned merger of Greenock Southwest and Larkfield Braeside & Branchton is to implemented by Inverclyde council.

The existing members are unanimously in favour of reducing the area that the community council represents at this current time. Our members are both frustrated and for a part angry that this proposal to merge both community councils is being brought forward. It is clear from the papers submitted that all community councils that took part in the workshop events dismissed the joining of councils.

We can only surmise from this proposal that whoever proposed this idea and changes to the scheme of establishment at Inverclyde council isn't interested in the future of community councils. They may not be in the greatest of shape at this current time but this is a step in the wrong direction.

This email is sent with the backing of all serving members of the Greenock Southwest Community Council.

Kind Regards
Secretary
GSWCC

From: Greenock southwest

Sent: Friday, August 11, 2023 1:28 PM

To: Peter MacDonald [**and all Elected Members and Various Officers**]

Subject: Review of Community Councils Consultation Stage 2 Response GSWCC

The proposed 35% reduction of elected community councillors over the two areas is bordering on insanity. This will lead to twice the volunteering time already given by community councillors.

The merger will more than double the community facilities and groups that these councillors will have to liaise, consult and if necessary, assist. Thousands more residents, New Housing Association, Extra Schools, Nurseries and Sporting Venues. The A78, New housing development at Spango Valley, Scotrail and as if that wasn't enough, we will also have Inverclyde Royal Hospital.

Elected members should take on board that community councils receive papers for all Inverclyde Council meetings. Public agendas and minutes that must be read for every meeting. If only we could use "that's not my committee". Well, they are all our committees.

There is the added danger that this proposal will of course leave another two communities without any representation at all. There is no appetite for the merger between the communities or the community councillors that are currently serving, to create an Area Council.

The Greenock Southwest have decided that none of our councillors will be coming forward at any election if the merger is forced upon them by Inverclyde council, its officers, and elected councillors. We will create our own smaller organisation that will be more representative of the southwest communities within ward 7.

There's the forum of Community councils and the time that will require. There's the building of a young community council, which has been kicked down the road like an old tin can for the last 12 years. Unpaid volunteering: how much do you want?

There's logistics, Organising Events, Christmas Dinners Galas and many other things that CCs should be involved in to help our communities prosper. All done by volunteers.

There was extensive consultation and debate done through the community council association and the proposal to extend any boundaries was overwhelmingly rejected. Both the Greenock Southwest and having spoken extensively with Larkfield Braeside & Branchton community council we have absolutely no appetite for any mergers proposed or forced upon us by council officers. We are currently aligned and represent the Pennyfern area of Greenock Southwest even though it would make more sense to have that area aligned to Broomhill. It would also be in our opinion beneficial for our community council to be allowed 12 elected members from elections.

(Maybe better for the council officers to move us straight into the municipal buildings and we could go home at weekends)

Kind Regards
The Members & Office Bearers
Greenock South West CC

2. Respondent 2 - A Ward 7 Elected Member

From: a Ward 7 Elected Member
Sent: Friday, May 19, 2023 11:34 AM
To: Peter MacDonald
Cc: Hugh Scott ; Greenock southwest
Subject: Community Council Consultation

Morning Peter,

Following on from yesterday's full council meeting can you please consider the following as my submission to the consultation on community councils. All of the following refers to the merger of the LBBCC and the GSWCC

1. The sense of community will be lost and an **area council** will be created instead of a community council
2. There will be a democratic deficit in that the proposed merger will have almost 14000 residents whilst three of the other proposed CC's will have less than 6500 residents.
3. Depending where the proposed CC meetings are held residents may have to get two buses to attend. This is not practical and goes against the sense of "community" which is the basis of any community council.
4. The LBBCC area has particular challenges and now is not the time for a merger. The focus should be on reviving the LBBCC.

Happy to meet up to discuss further should you deem that necessary

Regards

3. Respondent 3 - Larkfield, Braeside and Branchton Community Council

From: Chair of Larkfield, Braeside and Branchton Community Council [Personal Email Redacted]
Sent: 26 May 2023 13:41
To: Cllr James Daisley; Cllr Paul Cassidy; Cllr Innes Nelson; Cllr Tommy McVey; Cllr John Crowther; Cllr Natasha McGuire
Subject: Larkfield Braeside & Branchton Community Council Proposals

Dear Councillors,

I have included all of you as some of the residents in your Ward (7) fall into our Community Council area.

Most of you will have no idea who I am, but I was previously the chair of the Larkfield Braeside and Branchton Community Council (LBBCC). I was a member of the Community Council (CC) for 10 Years, 6 of those as the chair. I left the CC in late 2019, for several reasons that I won't get into here and I will apologise now for the length of this email, but I feel some background is required.

For many years the LBBCC has been very active within the community. In addition to public meetings and dealing with the issues brought to us, we organised many events in support of the community and were fully engaged in everything that was happening locally and nationally, for example NHS/IRH consultations. When COVID hit it impacted massively in the way the CC was operating and eventually it dwindled away to having members in the CC, but no meetings or activities taking place.

I was approached by some of the existing members a while back to see if I would re-join and try to get the LBBCC up and running again, and was Co-opted back in. I am not the chair as there currently is none in place, but I have been asked by the group to be their representative and it is in that capacity that I am emailing you all today.

Contrary to what you may have been told there are still some community councillors in place in the LBBCC, and I have been trying since the end of 2022 to get the LBBCC active again, but due to some of the challenges that we faced and following some discussions with the CC members, we felt that the best way to proceed would be to wait for the upcoming Community Council elections this year, (we thought would be happening in SEPT), after which we would regroup with a full mandate for a fresh start.

[Comment explaining Community Council's difficulty accessing emails redacted], and we have missed out in most of the correspondence at the start of the current CC consultations. When I became aware of the consultation, I started taking part in the meetings and discussion groups on behalf of LBBCC and provided an email address for any information that could be shared in relation to the consultation and CC's, although I received info on the consultation, we have not been receiving any council papers so were unaware of the proposals being put before you.

Having attended most of the meetings you can imagine my surprise when I read in the Telegraph the comments from Cllr McVey regarding the proposed merging of LBBCC and South West community councils (SWCC). I have subsequently gone online and read the papers and watched the council meeting on Youtube in which these proposals were discussed.

I am aware of the position of the SWCC and the communication they have had with their elected reps. I have spoken to their Chair and understand and share their frustration at the proposal being put forward. I believe that SWCC have decided that should the proposal go ahead they will stand down as a group. Whilst I fully support their position, that is not the current position of LBBCC. I have spoken to the current members of the LBBCC and they will wait until a final decision is made. They have told me however, that they would not stand for election in the new 'Super sized' merged CC, should this proposal was implemented. Knowing the work involved in the running LBBCC. I personally would not stand and take on the additional workload that would be required. Like lots of other CC, members I am involved in other community groups/projects. To ask volunteers to make a significant increase of their available free time, I believe, is unreasonable and has not been fully

thought through. I regularly gave up between 10 and 30 hours per month of my time to LBBCC, I would not commit to increasing that time further. Whilst there is commonality within CC's, there are many issues which are specific to individual areas, the more issues brought to the CC, the more time that would be required for these added activities to be actioned.

The chair of SWCC like myself has been involved in CC's for many years. We both understand fully the functions of the CC, the difficulties they face in engaging the community, having the CC voice heard at the correct levels within local Government, and the difficulty recruiting CC members. I believe that experience gives us a very good insight into how these proposals will impact our respective CC's. I know some of you have previously been involved in CC's and will also be aware of the difficulties CC's face. I hope you will use that knowledge and agree with us that this change will not in any way be beneficial in achieving its aim.

Whilst there are many good proposals coming out of the consultation, many that we have been asking for years and are fully supportive of. I am deeply concerned that the merging of these two areas will be catastrophic and will lead to the end of community council representation in South/South West of Inverclyde.

There are times when very few residents attend the CC meetings. If they have to travel further afield, I can guarantee even less will attend. For Community Councillors, there is nothing more demoralising than poorly attended meetings. I can see no way that people will travel out with 'their' area to attend CC meetings. Many will have to rely on public transport, if you live in Braeside for example and don't drive, you will not be able to get home using public transport after a meeting held in Grieve Rd, as no buses will be available to you. What 70 year old will walk home for a couple of miles at 8 o'clock at night, in the middle of November, in the pouring rain?. Where there is public transport, who can afford to pay for 2 Bus journeys to a CC meeting and 2 Bus Journeys home. The residents within these 2 CC areas are amongst the most deprived in Scotland, not everyone has free bus passes, this proposal will put financial restrictions on residents wishing to attend, and this whilst there is a national cost of living crisis. You would be asking people to shell out a minimum of 8 quid to go to a CC meeting instead of spending that 8 quid on food or heating! and that's if they have the 8 quid to start with, you will effectively be denying them access to their most local tier of **statutory** representation.

To lure people to out meetings previously, we would alternate locations between Branchton Community Centre, Inverclyde Academy and The Community Centre at Burns square to allow resident to be able to attend CC meetings and not have to worry about transport. People in your wards will NOT travel to Grieve Rd, or out to Larkfield etc to attend CC meetings, and

As trivial as it may also seem, people have real identity within the areas they live in, shop in, school in or play in. Over the years we have seen some issues between the 3 areas that we represent, Braeside, Larkfield and Branchton, One of the successes of the LBBCC was that we had CC members from each of the 3 localities and whilst they all identify with the areas they live in, we all spent a lot of time building up inclusivity to interlink the 3 areas. I believe we achieved our goal of everyone feeling part of the same Community, all be it being made up of 3 different areas and identities. I know some of that has been lost these past 3 years and there is some work to do to rebuild that, but the thought of having that destroyed and having

to start it being rebuilt to include a further 3 or 4 areas would be impossible. I am pretty sure the SW CC will feel the same.

Whilst I understand the reasoning behind the proposals, I honestly believe the merging of the CC's will be detrimental to the community engagement process that the consultation is trying to improve on and want to assure you that there is NO support for this proposal from within either LBBCC or SWCC.

Can I urge you not to support this part of the proposals and ask that you engage your fellow councillors to ensure that they follow your lead in rejecting it. Can I also request that you ask Officers to consult separately with the affected CC's before submitting and further proposals to ensure the correct proposal is submitted to you for a decision to be made.

On a side note, I will be arranging a meeting with Hugh Scott today for some time next week, this is at Hugh's request. I am assuming he wishes to give us an update on the proposal. I will provide a copy of this email to him and propose to him that the views of the LBBCC should be fully considered and that we will not support this proposal.

Please feel free to contact me if you so wish.

Best Regards

4. Respondent 4

From: [PERSONAL DETAILS REDACTED]

Sent: Monday, June 26, 2023 1:50 AM

To: Community Councils

Subject: COMMUNITY COUNCIL CONSULTATION

To:

Peter MacDonald.

Please forward my comments on the Greenock West and Cardwell Bay Community Council.

As a member of the public who has regularly attended meetings of the Greenock West & Cardwell Bay Community Council, I would ask that the current combined meeting structure of these two geographic areas continue in the future.

Both areas share common interests and have worked well together addressing their common interests.

I believe it is very important that they are allowed to continue to work together as a single group for the benefit of the wider community. It would be wrong to destroy such a successful group partnership.

Please continue to keep Greenock West & Cardwell Bay Community Council functioning as ONE COMMUNITY COUNCIL.

This is my opinion after attending many meetings as a member of the public and observing the activities of the combined members.

[NAME REDACTED]

[ADDRESS IN THE GREENOCK WEST AND CARDWELL BAY COMMUNITY COUNCIL AREA REDACTED]

5. Respondent 5 - Greenock West and Cardwell Bay Community Council

From: [PERSONAL EMAIL REDACTED – From Community Council Secretary]

Sent: Tuesday, August 15, 2023 4:34 PM

To: Community Councils;

Cc: Greenock West & Cardwell Bay CC <gwandcbcc@gmail.com>; [Personal Emails of Community Council Office Bearers Redacted]

Subject: Response to Community Council Consultation

Dear Sir / Madam,

on behalf of and as instructed by Greenock West and Cardwell Bay Community Council I attach the Community Council's response to the consultation.

Please acknowledge safe receipt of the response.

[ATTACHMENT]

Greenock West and Cardwell Bay Community Councillors disagree with the boundary changes to the Greenock West and Cardwell Bay Community Council Area for the following reasons:

1. The proposed changes show the estimated populations of Gourock and Greenock Central as 10,923 and 10,893 respectively and the population of the proposed Greenock West area as being 6,672. This is due to the current Greenock West and Cardwell Bay area being reduced to remove Cardwell Bay. The estimated population of Greenock West and Cardwell Bay community council area in 2018 was 9166, with Gourock being 8690 and Greenock Central being 10,045. It would make more sense to seek more of an equilibrium on numbers among the three areas by keeping Cardwell Bay within the community council area of Greenock West.
2. Larkfield Road and Hilltop Road form a natural dividing line between Gourock and the Cardwell Bay area (with its hinterland of Manor Crescent, Oxford Avenue etc.) due to Gourock Park and Darroch Park forming a barrier to the east and Coves Reservoir forming a barrier to the south. On the basis of a 15 minute neighbourhood Cardwell Bay is closer to Greenock West than it is to Gourock despite technically being within the Gourock boundary. The residents of the Battery Park area in Greenock use the Cardwell Bay facilities.

3. The proposed boundaries dissect the West End in a peculiar way: Ardgowan Square is generally regarded as being in the West End however on both the current boundaries and the proposed boundaries Ardgowan Square is not regarded as being in the West End area. We think most people travelling along Union Street from Gourock to Greenock do not imagine they have left the West End until they reach George Square and Nelson Street.
4. The proposed boundaries bisect Greenock Golf Club with most of the course and the club house within the Greenock West Area and the rest in the Greenock Southwest Area. If there are problems affecting any part of the Golf Course then it is most likely that the members would expect to consult Greenock West community council and not Greenock Southwest community council therefore the whole of the golf course should lie within the Greenock West Area.
5. Greenock Cemetery has been removed from the Greenock West Area despite lying directly behind the area and forming a natural boundary between Greenock West and the rest of the town. Greenock West is the area affected by the youths streaming out of the cemetery and down Denholm Terrace into the West End of an evening. It makes little sense to remove the cemetery from the community council area affected by it and the area which can access the cemetery direct from Forsyth Street. The proposed boundary change appears to be a political decision rather than based upon where it naturally sits.

The alternatives we propose are as follows: -

1. retain the current boundary between Greenock West and Cardwell Bay community council area and the Gourock community council area.
2. retain the current boundaries around Greenock golf club and Greenock Cemetery.
3. use common sense to extend Greenock West and Cardwell Bay community council area east towards Nelson Street to include what most people regard as the Greenock West End:
 - 3.1 Extend along Union Street as far east as George Square, using the boundary of the Greenock West End conservation area to determine the boundary east of Robertson Street and to the north of Union Street by going along Houston Street and Jamaica Lane towards George Square.
 - 3.2 The proposed boundary change includes a greater part of the Greenock Ocean Terminal however the boundary should be extended further to include that part of Patrick Street forming the principal entrance to the Greenock Ocean Terminal.

We disagree with the proposed changes to the scheme of establishment for Community Councils for the following reasons: -

1. Meetings

The scheme says *"A Community Council can meet to discuss items of business in private where it considers it appropriate to do so. The decision to meet in private must be agreed in advance and decided by a majority vote. Notice of such a meeting will be given to the public in the usual way, which notice will indicate that the meeting, or a part thereof, shall be held in private, and provide the reason why it is to be held in private"*.

Reasons - The community council must be able to meet in private between public meetings at a place and date of its choosing to discuss correspondence received and to set the agenda for the

public meeting. If meeting in private to discuss the business of the community council before a public meeting is not permitted without giving the notice described above, the business of the community council cannot easily be done as having to give such notice denies the community councillors the flexibility to move the meeting if required.

Alternative – amend the Scheme to allow community councils to have monthly business meetings in private without notification to prepare for the public meeting.

2. Circulation of Minutes

The scheme says “*Not later than 14 days after the date of a Meeting, circulate draft minutes of the Meeting to Inverclyde Council, Community Councillors, Additional Members and other interested parties*”.

Reasons - This sounds sensible however in reality it is unrealistic: Inverclyde Council must recognise that community councillors are volunteers who have other commitments of jobs and families and acting as secretary to the community council has to fit around these other priorities.

Alternative - It would be much more sensible to say that draft minutes are to be circulated prior to the public meeting rather than have timescales which are unachievable.

3. Retention of Minutes

The Standing Orders state that the signed minutes are to be *retained for future reference*.

This should state by whom and the period of time the minutes are to be retained. We think this should be a task for the Council who can publish the minutes on the community council section of its website and who will have a retention policy which may be reviewed more frequently than the scheme for establishment of community councils.

4. Agenda for Meetings

Reasons – The Order of Business in the Standing Orders doesn’t match the reality of what the community want from a meeting.

Alternative - The Order of Business in the Standing Orders should state what matters must be raised but the running order should be left to each individual community council and what it deems appropriate.

The order of business in the Standing Orders should include: -

- a) Declarations of Interest;
- b) planning applications because Community Councils have a statutory right to be consulted on planning applications, and
- c) a public forum early in the proceeding to allow the community council to hear the views of the community which it represents, and thereafter in the meeting to take such action in the interests of that community as appears to it to be expedient and practicable.

5. Resignation of Office-Bearers

The Scheme should state clearly how office bearers resign office and how community councillors resign mid term.

6. Respondent 6 - Association of Inverclyde Community Councils – written response

From: Port Glasgow West Community Council

Sent: Tuesday, September 5, 2023 10:30 AM

To: Peter MacDonald <Peter.MacDonald@inverclyde.gov.uk>

Subject: AICC Proposal to Inverclyde Council

Hi Peter

At a meeting of our Association of Inverclyde Community Councils (AICC), on Wednesday 23rd August 2023, representatives of the seven Inverclyde Community Councils, unanimously agreed the submission of the attached 'Submission Letter', to Inverclyde Council.

We request that this Submission Letter is put to the next Full Inverclyde Council meeting.

My AICC colleagues have asked me to forward this Proposal letter onto you, as the Community Council Liaison Officer, to facilitate our Proposal Letter going onto the agenda of the next appropriate Full Inverclyde Council meeting.

Last week, paper copies were circulated to all 22 Elected members. This electronic copy (attached) will enable you to circulate our Proposal Letter internally, to Elected Members and senior officers, serving the Full Council meeting.

There is a link at the end of the letter, which can be opened electronically, and is based on an issue which arose in West Lothian, and highlights our Inverclyde Community Councils concerns regarding proposed boundary changes,

Regards

[ATTACHMENT]

ASSOCIATION of INVERCLYDE COMMUNITY COUNCILS

Inverclyde Review of Community Councils Schedule (2023)– re Proposed Boundary Changes

AICC PROPOSAL PAPER – 4/9/23

To Inverclyde Council Elected members & Senior officers who serve the Full Council

We, the Association of Inverclyde Community Councils (AICC), are the collective of the seven 'established' Community Councils in Inverclyde. We have joined together to consider the "Review of the Schedule for Inverclyde Community Councils", which is being undertaken by Inverclyde Council. During this process, as well as engaging in the Review processes, we have taken on a number of other issues that affects all of our Inverclyde Community Council areas.

Our AICC has considered the proposed boundary changes, and have strong objections to some of the proposed changes. This paper will list our concerns, and the potential consequences of these changes, if they are 'forced upon us' by Elected Members, at the end of the Schedule Review process.

We would like to open by stating our 'Statutory' position, which we feel is not being fully taken on board by Inverclyde Council, and subsequently, other Public Bodies:

Statutorily, Community Councils are the third tier of Government in Scotland, established by Statute, within the **1973 Local Government (Scotland) Act**; which seen the dissolution of Town and County Councils; and the establishment of Regional and District Councils. Within this Local Government (Scotland) Act, Scottish Community Councils were first established. **This Local Government (Scotland) Act was then amended in 1994**; for the dissolution of the Regional and District Councils, and the establishment of the (then) new Scottish Government/ Parliament, and the new enlarged Scottish Local Authorities, with extended Service delivery powers. **The powers of Community Councils were also further endorsed under the Act Amendment.**

These Statutory powers give the Community Councils **the right to engage, and to be engaged**, by Local Authority Services (Elected Members and staff), and by all Public Bodies (Public Service delivery agencies). **We, Community Councils, are the eyes, ears and voice of our local communities** - see extract below:

2. Statutory Purposes

The statutory purposes of community councils established under the Model 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 bodies, 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"

This being said, we feel our local voices and feelings on the matter of the proposed boundary changes, are not being fully communicated to Elected Members, or, our voices are not being fully listened to by Elected Members.

Background:

In the last Review of the Schedule (2010 / 11), the number of previous Community Council areas were then reduced to eleven areas. These boundary changes were imposed on local communities, without consultation or local agreement. Some were felt to be too big, and no longer had a 'local'

identity; the **current Greenock East CC area** a case in point; where the former Strone/Maukinhill Community Council (those neighbourhoods which were above the Wemyss Bay Railway Line), and the former East End CC (Weir Street through to Belville Street) stated that they did not want to amalgamate their boundaries, and refused to become established. One former Community Council (Cowdenknowes) felt that they were too small, due to the fact that a large section of their Cowdenknowes community was taken from their Community Council boundaries, and put into Central Greenock. They refused to become established due to this change. **Greenock Central CC** did try to become established, but like the new East End CC, they felt that their boundaries were top-heavy, and did not have a specific local identity. They dissolved. Similarly, the Port Glasgow East CC tried to operate, but failed to become established due to a lack of interest at the subsequent Community Council Elections. Therefore, from the eleven identified Community Councils, only seven currently remain established.

Current Proposed Boundary Changes:

The current Community Council boundaries, and proposed boundary changes have been discussed by all seven 'established' Community Councils. The amalgamated boundary proposals, directly affect three of our established Community Councils: Larkfield/Branchton/Braeside (LBB CC); Greenock South West (GSW CC); and the Port Glasgow West Community Council (PGWCC). Our collective criticisms of the current, proposed boundary changes have been supported by all seven Community Council member groups. There are also questions regarding small peripheral boundary issues: IBM site Inverkip & Wemyss Bay CC.

Comments:

- We feel that Inverclyde Council has not learned from the errors of the previous boundary changes, whereby four Community Councils had not become established, or folded due to their size, or, lack of a local identity.
- Inverclyde Council is seemingly compounding these previous issues, by now proposing to increase the boundary size of some current Community Councils. This is a poor attempt to use existing Community Councils to 'patch up' gaps in areas that do not have established Community Councils.
- What our local Community Councils recognise, due to their knowledge of their local community, is the logistical difficulties that these proposed boundary changes will create for the members of their local communities, trying to attend meetings within these proposed expanded boundary change areas:
- It will be extremely difficult to find a compatible, central or local meeting venue, to accommodate community members across these expanded Community Council boundaries.
- After 6.00pm at night, public transport is lessened, or almost non-existent.
- Apart from the non-existent public transport, the poor transport **links/routes** will also prohibit communities from coming together, crossing between community neighbourhoods.
- These larger areas will create difficulties for the local communities from identifying, agreed local issues that are common to smaller communities (**see attached West Lothian paper**).
- These local venue difficulties and local transport difficulties will defeat local democracy, within these expanded boundaries.
- Although operating from a 'Statutory' base, we (Community Councillors) are all voluntary, and these expanded boundaries will put limitations to our voluntary capacity to tackle the

multiple issues that will arise within the new expanded boundary areas. Unlike Elected Members, we do not have staff to do to support work for us, we do it all voluntarily, from home, and from local community venues.

- If Inverclyde Council could not get these previous four areas established, how will these new boundaries suddenly awaken them?
- Out with the problems relating to the Community Council gaps, if these expanded boundary changes are forced through, this will potentially cause three existing Community Councils: LBB CC; GSW CC' and PGWCC, to consider their position, and may refuse to become re-established in the forthcoming election cycle (Feb 2024).
- Previous forced changes have seen four Community Councils fail to become established, and eleven has been reduced to seven. If these proposed boundary changes are forced through, the three Community Councils (above) may also not seek to become established. The current seven Community Councils then reduced to four; leaving a 'horse shoe' to the South and West Inverclyde remaining: Kilmacolm, Inverkip & Wemyss Bay, Gourrock, and Greenock West End and Cardwell Bay. No other Community Councils will be established.

Conclusion

We ask Inverclyde Council Elected members to take on board our collective concerns, and justifications, as listed above, and to recognise the consequences of their decision making, if they force through these proposed boundary changes, in spite of our concerns.

We ask that Inverclyde Council recognise our **Statutory right** to speak on behalf of our local communities, and the boundaries and structures within which we choose to operate.

PROPOSAL

At an AICC Meeting on Wednesday 23rd August 2023, this proposal paper was collectively and **unanimously agreed upon by all AICC members**; we therefore propose that this 'Proposal Paper' be put on the agenda of the next appropriate Full Inverclyde Council meeting, at which the Schedule Review is to be discussed; **and that our status quo boundary proposals be adopted:**

“We propose that Inverclyde Council take the new proposed Boundary Changes off the current Schedule Review for Community Councils.”

Our Association of Inverclyde Community Councils has agreed to work constructively with Inverclyde Council to see positive improvements to the other stages of the review.

We, the current established Inverclyde Community Councils, and their representative members, will work with Inverclyde Council's CLD Development Services, to encourage local voluntary groups, and interested individuals, to become organised, and seek to see Community Councils established in these current gap areas.

This 'postal paper copy' of our proposal paper is initially for the attention of Elected Members. An electronic copy will be sent to Peter McDonald, CC Liaison Officer, to facilitate the circulation of our Proposal Paper internally, for inclusion on the next appropriate Full Inverclyde Council meeting agenda.

Please note; that this paper was agreed by the representatives of all seven established Community Councils:

Kilmacolm Community Council; Port Glasgow West Community Council; Greenock West & Cardwell Bay Community Council; Gourock Community Council; Greenock South West Community Council; Larkfield/Branchton/Braeside Community Council; Inverkip & Wemyss Bay Community Council

Ref to West Lothian Community Council split, after being amalgamated. Local communities in Livingstone felt that their new boundaries were too large, and commonality of local issues, and priorities, could not be agreed by local communities.

NB: <https://www.edinburghlive.co.uk/news/west-lothian-community-councils-getting-26067943>

7. Association of Inverclyde Community Councils – summary of meeting feedback

In addition to the formal responses received above, the proposals have been discussed at the regular meetings of the association. Officers would summarise the feedback from individual Community Council Members at those meetings as follows:

1. Greenock South West and Larkfield Branchton and Braeside Community Council both expressed their opposition the proposal to merge their areas to form a larger Greenock South West Community Council. Attention is drawn to their email responses.
2. Greenock West and Cardwell Bay Community Council express a desire to maintain the existing arrangement, and not split off the Cardwell Bay area and add into Gourock.
3. Inverkip and Wemyss Bay Community council express a desire to retain the former IBM/Spango Valley site within their Community Council area. Attention is drawn to the view of Larkfield Braeside and Branchton in their email above on this site.
4. Port Glasgow West Community Council expressed their opposition to a merger of East and West areas to form a larger Port Glasgow Community Council.

Summary of the Online “smartsurvey” and Breakdown of Responses.

A summary of the options in the online “smartsurvey” are summarised below, and a breakdown of the responses is provided in the remainder of this Appendix.

1. Please select the Community Council area that you live in
2.
 - a. Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)
 - b. If you disagree, please provide more detail on the reasons why you disagree and any alternatives you would propose.
3.
 - a. Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils?
 - b. If you disagree, please provide more detail on the reasons why you disagree and any alternatives you would propose.
4. The next round of Community Council elections will take place early 2024, we are looking for more community members to get involved and help shape their community.

For more information on the role of Community Councils please visit
<https://www.communitycouncils.scot/what-is-a-community-council>

If you would like a member of our Community Learning and Development Team to contact you regarding Community Councils in Inverclyde, please leave your contact details

A. Responses to Question 2 “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”

	Q2 figures				Q2 as %		
Q1 Community Council	n/a	Agree	Disagree	Grand Total	N/A	Agree	Disagree
n/a	4	2	2	8	50.0%	25.0%	25.0%
Gourock Community Council	1	43	22	66	1.5%	65.2%	33.3%
Greenock Central Community Council;		10	13	23	0.0%	43.5%	56.5%
Greenock East Community Council;		10	7	17	0.0%	58.8%	41.2%
Greenock South West Community Council	11	11	705	727	1.5%	1.5%	97.0%
Greenock West and Cardwell Bay Community Council		35	17	52	0.0%	67.3%	32.7%
Holefarm and Cowdenknowes Community Council;	2	1	10	13	15.4%	7.7%	76.9%
Inverkip and Wemyss Bay Community Council		35	88	123	0.0%	28.5%	71.5%
Kilmacolm Community Council;		29	18	47	0.0%	61.7%	38.3%
Larkfield, Braeside and Branchton Community Council	1	9	74	84	1.2%	10.7%	88.1%
Port Glasgow East Community Council.		14	11	25	0.0%	56.0%	44.0%
Port Glasgow West Community Council		16	35	51	0.0%	31.4%	68.6%
Grand Total	19	215	1002	1236	1.5%	17.4%	81.1%

60 comments (see below), majority focus on areas being too large leading to less representation

B. Responses to Question 3 “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”

	Q3 figures				Q3 as %		
Q1 Community Council	n/a	Agree	Disagree	Grand Total	N/A	Agree	Disagree
n/a	5	2	1	8	62.5%	25.0%	12.5%
Gourock Community Council	2	44	20	66	3.0%	66.7%	30.3%
Greenock Central Community Council;		10	13	23	0.0%	43.5%	56.5%
Greenock East Community Council;		11	6	17	0.0%	64.7%	35.3%
Greenock South West Community Council	2	14	711	727	0.3%	1.9%	97.8%
Greenock West and Cardwell Bay Community Council		38	14	52	0.0%	73.1%	26.9%
Holefarm and Cowdenknowes Community Council;	1	2	10	13	7.7%	15.4%	76.9%
Inverkip and Wemyss Bay Community Council	1	37	85	123	0.8%	30.1%	69.1%
Kilmacolm Community Council;	1	29	17	47	2.1%	61.7%	36.2%
Larkfield, Braeside and Branchton Community Council	1	13	70	84	1.2%	15.5%	83.3%
Port Glasgow East Community Council.		14	11	25	0.0%	56.0%	44.0%
Port Glasgow West Community Council		17	34	51	0.0%	33.3%	66.7%
Grand Total	13	231	992	1236	1.1%	18.7%	80.3%

35 comments: most in relation to boundaries there are 2 comments that are in relation to the scheme

- C. Longer form responses broken down by current community council area to sub-question on both Questions 2 and 3, that “If you disagree, please provide more detail on the reasons why you disagree and any alternatives you would propose.”

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
Gourock Community Council Boundaries Comments (8)	Gourock Community Council SOE Comments (4)
<p>The Gourock community council is effectively the local authority ward. This is several communities and will not lead to increased engagement but rather more likely a continuation of a few attendees based on where the meetings are held.</p>	<p>Leave as is</p>
<p>Despite having awareness of the problems with getting people to become Members of every Community Council, I would still much rather see more Community Councils, smaller in area, and have more representatives, perhaps 1:500 plus perhaps 2.</p> <p>Divided up into relevant boundaries by things like Housing Estates and proximity to other facilities, people would feel part of a community that leaders/Community Councillors could get to know as individuals.</p> <p>If the ratio of Community Councillors to people is much higher, even allowing for families, groupings, chunking types of people through something that they do, or go to, because it's a challenge to know much more than 5,000 people, even shared between the Community Councillors.</p> <p>Too large an area is difficult to know very well for part time volunteers, while smaller places would have no bigger a remit than a Church or High School catchment and a Church or School has a Head Teacher, who knows their staff and pupils well.</p> <p>It would be great to know that whatever is decided for now, that the debate remains open to changes and review and that it is not a decade away from alterations, instead brought about by the Inverclyde Alliance of Community Councils.</p>	<p>"I do not have sufficient knowledge of the proposed changes described.</p> <p>"</p>

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
<p>The area will be too large to be truly representative and each side of Gourrock has different issues that should be addressed by the Community Council for that particular of the area. It is removing power to make representation less accountable to people and takes away their autonomy.</p>	<p>Leave them as they are otherwise expect squabbling over whose bit of the CC e.g. Midton, Lower Gourrock, Copper mine etc, etc takes precedence.</p>
<p>Leave as is</p>	<p>"in the main, I fully agree with the scheme and the standing orders. However, I do have a concern over the power of the chair as the ultimate decision maker on what is competent and what is not. To prevent a decision or ruling like this being discussed opens the process up to abuse of the position of Chair. I would prefer a system where the ruling of the Chair can be challenged if there is a proposer and Seconder against it. Short debate on the whys and wherefores of the issue then a vote of community Councillors to decide if the competency issue is in fact competent. This will prevent jumped up petty Stalinist dictator types (not that we have any of this type serving as Community Councillors in Inverclyde) from preventing wholesome discussion on issues of concern.</p> <p>Section 12 - training needs to be a mandatory requirement for each newly elected community council. This can be used as both a team building exercise between the newly elected members and a refresher for continuing community councillors. This could be done for each individual community council with further specific training for specific office bearer roles being completed by those across Inverclyde who hold that particular office.</p> <p>I would also propose a community council forum be set up simultaneously to this process. Each Community Council can send along two delegates (Chair and A.N.Other, or their substitutes). This will ensure that matters that relate to the wider Inverclyde Community can be discussed and then disseminated back to the local councils. it would offer a feedback loop for common issues in the area that transcend boundaries. It could also operate as a mechanism</p>

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
	for disseminating best practice in holding meetings, offer training opportunities across boundaries, and also the prospect of setting up joint ventures for issues that may only affect some community councils. It could also act as the representative voice for all community councils in the area."
<p>I do not have enough knowledge of the areas to pass comment other than to ask</p> <p>Do all areas have Community Councils in place?</p> <p>If not, do you know why not?</p> <p>Is the boundary change a way to make sure all areas have a voice?</p> <p>Who is going to answer my question?</p>	
<p>I wish to God Strathclyde hadn't happened, much less Inverclyde. The three burghs got things done, along with the six plus hospitals we had with excellent transport to and from them. This is just yet another step on the way to making everything Inverclyde i.e. "Greater Greenock"</p> <p>Why was Gourock Pier destroyed ?</p> <p>How many jobs lost with all the ferries and pilot boats ?</p> <p>Oh, it's OK, we'll push the Harbour at Greenock.</p> <p>There are no longer high schools with the original burgh names, except for Catholic Saint's names, the amalgamations are a disaster. Try driving near St Columbas at school times. There are too many pupils in one school. Then there was the Gourock primary school mess-up....plus the burgh crest vandalism. How can a stone outline look like skin pigmentation? I agree, with the badges take the colour off the figure, but we all know (or should, if local history is being properly taught in schools), where and how the Darrochs and their ilk made their money.</p> <p>If we're talking local heroes, why not ask messers Easdale to stump up for a bus from Gourock to IRH ?</p> <p>Run it at a loss. It will be good for their yearly tax. They could declare it as a</p>	

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
<p>charitable gesture.</p> <p>Anyway, leave us with what's left of Gourock</p>	
<p>Community Councils are meant to be the local arm of Government where local issues are raised with local Councillors about local and sometimes national issues. To establish the link with local Councillors it does seem like a missed opportunity not to link them directly. Hence I would propose a direct mapping between each Council ward and a community council. This will ensure that issues are kept local, that Councillors are directly accountable within the boundaries of one community council, and there should be provisions drawn up that this set up will change automatically with any changes implemented by the boundary commission. This will keep the link between community councillors, their locality and the elected members of Inverclyde Council.</p> <p>If the proposed community boundaries actually adhere to the current council areas then all is good. I agree that the split of Port Glasgow and Kilmacolm (Inverclyde East) is the only area where this should happen, given the size of that ward and the separate issues between the Port and Kilmacolm.</p>	
<p>I notice that Gourock community Council will be covering a much larger area, is that correct? If so, we cannot afford to do that.</p>	
Greenock West and Cardwell Bay Boundaries Comments : 7	Greenock West and Cardwell Bay SOE Comments : 7
<p>The overarching purpose of democracy is to ensure a citizen’s inclusion in the processes conducted by their representatives at all levels; a reduction of the number of community councils therefore equates to a reduction in the meaningful participation of the electorate who reside in each of the zones under the current system.</p> <p>I would rather discuss alternatives with those behind this proposal than offer them here to better understand the reasons behind this proposal.</p>	<p>Again nonsense questions designed to confuse</p>

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
Cardwell bay is separate from Gourrock as gourrock always tries to fill in cardwell bay. Cardwell bay with the west end is the only protection it has from the mad developers and gourrock cc.	Can only speak for gourrock. Just some re configurations needed by having two gourrock CC and not have Greenock west included in Cardwell bay CC.
People are so underrepresented as it is. Council simply DONT consider voters views'	As before I neither agree nor disagree.
Why divide a community council which is working up and running .. currently there are not 11 functioning community councils so why divide the ones that are . Why not concentrate o supporting areas where there are no community councils	
Why change what's already working in some areas concentrate on encouraging areas with no current community council to form a group	
Gourrock should be kept as two CC. Too large an area to have all issues dealt with. Need to keep manageable and effective for each area. Additionally it needs to be promoted more to get more people involved. So many folks aren't aware of this platform for raising local issues.	
I ticked this option because I neither agree nor disagree and this was not an option. I don't see how changing the boundaries of my community council will change anything.	
Greenock Central Boundaries Comments: 4	Greenock Central SOE Comments: 2
Port Glasgow is taking away the Eastern area of waterfront area for themselves, as it has ALWAYS been part of Greenock and not Port Glasgow. Also, I truly HATE Inverclyde Council's disastrous policies over the past DECADE which SOLELY benefits Port Glasgow at the detriment of Greenock. The Inverclyde Council has completely trashed the Greenock's Oak with repeated bad policies and immediately outside of it too, and has been utterly pathetic in replacing massive losses in the job market with large numbers of companies have now left the area, as they cheer with glee patting themselves	"Port Glasgow is taking away the Eastern area of waterfront area for themselves, as it has ALWAYS been part of Greenock and not Port Glasgow. Also, I truly HATE Inverclyde Council's disastrous policies over the past DECADE which SOLELY benefits Port Glasgow at the detriment of Greenock. The Inverclyde Council has completely trashed the Greenock's Oak with repeated bad policies and immediately outside of it too, and has been utterly pathetic in replacing massive losses in the job market with large numbers of companies have now left the area, as they cheer with glee patting themselves

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
<p>on the back for creating 4 or 5 jobs soon after hundreds and even thousands of jobs & small support companies have been permanently lost!</p> <p>So, the elected representatives of Inverclyde Council & members of Planning Department should all be SACKED due to the above mentioned.</p> <p>OR</p> <p>Inverclyde Council renamed as Port Glasgow Council, and Greenock & Gourock forms a brand new Council as the old ones can all relocated to Offices within Port Glasgow instead.</p>	<p>on the back for creating 4 or 5 jobs soon after hundreds and even thousands of jobs & small support companies have been permanently lost!</p> <p>So, the elected representatives of Inverclyde Council & members of Planning Department should all be SACKED due to the above mentioned.</p> <p>OR</p> <p>Inverclyde Council renamed as Port Glasgow Council, and Greenock & Gourock forms a brand new Council as the old ones can all relocated to Offices within Port Glasgow instead. "</p>
What's right for one area isn't fir another.	Nonsense
Absolutely nonsensical rubbish what are you people on	
Greenock East Boundaries Comments: 2	Greenock East SOE Comments: 1
Still too many community council areas. They should be reduced further. Why not match the Council wards?	As above
<p>Think areas are too large .</p> <p>Was hard enough in for the past to achieve any goals</p> <p>Will be even harder !!!!!</p>	
Greenock SouthWest Boundaries Comments: 8	Greenock South West SOE Comments 5
Overton should be included with Inverkip's boundary as Overton is not Central.	Too much has been passed onto community councils which has members not qualified or capable of making decisions.
To be open and transparent all proposed maps should have had current areas clearly highlighted in one colour and the new proposed areas highlighted in Red, instead of just the proposed areas. The Council's justification for new proposed areas was to reduce the number of Community Councils, due to the fact that the current 11 haven't ever been in operation, if they aren't in operation then leave it be or change the rules. Changing areas and boundaries won't fix the issue of people not taking part in Community	

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
<p>Councils.</p> <p>Also, people don't become involved with Community Councils as they don't trust the Council to listen to them. Council Members want to have all the glory for what good happens and tend to take it away from the Community Councils, Try changing Community Council's views of the Council, engage better, highlight them and there might be more uptake.</p>	
<p>The previous 11 areas are more distinct and known for years and will still probably be referred to even if the change goes through.</p>	<p>Again to be open and transparent the draft should show changes made from previous scheme and contain the full draft not without the proposed maps. It is difficult to agree a draft that does not have all the information. This will further lead to community not trusting Council.</p>
<p>Community councils are the best resource to resolve communities issues and help support local communities when needed. How can someone support a community they have never been a part of</p>	<p>I'm not to bothered Inverclyde council usually finds a way to make a mess of something regardless.</p>
<p>Too big an area to cover</p>	<p>Too fast too soon</p>
<p>Leave it as it is and get everyone working together otherwise under review it will be unmanageable.</p>	<p>Pennyfern always ties in with the estates Broomhill and Overton.</p>
<p>Certain change make area to high population should be similar population in al areas</p>	
<p>Pennyfern and Overton are within the same area most of the kids go to the same school Whinhill.</p>	
<p>LBBCC Boundaries Comments: 8</p>	<p>LBBCC SOE Comments: 2</p>
<p>Travelling to and from venue not concerned about other areas</p>	<p>I have no idea what this means so can't answer the documents are wordy and without understanding I have to disagree not even sure if this is the right answer</p>
<p>Seems a rather large area for one community council not sure enough information has been given regarding meetings, venue, transport. times</p>	<p>As above</p>

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
Spreading the community council more will reduce the service rather than improving it.	
I disagree because, I remember when Strone Maukinhill CC was merged with Gibshill, there was too much infighting for fundings between said areas, and one thought the other was getting more Recognition and proposals being put forward over the other Area. I used to type up the minutes for the meetings in the early 2000's. You could leave them as they are. And let people's own communities look after their own, rather than expect people to who have no local knowledge of certain areas decide what that place needs.	
The proposals will reduce the the access people have to community councils, there is no way I will travel out with my area to attend community council meetings. This has been poorly thought out. I don't drive and won't be able to get a bus at this time of night. It will be another nail in the coffin for the community engagement.	
Larkfield braeside and branchton need to have their own community council, we have no way of getting into Greenock southwest unless we have cars, it's extra cost and time as well and we don't know the area. There should be no merging of these	
Time travelling on public transport, would need to get 2 buses to and from or a taxi which I couldn't afford.	
Moving from 11 areas to 8 will put more pressure on already stretched council resources and staff, I have had no Street lights for 2 weeks in my street and the report in the app I put in hasn't even been actioned yet, I have reports in there from last year that are still pending!	
Port Glasgow West Boundaries Comments: 10	Port Glasgow SEO Comments: 7
<p>Instead of boundaries, concentrate on</p> <p>Poor housing</p> <p>Anti social behaviour</p> <p>The disgrace dirty state of public pavements the council spent thousands of</p>	<p>"As above</p> <p>Don't send out surveys about this nonsense deal with the real living in port Glasgow , that everyday decent people have to live with</p>

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
<p>pounds on 2 years ago The high flats in Port Glasgow The state of shops in port Glasgow</p>	<p>This town is becoming the dirty wee port again a name we thought we left behind in the past</p> <p>What’s the point of joining anything council led all we will get is</p> <p>Suggestions to issues problems</p> <p>No money</p> <p>Anti social</p> <p>You the people who are frightened from antisocial behaviour you police them , give us the evidence and then you will wait months to have your windows replaced by the ones you ‘grassed” on</p> <p>Clean pavements No money Get shop owners to clean outside their shops or charge them when leasing them</p> <p>Police presence No money</p> <p>Community wardens They are frightened as well , so sit in cars watch from distance I could go on but I won’t and I won’t use my time and energy to sit at meetings, with no outcomes no action plans to fix things see improvements after 2 hours of folk preaching, pretending to listen and getting paid for it"</p>
<p>The new proposed boundaries will double the number of residents within the Community Council, which will make it very difficult to gain the views of the residents and prioritise accordingly as all of the areas will have different</p>	<p>As above</p>

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
pressing issues which they see as a priority. It will be nigh on impossible to gather views of the residents in this bigger area. In addition, the Community Council members will be unable to represent this number of residents with the number of members currently.	
The population distribution is very disproportionate. Greenock is getting wards that are almost a third the size of port Glasgow and half the size of Gourock. This reeks of unfairly distributed funds for areas in the future.	
Port Glasgow West Community council is big enough, without getting any bigger to cover the whole of Port Glasgow. It must be the largest Community Council within the Inverclyde.	The reason is the same as above.
Think the larger community council could not met all the needs of everyone as there would be more work on the elected members who already do a power of good work	Every area has different needs to concentrate on and they may clash and not enough time taken for each need
Upper port Glasgow is often a forgotten area. So to make it a much bigger concern of a councillor, along with Kingston Dock will just push upper port Glasgow down the pecking order even more. By all means join East and West Port Glasgow together but why include Kingston Dock? No one can deny that if there are issues within this proposed council area, the gem of the area will always come first.	Port Glasgow should have its own council area, I can guarantee that Kingston Dock resident will not want to be associated with Port Glasgow.
Less.moval involvement and taking power into a more central area	Give them more power
What difference will it make the council members get out in any way	"Inverclyde has deprivation areas and every area has different needs. Therefore Community Council members/committees would not have enough time to commit to attending a higher number of meetings to deal with issues arising. I propose the Status Quo."
It would be detrimental to the already good work being carried out by Port Glasgow West Community Council - if areas covered by Port Glasgow East and West were put into one Community Council. It would be difficult to keep	"I do not object to the Review, perse, it is always worth reflecting on the positives, and look how better Community Councils.

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
<p>delivering such good practice as members of PGWCC have been doing... Having attended a number of PGWCC meetings I am aware of hard work being done by Community Council for our area.</p>	<p>I believe that Inverclyde Council should drop the (new) proposed boundaries, learn from their previous failed boundary changes; and work collaboratively with existing Community Councils, to to enhance, and to establish Community Councils in those vacant CC areas. We, existing Community Councils, through our Association of Inverclyde Community Councils (AICC), have stated that we will work with Inverclyde Council (CLD), to help and support in the establishment of Community Councils in those current areas. But this collaboration needs to begin by Inverclyde Council listening to existing to existing Community Councils, and taking on board their recommendations.</p> <p>The Review needs to look at enhancing the powers of Community Councils, to enable them to show their community members that they are not just a 'talking shop', but actually have the powers to see change in their communities. This should begin by a recognition that Community Councils are a third tier of Government in Scotland, established in a ""Local Government (Scotland) Act 1974""; then amended in a ""Local Government (Scotland) Act 1994"" , with the Establishment of the (then) new Scottish Government, and, establishment of the new Local Authorities, with extended Service delivery powers. Inverclyde Council, Elected Members and all staff members (from the Ch Exec down), should be informed of the role and powers of Community Councils. Similarly, all the Service agencies, NHS GG&C, Inverclyde HSCP, Police Scotland, SPT, Inverclyde Leisure, Housing Associations, etc. They need to be informed/educated, to show our communities that we are being listened to, and our community issues being addressed.</p> <p>There is a willingness by existing Community Councils, to work positively with Inverclyde Council, if they drop the proposed new boundary changes. If Inverclyde Council does not listen to existing Community Councils, then there</p>

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
	<p>is a likelihood that some of the existing Community Councils, will not seek to becoming established under the proposed expanded boundaries.</p> <p>"</p>
<p>The boundaries are far to big. The current population of our existing boundaries (approx. 7,000) will be doubled to 15,700. No disrespect to our neighbours in East Port Glasgow, but this will eventually lead to our existing Port Glasgow West Community Council folding. Within our current boundaries, we have a commonality of issues, in which our Port Glasgow West community can relate to, and gather round. The Port Glasgow East has other commonality issues that relate directly to them and their neighbourhoods. Our Port Glasgow West Community Council (PGWCC) are a small group of (currently) seven voluntary members, and we are doing well, within our current boundaries, tackling issues raised by our PGW community. If these new expanded boundaries are 'forced' upon us, we will need to consider our position.</p> <p>There are also logistical issues that relate directly to the enlarged Community Council boundaries: difficulty getting a central venue that is accessible to all members of that said community; as per above, the lack of commonality (East / West); Appropriate public transport links between neighbourhoods, which is almost non-existent after 6.00pm; forcing Community boundaries together, to cover a gap, will cause the existing Community Councils to topple. We are volunteers, not paid staff, there is a limit to the amount of issues, workload, that we can take on. Don't say that we will get volunteers from East Port Glasgow, they couldn't sustain their previous PG East Community Council, due to most of the above logistical problems. Our existing voluntary Community Council members are in agreement with the above statement.</p> <p>Historically, alongside the PGECC example above, other examples include:</p>	

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
<p>Strone / Maukinhill CC and Greenock East CC refused to work together, because it was seen to be too big; they have never been established. Similarly, Central Greenock got part of Cowdenknowes lumped onto it, and the then fledgling CC toppled over, because it was too big, with little commonality. Cowdenknowes, conversely, folded and never became established, because they lost a large section of their then Cowdenknowes community to Central Greenock. Instead of eleven Community Councils, we then only had seven established Community Councils. If the current proposed boundaries are forced through, it is possible that three existing Community Councils will fold. Inverclyde Council needs to learn from past mistakes, instead of replicating them in this current Review of the Community Council Schedule.</p>	
Kilmacolm Boundaries Comments: 1	Kilmacolm SOE Comments
<p>I think the community Council boundaries should match the Council ward boundaries. Having difference boundaries only causes confusion.</p>	
Inverkip and WB Boundaries Comments: 6	Inverkip and WB SOEComments: 2
<p>Keep Inverkip space the same as currently - spango valley could be a large housing area in the future and it would should come under the Inverkip community council. I believe the Community council it is planning to be covered by isn't very active therefore the community council won't be a benefit to this area</p>	Same as above
<p>Because the council is incapable of running anything.</p>	Not enough representation
<p>Increasing the boundary for this area with the planned new housing developments will have a direct impact on schooling and public services</p>	
<p>Boundary should extend to Loch Thom maximum inland. The needs of this inland community are very different from coastal. Too far away from the core area.</p>	
<p>I feel that if the area is too large then it is no longer a COMMUNITY. Every community has its own issues and problems. Don't make it too big!</p>	

Comments on the Question “Do you agree or disagree with the proposed boundary changes? (moving from 11 Community Council Areas to 8)”	Comments on the Question “Do you agree or disagree with the proposed changes to the scheme of establishment for Community Councils”
More constituents.	
Holefarm and Cowdenknowes Community Council Boundaries Comments: 3	Holefarm and Cowdenknowes Community Council SOE Comments: 3
Do you not know the meaning of community, it would appear not!!! You need smaller areas not the large ones which you are proposing Tuesday you are going we will end up with one community council for the whole of Inverclyde	They will never form a community
Why split the Cowdenknowes area in two parts at west side of NDHS, effectively creating two communities which is not necessary. Why not expand the existing Hole Farm Cowdenknowes to include Lemon Pine and Peel Streets, ie Cornhaddock, which was in the original CC scheme.	As above
Why split the Cowdenknowes area into two areas, why not add Cornhaddock, Lemmon, Pine and Peel to the Holefarm area	As above
Overton Boundaries Comments: 2	Overton SOE Comments: 2
Some of the areas cover a range of communities each with different needs. e.g. Central covers Overton which is semi rural to Greenock Town Centre.	agree modernisation of any system needs to be reviewed soon
only agree on the premise this is good for the pople pf inverclyde	

Appendix 3

Scheme for the Establishment of Community Councils in Inverclyde

DRAFT

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1. Introduction

Community councils were first established in Scotland following the Local Government (Scotland) Act 1973. This Act provided for the adoption by local authorities of schemes for the establishment of community councils to regulate the operation of Community Councils in their areas, and for the periodic review and amendment of such schemes. It also provides that every local community in Scotland is entitled to petition their local authority to establish a community council in their area.

This **Scheme** is **Inverclyde Council's** scheme which, following such a review, was adopted on the **11**.

In this **Scheme** words and terms shown in **Bold Text** and have particular meanings which are set out in **Appendix V**.

For the avoidance of doubt, in the event of any inconsistency between the **Scheme** and either the **Standing Orders** or the **Constitution** of a **Community Council**, the **Scheme** takes priority.

2. Statutory Purposes

The statutory purposes of **Community Councils** 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, coordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable"

3. The Role and Responsibilities of Community Councils

The general purpose of **Community Councils** is to act as a voice for the community in their **Community Council 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 their local authority, other public sector bodies and private agencies on matters within their sphere of interest.

It is essential that these views be demonstrated to be accurately representative of the community. Accordingly, a **Community Council** will have in place, in consultation with and supported by the **Inverclyde Council**, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by all sectors of the community. **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**, **Inverclyde Council** and other public sector and private agencies.

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 **Standing Orders** and the terms of the **Scheme**.

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

In carrying out their activities **Community Councils**, **Community Councillors** and **Associate Members** must at all times adhere to the law, the terms of this **Scheme** and the **Community Councillors' Code of Conduct**.

Where a **Community Council** is established or re-established after an **Election**, it will have a **Constitution** based upon the **Model Constitution** and **Standing Orders** based upon the **Model Standing Orders** (which should be acknowledged at the first **Meeting** of the **Community Council** held after the **Election**) 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.

Any changes a **Community Council** decides to make to their **Constitution** or **Standing Orders** will require to be approved by **Inverclyde Council** and will only be effective from the date of that approval.

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. Good Practice Guidance has been produced to help Community Councils to deliver on these responsibilities. In order to fulfil their responsibilities as effective and representative, **Community Councils** shall: -

- Inform the community of the work and decisions of the **Community Council** by posting **Calling Notices**, **Agendas** and **Minutes** in public places, such as libraries and notice boards and, subject to the provisions contained within the UK GDPR and the Data Protection Act 2018, provide contact details of **Community Councillors**.
- Seek to broaden both representation and expertise by promoting the **Associate Membership** of the community council of persons for specific projects/issues.
- 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 and objectives.
- Comply with the terms of this **Scheme** in general, and in particular:
 - Inform **Inverclyde Council** of changes in membership per **Clause 5** of the **Scheme**;
 - Advise **Community Councillors**, **Additional Members** and **Inverclyde Council** of the dates of **Meetings** and provide copies of **Agendas** and

Minutes of Meetings at the appropriate times, per **Clause 10** of the **Scheme**; and

- Comply with the requirements of **Clause 12** of the **Scheme** in relation to financial records and **Annual Accounts**.
- Comply with their responsibilities under the UK GDPR and the Data Protection Act 2018.

The **Council** reserves the right to call the **Community Council** to account before a **Conduct Review Panel**, if it considers that a serious breach of this **Scheme** or its accompanying documents has taken place. A **Conduct Review Panel** shall consist of three **Inverclyde Councillors** and two **Community Councillors**. The **Conduct Review Panel** will operate in accordance with the process set out in **Clause 13** of the **Scheme**.

Inverclyde Councillors will not sit on a **Conduct Review Panel** considering a matter relating to a **Community Council** which falls within their **Ward**. **Community Councillors** will not sit on a Panel considering a complaint relating to their own **Community Council**.

4. Community Council Areas in Inverclyde

Inverclyde Council has produced a list of named **Community Councils** at **Appendix III** to the **Scheme**, and a map or maps that define the boundaries of the **Community Council Areas** at **Appendix IV** to the **Scheme**.

5. Membership of Community Councils

Number of Community Councillors

The **Minimum Number** and **Maximum Number** of **Community Councillors** for each **Community Council** is set out in **Appendix III**.

Should circumstances arise that lead to the number of **Community Councillors** on a **Community Council** falling below the **Minimum Number** for that **Community Council**, **Inverclyde Council** shall be informed and may undertake arrangements for an **Interim Election** under **Clause 7** of the **Scheme**.

A **Community Council** cannot have more **Co-Opted Members** than their **Co-Option Limit**.

Should circumstances arise that lead to the number of **Co-Opted Members** on a **Community Council** being above the **Co-Option Limit** for that **Community Council**, **Inverclyde Council** shall be informed and may undertake arrangements for an **Interim Election** under **Clause 7** of the **Scheme**.

There is no limit on the number of **Associate Members** a **Community Council** can appoint.

Eligibility Requirements

Only those who are:

- 16 years of age or older;
- named on the Electoral Register at an address in the particular **Community Council Area**; and
- **not Inverclyde Councillors** or members of the Scottish or United Kingdom Parliaments,

can become (or remain) **Community Councillors**.

The **Eligibility Requirements** do not apply to **Additional Members** (being **Associate Members** and **Ex-Officio Members**).

Elected Members

Elected Members of a **Community Council** are those elected at an **Election** under Clause 7 below.

Elected Members will have full voting rights at **Meetings**.

Elected Members will, following their election, serve until the next **Regular Election**.

Co-Opted Members

A **Community Council** can appoint a **Co-Opted Member**, as long as the person to be appointed meets the **Eligibility Requirements**, and that such appointment will not result in the **Community Council** having more **Community Councillors** than their **Maximum Number** or more **Co-Opted Members** than their **Co-Option Limit**.

Notice of a proposed Co-Option must be intimated to all of that **Community Council's Community Councillors** and **Additional Members** least 14 days prior to the **Meeting** at which the matter will be decided.

Co-Opted Members can only be appointed by a decision of the **Community Council** at a **Meeting** if voted for by at least two-thirds majority of the **Elected Members** present and voting.

Co-Opted Members shall have full voting rights, with the exception that they will not be entitled to vote on a question of Co-Option.

Co-Opted Members will serve until the first **Election** after their appointment, and will be entitled to seek nomination and election at such **Election** provided they meet the **Eligibility Requirement**.

Additional Membership

Associate Members

Associate Members may be appointed by a **Community Council** where there may be a need for individuals with particular skills or knowledge.

Associate Members may serve for such period as determined by the **Community Council** or until the **Community Council** ends their appointment.

Associate Members may also include representation from other constituted local voluntary organisations.

Associate Members shall have no voting rights at **Meetings** of the **Community Council**.

Ex-Officio Members

Inverclyde Councillors, MPs and MSPs whose wards or constituencies include all or part of a Community Council Area shall be deemed **Ex-Officio Members** of that **Community Council**.

Ex-Officio members shall have no voting rights at **Meetings** of the **Community Council**.

Changes in Membership

A **Community Council** must advise the **Inverclyde Council** of any changes in its membership whether in relation to **Community Councillors** or **Associate Members**.

A **Community Councillor** or an **Associate Member** may formally resign from that role by intimating resignation in writing or by email to **the Secretary, the Chair or the Liaison Officer**. Such resignation should be acknowledged and minuted by the **Community Council** at the next **Meeting**.

6. Establishment of Community Councils under the Scheme

Clause 7 of the **Scheme** deals with **Election** process under which a **Community Council** or **Community Councils** are established, whether at a **Regular Election** or an **Interim Election**.

If at any time:

- there is no established **Community Council** for a **Community Council Area**; and
- not less than 20 electors in that **Community Council Area** apply in writing to **Inverclyde Council** for a **Community Council** to be established for that **Community Council Area**,

then in terms of Section 52 (7) of the Local Government (Scotland) Act 1973, **Inverclyde Council** shall, within not more than six weeks from the date of the application, organise, in accordance with the **Scheme**, **Elections** for the purpose of establishing such a **Community Council**.

7. Community Council Elections

Nominations and Elections

The first **Election** under the **Scheme** shall be held on a date to be determined by **Inverclyde Council** and will be a **Regular Election**.

Subsequent **Regular Elections** will be held on a provisional four-yearly-cycle following that first election, but with final dates to be determined by **Inverclyde Council** (having regard to all relevant facts and circumstances, including but not limited to the timing of any other electoral events).

Regular Elections will take place across all **Community Council Areas** on or around the same dates.

Additionally, **Inverclyde Council** may in appropriate circumstances be asked or required to hold **Interim Elections** outwith the **Regular Elections** cycle. They will be administered in the same way as **Regular Elections** but will normally only relate to one **Community Council**.

Inverclyde Council will administer all **Elections** and the timing, form and process of Elections and related polls and counts will be as determined from time to time by **Inverclyde Council**.

Returning Officer

Inverclyde Council will appoint a **Returning Officer**. The **Returning Officer** must not be a **Community Councillor** or intending to stand for election as a **Community Councillor**.

Nominations

Individuals seeking nomination for election as a **Community Councillor** must meet the **Eligibility Requirements** set out in **Clause 5** of this **Scheme**, and require to be nominated as a candidate for election by a proposer and seconder, both of whom must be registered on the Electoral Register at an address in the **Community Council Area**.

Those nominating can propose (but only once) **and** second (but only once) at an **Election**. Self-nomination is not permitted.

Nominations require to be submitted with the candidate's consent.

A completed nomination form, the style of which will be determined by **Inverclyde Council**, will require to be completed, signed by the candidate, the proposer and the seconder, and submitted to the **Returning Officer** by no later than the last date for lodging nominations set down in the election timetable determined by **Inverclyde Council**. No nomination forms submitted after that date will be accepted.

Process

On the expiry of the period for lodging nominations:

- 1) Should the number of candidates validly nominated for a **Community Council** equal or exceed the **Minimum Number**, but be less than or equal to the **Maximum Number**, the said candidates will be declared to be elected as **Elected Members** of

the **Community Council**, the **Community Council** will be declared to be established or re-established, and no poll shall be held.

- 2) Should the number of candidates validly nominated exceed the **Maximum Number** arrangements for a poll shall be implemented. Following the poll (including any subsequent count), a declaration will be made of those candidates elected as **Elected Members** of the **Community Council** and the **Community Council** declared as established or re-established.
- 3) Should the number of candidates validly nominated be less than the **Minimum Number** the **Community Council** will not be established or re-established at that time, however **Inverclyde Council** may in such circumstances issue a second call for nominations within 6 months of the last date for nominations in the first call.

Filling of casual places/vacancies between elections

Should a vacancy or vacancies arise on a **Community Council** between **Elections**, the **Community Council** shall take steps to fill such vacancies, which may be either by **Co-Option** complying with **Clause 5** of the **Scheme** or by consulting with **Inverclyde Council** to request an **Interim Election**.

8. Equalities

Recognition should be given to the contribution of everyone participating in the work of a **Community Council**. **Community Councils** 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.

Consideration must also be given by the **Community Council** as to their meeting place or virtual meeting platform. This must be in terms of accessibility and facilities for disabled users, as well as location, as far as practicable, to ensure that the needs of all **Community Councillors**, **Additional Members**, members of public or others attending are met

9. Disqualification of Membership

Where for whatever reason a **Community Councillor's** circumstances change so that they no longer meet the **Eligibility Requirement**, then their membership as a **Community Councillor** will automatically come to an end.

If any **Community Councillor** fails to attend any **Meetings** of their **Community Council**, with or without submitting apologies, throughout a period of 6 months, the **Community Council** may terminate their membership.

At the discretion of individual **Community Councils**, a period of leave of absence for a **Community Councillor** may be granted at any **Meeting** of the **Community Council**.

A **Community Councillor's** membership of a **Community Council** may also be suspended or terminated under **Clause 13** of the **Scheme** in terms of a decision of (i) the **Community Council** or (ii) a **Conduct Review Panel**.

10. Meetings

The first **Ordinary Meeting** of a **Community Council** following an **Election** will be called by the **Returning Officer** approved by **Inverclyde Council** and will take place within 6 weeks of the date of the **Election**, or as soon as practicable thereafter. The business of that **Meeting** will include acknowledgement of the **Constitution** and **Standing Orders** in terms of **Clause 3** of the **Scheme**, appointment of office bearers and any outstanding business matters from the outgoing community council.

The frequency of meetings will be determined by each **Community Council**, subject to a minimum of one **Annual General Meeting** and **6 Ordinary Meetings** being held in each **Community Council Year**. The **Annual General Meeting** shall be held in a month of each year to be determined by the **Community Council** in consultation with **Inverclyde Council**.

It shall be a matter in the discretion of the **Community Council** as to whether **Meetings** be held in person, using online video conferencing or meetings systems, or a hybrid of both, subject to the requirement in the following paragraph on public access.

A **Community Council** can meet to discuss items of business in private where it considers it appropriate to do so. The decision to meet in private must be agreed in advance and decided by a majority vote. Notice of such a meeting will be given to the public in the usual way, which notice will indicate that the meeting, or a part thereof, shall be held in private, and provide the reason why it is to be held in private. Subject to the foregoing exception, all **Meetings** must (whether in person or online) be accessible to members of the public.

If a **Community Council** receives a written request signed by at least 20 persons resident within the **Community Council Area** to convene a meeting for a particular matter or matters to be debated, it shall call such a meeting to be held within 21 days of receipt of such a request, which shall known as a **Special Meeting**.

Not less than 10 days before the date of a **Meeting**, circulate a **Calling Notice** and **Agenda** to **Community Councillors**, **Additional Members** and **Inverclyde Council**.

A **Calling Notice** will specify the date, time and place (in this context, place can include details of how to connect to an online meeting) of the **Meeting**.

An **Agenda** will specify the items of business to be discussed at the **Meeting**. No item of business may be discussed at a **Meeting** if it was not included on the **Agenda** unless such discussion is agreed to by a majority of the **Community Councillors** present and voting at that **Meeting**.

Community Councils shall publish **Calling Notices**, **Agendas** in advance of **Meetings** and in public places, such as libraries and notice boards and online, and will make **Calling Notices**, **Agendas** and **Minutes** available to any party on request.

Not later than 21 days after the date of a **Meeting**, circulate draft minutes of the **Meeting** to **Inverclyde Council**, **Community Councillors**, **Additional Members** and other interested parties.

The quorum at a **Meeting** of a **Community Council** shall be the greater of:

- one third of its current number of **Community Councillors**; or
- 3 of its **Community Councillors**.

An outline for the content of business that **Community Councils** should adhere to when holding **Meetings** is contained within the **Model Standing Orders**.

Inverclyde Council has the discretion to call a **Meeting** of a **Community Council**, and shall in such circumstances be responsible for the preparation, issue and publication of a **Calling Notice** and **Agenda**.

11. Liaison with Inverclyde Council

In order to facilitate the effective functioning of **Community Councils**, **Inverclyde Council** has identified an official to act as a **Liaison Officer** with **Community Councils**. Unless there is a specific agreement or an issue is a specific departmental issue, all correspondence between **Inverclyde Council** and the **Community Councils** should, in the first instance, be directed through that official.

Community Councils shall provide copies of their **Agendas** and **Minutes** within timescales set out in the **Scheme** to the **Inverclyde Council** via the **Liaison Officer**.

Community Councils may make representations to **Inverclyde Council** and other public and private agencies, on matters for which it is or they are 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 **Inverclyde Council** official.

On issues where an **Inverclyde Council** department is consulting with **Community Councils**, representations should be made to the appropriate departmental officer.

12. Resourcing a Community Council

A **Community Council** must maintain proper financial records and present financial reports at **Meetings**. As soon as reasonably practicable after the end of each **Community Council Year**, a **Community Council** must also prepare a set of **Annual Accounts** detailing all income and expenditure in that **Community Council Year** and the balances of funds held by the **Community Council** at the start and end of that **Community Council Year**. Both of these tasks would ordinarily be undertaken by the **Community Councillor** appointed by the **Community Council** as their Treasurer.

The **Community Councils** shall follow such guidance as is produced from time to time by **Inverclyde Council** on maintaining financial records, the form of the **Annual Accounts** and the independent verification of the **Annual Accounts**.

The **Annual Accounts** of a **Community Council** shall be independently examined and approved by at least two examiners appointed by the **Community Council**, who are not **Community Councillors** or **Additional Members** of that **Community Council** or persons connected with any of the **Community Councillors** or **Additional Members** of that **Community Council**. The **Annual Accounts** so examined will then be submitted to the **Community Council's Annual General Meeting** (or if that is not possible, any other **Meeting** of the **Community Council**) for approval by the **Community Council**.

Following independent examination and approval in terms of the last paragraph, a **Community Council** shall as soon as reasonably practicable forward a copy of their **Annual Accounts**, to the **Liaison Officer**.

The **Liaison Officer** may, at their discretion and in consultation with the **Inverclyde Council's** Chief Financial Officer, require the community council to produce such records, vouchers and account books, as may be required.

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

Inverclyde Council may provide grant funding to **Community Councils**. The amount of such grant funding, the purposes to which it may be applied, and any conditions attaching to the award or the use of such grant funding shall be as determined by **Inverclyde Council** from time to time.

Inverclyde Council shall determine any additional support services/resourcing, such as: photocopying and distribution of community council minutes, agendas and free lets of halls for community council meetings, to suit local requirements.

The **Liaison Officer** will liaise with the **Community Councils** on any training requirements, including but not limited to training on the duties and responsibilities of community council office bearers, the role of **Community Councils**, the functions of **Inverclyde Council** and other relevant topics.

13. Complaints Procedure

Complaints Criteria

Any person may complain to a **Community Council** about the conduct of the **Community Council**, or any of its **Community Councillors** or **Associate Members**.

A **Community Council** must advise **Inverclyde Council** of any **Complaint** received by it, advising of their proposed course of action in terms of this **Clause** and the reasoning for that proposed course of action.

The **Community Council** does not have to consider the substance of a **Complaint**, (or refer it to the **Conduct Review Panel**), if it decides by a simple majority of **Community Councillors** present at the meeting where it is considered and eligible to vote that:

- the **Complaint** is vexatious; or
- that the subject matter of the **Complaint** is substantially identical to that of a previous **Complaint** that has been or is currently being dealt with by either the **Community Council** or a **Conduct Review Panel**.

All **Complaints** shall be considered by the **Community Council** in the first instance, unless:

- the **Complaint** concerns the conduct of the **Community Council** as a whole, or the conduct of half or more of the **Community Councillors** on a **Community Council**;
- three or more **Complaints** have previously been received about a particular **Community Councillor**, or from a particular individual, during a single term of the **Community Council**; or

- the **Complaint** concerns the response of the **Community Council** to a previous **Complaint**.

Complaints falling within one of the above categories shall be referred in the first instance by the **Community Council** to **Inverclyde Council** for consideration by a **Conduct Review Panel**. **Conduct Review Panels** are dealt with below.

All other **Complaints** shall be considered by the **Community Council**.

Community Council Consideration of Complaints.

They shall determine **Complaints** on the basis of a simple majority of those present and eligible to vote on whether the subject of the **Complaint** has failed to comply with their duties in their role as a **Community Councillor**. A **Community Councillor** who is either the subject of a **Complaint**, or is the complainer, will not be entitled to vote when that **Complaint** is being considered.

If the **Community Council** is satisfied that complaint is upheld, the **Community Council** must either:-

- censure the **Community Councillor** in question;
- issue of a formal written warning to the **Community Councillor** in question;
- suspension of the **Community Councillor** in question from the **Community Council** for up to 3 months; or
- where the **Community Council** considers it appropriate, refer the **Complaint** to a **Conduct Review Panel** for consideration and determination.

Conduct Review Panels and their Consideration of Complaints

Inverclyde Council will establish a **Conduct Review Panel** to consider **Complaints** which have been referred by a **Community Council** where either the **Complaint** falls to be considered by such a panel in the first instance or a following consideration of the **Complaint**, the **Community Council** has decided to do so, all in terms of this **Clause**.

A **Conduct Review Panel** shall consist of three **Inverclyde Councillors** and two **Community Councillors**, subject to the following:

- **Inverclyde Councillors** will not sit on a **Conduct Review Panel** considering a **Complaint** relating to a **Community Council** which falls within their **Ward** or where they are the complainer or one of the complainers.
- A **Community Councillor** will not sit on a **Conduct Review Panel** considering a **Complaint**: relating to their own **Community Council**; relating to themselves as an individual **Community Councillor**; or where they are the **Complainer** or one of the **Complainers**.
- A **Conduct Review Panel** will have a quorum of three, being two **Inverclyde Councillors** and one **Community Councillor**.

Only members of a **Conduct Review Panel** who are present for all meetings of that **Conduct Review Panel** in relation to a **Complaint** can vote on a decision on that **Complaint**.

If a **Complaint** is made in respect of a decision of a **Community Council** to impose one of sanctions in respect of a previous **Complaint**, implementation of that sanction shall be suspended pending the **Conduct Review Panel's** determination of the new **Complaint**, and in so determining the **Conduct Review Panel** may uphold, vary or revoke the sanction previously imposed.

The **Conduct Review Panel** will endeavour to meet to consider a **Complaint** within 12 weeks of Inverclyde Council's receipt of the referral. The relevant parties will be notified if that timescale cannot be met.

The **Conduct Review Panel** may refer a complaint for consideration by an independent person or body if required.

A decision by the **Conduct Review Panel** will be reached by a simple majority. If the **Conduct Review Panel** is satisfied that the **Complaint** be upheld, they must do one or more of the following:-

- censure the **Community Councillor** in question;
- issue of a formal written warning to the **Community Councillor** in question;
- suspend the **Community Councillor** in question from the relevant **Community Council** for up to one year;
- remove the **Community Councillor** in question from the relevant **Community Council**;
- disqualify the **Community Councillor** in question from sitting on any **Community Council** within the **Inverclyde Council** area for a period of up to a maximum of the remainder of the **Community Council's** term or two years, whichever is greater;
- require the **Community Councillor** in question to participate in mediation with the complainer; and
- in circumstances where it appears that the whole **Community Council**, or a significant proportion of its **Community Councillors** have engaged in gross misconduct, recommend that the **Inverclyde Council** suspend or dissolve the **Community Council**.

The **Conduct Review Panel** will confirm the decision to the **Community Council** , the **Community Councillor** in question and to the complainer, setting out the reason(s) for the decision.

Inverclyde Council's Head of Legal, Democratic, Digital & Customer Services will determine procedures for how a meeting of a **Conduct Review Panel** is to be arranged and if any complaint is to be considered. Meetings of a **Conduct Review Panel** shall be held in public unless the **Conduct Review Panel** in that instance decides there are reasonable grounds for them to be wholly or partly in private.

Inverclyde Council reserves the right to carry out an investigation that it considers necessary into the conduct of a **Community Council** or individual **Community Councillors**.

14. Dissolution of a Community Council

The terms for dissolution of a **Community Council** are contained within the **Model Constitution**.

Notwithstanding these terms:

- should a **Community Council** fail to hold a meeting for a period of 4 consecutive months, **Inverclyde Council** may, having regard to all the relevant facts and circumstances, decide to dissolve that **Community Council**;
- where a **Conduct Review Panel** has recommended suspension or dissolution of a **Community Council** in terms of **Clause 13** of the Scheme, **Inverclyde Council** may, having regard to all the relevant facts and circumstances, decide to suspend or dissolve that **Community Council**;
- for the avoidance of doubt, on the declaration of result of a **General Election** for a **Community Council Area** by the **Returning Officer**, any **Community Council** previously established for that **Community Council Area** will be dissolved.

Appendix I - Model Constitution for Community Councils

Constitution of [INSERT NAME OF COMMUNITY COUNCIL] Community Council

1. Name

The name of the COMMUNITY COUNCIL shall be [INSERT NAME OF COMMUNITY COUNCIL AS PER SCHEME] (referred to as the “COMMUNITY COUNCIL” in this document).

2. Area of the Community Council

The area of the COMMUNITY COUNCIL shall be as shown on the map attached to the Scheme for the Establishment of Community Councils in Inverclyde (“the Scheme”) as approved by the Inverclyde Council (“the Council”) on 11.

3. Objectives

The objectives of the COMMUNITY COUNCIL shall be:

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

4. Role and Responsibilities

In the discharge of their functions and the conduct of their business, the COMMUNITY COUNCIL and its membership shall have regard to their role and responsibilities as set out in Clause 3 of the Scheme and the Community Councillors' Code of Conduct agreed in 2009 published by the Scottish Government and any variation or replacement thereof ("the Code of Conduct").

5. Membership

The COMMUNITY COUNCIL'S membership is as governed by Clause 5 of the Scheme. When used in this document, the terms Community Councillor, Elected Member, Co-Opted Member, Additional Member, Associate Member and Ex-Officio Member shall have the meanings set out in that Clause 5.

6. Method of Election

Election procedures shall be governed by the method of election laid down in Clause 7 of the Scheme and as determined from time to time by Inverclyde Council.

7. Casual Vacancies on the Community Council

Where a vacancy arises which does not result in the number of Community Councillors falling below the minimum number as specified in Clause 5 of the Scheme, and at least 6 months has passed since the last election the COMMUNITY COUNCIL may, if it considers it to be desirable, agree to:-

- (a) the holding of an extraordinary general meeting to consider the submission of a request to the Council that an Interim Election be held in terms of Clause 7 of the Scheme to fill the vacancy (and any other outstanding vacancies) can be filled, on the basis that such vacancies would be publicised, nominations invited and an election held where the number of candidates exceeded the number of places available (Interim Elections will be administered by the Council in terms of the Scheme);
- (b) the filling of a vacancy by Co-Option in terms of Clause 5 of the Scheme provided that doing so would not mean the number of Co-Opted Members exceeds the Co-Option limit set out at Clause 5 of the Scheme; or
- (c) the vacancy being left unfilled until local public interest is expressed or until the next set of Regular Elections in terms of Clause 7 of the Scheme.

8. Voting Rights of Members of the Community Council

As provided for in Clause 5 of the Scheme, at any meeting of the COMMUNITY COUNCIL, Community Councillors shall have the right to vote but Associate Members and Ex-Officio Members shall not.

Unless there are specific provisions stating otherwise in the Scheme or this Constitution all decisions of the COMMUNITY COUNCIL will be decided by a simple majority of those eligible to vote and present and voting.

In the event of a vote of the Community Councillors that results in a majority not being achieved, the Chair shall have an additional or casting vote.

9. Election of Office Bearers

- (a) At the first meeting of the COMMUNITY COUNCIL after a Regular Election and thereafter at each Annual General Meeting, the COMMUNITY COUNCIL shall appoint a Chair, Secretary, Treasurer and other such office-bearers as it shall from time to time decide from among its Community Councillors. Where an office bearer vacancy arises, the COMMUNITY COUNCIL may fill such a vacancy by appointment at a regular COMMUNITY COUNCIL Meeting.
- (b) Subject to (c) below, all office bearers shall be appointed for the period up to the next Annual General Meeting, but shall be eligible for re-appointment, without limitation of time.
- (c) Notwithstanding the terms of (b) above, a COMMUNITY COUNCIL may decide to revoke the appointment of an office bearer at any meeting of the COMMUNITY COUNCIL provided that:
 - i. notice of the proposal to discuss such revocation has intimated to all of the COMMUNITY COUNCIL's Community Councillors and Additional Members least 14 days prior to the Meeting at which the matter will be decided; and
 - ii. the revocation of such appointment can only take place if voted for by at least a two-thirds majority of the Community Councillors present and voting at the Meeting in question.
- (d) Without the express approval of the Council, no one Community Councillor shall hold more than one of the following offices at any one time: Chair, Secretary or Treasurer.
- (e) An office-bearer may formally resign from that role by intimating resignation in writing or by email to the Secretary or the Chair or the Liaison Officer. Such resignation should be acknowledged and minuted by the COMMUNITY COUNCIL at the next MEETING.

10. Committees of the Community Council

The COMMUNITY COUNCIL may appoint representatives to committees of the COMMUNITY COUNCIL and shall determine their composition, quorum, terms of reference, duration, duties and powers.

11. Meetings of the Community Council

- (a) The quorum for COMMUNITY COUNCIL meetings shall be at least one third of the current number of Community Councillors, or 3 Community Councillors, whichever is the greater.
- (b) Once in each year in a month to be determined by the COMMUNITY COUNCIL in consultation with INVERCLYDE COUNCIL, the COMMUNITY COUNCIL shall convene an Annual General Meeting for the purpose of receiving and considering the Chair's annual report on the COMMUNITY COUNCIL, the submission and approval of the independently examined annual statement of accounts and the appointment of office bearers.
- (c) The terms of Clause 10 of the Scheme shall apply to the conduct of all meetings of the COMMUNITY COUNCIL, and the COMMUNITY COUNCIL must adhere to the terms of the same. This Clause sets out the minimum number of meetings required, the requirement to provide public notice of meetings, issue Calling Notices and Agendas, and to circulate draft and approved minutes of meetings.
- (d) Dates, times and venues of regular meetings of the COMMUNITY COUNCIL shall be fixed at the first meeting of the COMMUNITY COUNCIL following a Regular Election, and thereafter at each Annual General Meeting. Special meetings shall require at least 10 days public notice, either called by the Chair, or on the request of not less than one half of the total number of Community Councillors. INVERCLYDE COUNCIL has the discretion to call a meeting of the COMMUNITY COUNCIL, and shall in such circumstances be responsible for the preparation, issue and publication of a CALLING NOTICE and AGENDA.
- (e) 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.
- (f) The COMMUNITY COUNCIL shall abide by its Standing Orders for the proper conduct of its meetings.
- (g) The COMMUNITY COUNCIL has a duty to be responsive to the community it represents. Should the COMMUNITY COUNCIL receive a written request, signed by at least 20 persons resident within the COMMUNITY COUNCIL area to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting within 21 days of receipt of such a request, complying with the notice requirement Clause 10 of the Scheme.
- (h) The COMMUNITY COUNCIL can meet to discuss items of business in private where it considers it appropriate to do so. The decision to meet in private will be agreed in advance and decided by a majority vote. Notice of such a meeting will be given to the public in the usual way. However, the Notice will record that the meeting, or a part thereof, shall be held in private, and provide the reason why it is to be held in private.

12. Public Participation in the Work of the Community Council

- (a) All meetings of the COMMUNITY COUNCIL and its committees (subject to 11(h), above) shall be open to members of the public. Proper provision is to be made for the accommodation of (or access for) 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 Chair.
- (b) Notices calling meetings of the COMMUNITY COUNCIL and its committees shall be posted prominently within the COMMUNITY COUNCIL area for a minimum period of ten days before the date of any such meeting, and, where possible, be advertised by other suitable means.

13.Information to the Council

The Community Council Liaison Officer shall be sent an annual calendar of the COMMUNITY COUNCIL'S prescribed meeting dates, times and venues, which should be agreed at the COMMUNITY COUNCIL'S annual general meeting, minutes of all meetings, the annual report, the annual financial statement and any other such suitable information, as may from time to time be agreed between the COMMUNITY COUNCIL and the Council. When special meetings of the COMMUNITY COUNCIL are to be held, the Community Council Liaison Officer should be advised of the date, time venue and subject(s) of debate of such meetings, at least 10 days in advance of the meeting date.

14.Control of Finance

- (a) All monies raised by or on behalf of the COMMUNITY COUNCIL or provided by the Council and other sources shall be applied to further the objectives of the COMMUNITY COUNCIL and for no other purpose. The monies provided by the Council by way of Grant for administrative and other approved purposes shall be used only as prescribed. Monies raised from other sources may be used in accordance with the terms of this provision (so long as they are consistent with the objectives of the community council), or in the absence of such terms, for the furtherance of the objectives of the COMMUNITY COUNCIL.
- (b) The Treasurer shall undertake to keep proper accounts of the finances of the COMMUNITY COUNCIL.
- (c) 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, provided that no two authorised signatories can be related, have a business connection or reside in the same house.
- (d) The provisions of Clause 12 of the Scheme shall apply to and be followed by the COMMUNITY COUNCIL in relation to the preparation, independent verification and COMMUNITY COUNCIL approval of the Annual Accounts of the COMMUNITY COUNCIL for each Community Council Year.

15.Title to Property

Property and other assets belonging to the COMMUNITY COUNCIL shall be vested in the Chair, Secretary and Treasurer of the COMMUNITY COUNCIL and their successors in these respective offices as trustees of the COMMUNITY COUNCIL.

16. Alterations to the Constitution

Any proposal by the COMMUNITY COUNCIL to alter this Constitution must be first considered by a meeting of the COMMUNITY COUNCIL and the terms of the proposal to alter the Constitution shall be stated on the notice calling the meeting, which shall be issued not less than ten days prior to the meeting. Any proposed alterations may not prejudice the terms and objectives contained within the Scheme.

If the proposal is supported by two-thirds of the total voting membership of the COMMUNITY COUNCIL'S Community Councillors present and voting at that Meeting, and is approved in writing by the Council, the alteration shall be deemed to have been duly authorised and can then come into effect.

17. Dissolution

If the COMMUNITY COUNCIL by a two-thirds majority of the Community Councillors present and voting at the meeting in question, decides that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss a proposed resolution to dissolve.

It is a requirement that not less than ten days prior to the date of such meeting a public notice be given by means of notification in the local newspaper.

If the resolution is supported by a majority the Community Councillors present and voting at that meeting and is approved by the Council, the COMMUNITY COUNCIL shall be deemed to be dissolved and all assets remaining, subject to the approval of the Council, after the satisfaction of any proper debts or liabilities shall transfer to the Council who shall hold same in Trust for a future COMMUNITY COUNCIL representing that area.

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

Appendix II - Model Standing Orders

Standing Orders of [INSERT NAME OF COMMUNITY COUNCIL] Community Council

1. Meetings

- (a) Ordinary meetings of the COMMUNITY COUNCIL shall be held in on such dates as are determined from time to time by the COMMUNITY COUNCIL in accordance with the COMMUNITY COUNCIL's Constitution and the Scheme for the Establishment of Community Councils in Inverclyde ("the Scheme"). Special Meetings may be called at any time: on the instruction of the Chair of the COMMUNITY COUNCIL; on the request of not less than one-half of the total number of Community Councillors (as defined the Scheme) of the COMMUNITY COUNCIL; or on the receipt of a common written request, signed by at least 20 persons, resident within the COMMUNITY COUNCIL area, to convene a special meeting for a particular matter or matters to be debated. A Special Meeting shall be held within 21 days of the receipt of the request made to the Secretary of the COMMUNITY COUNCIL. Annual General Meetings are held annually.
- (b) The notice of meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and the Community Council Liaison Officer by the Secretary of the COMMUNITY COUNCIL, at least 10 days before the date fixed for the meeting.

2. Minutes

Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL shall be drawn up, and distributed in accordance with Clause 10 of the Scheme and shall, following their approval, be signed at the next meeting of the COMMUNITY COUNCIL by the person presiding thereat and retained for future reference.

3. Quorum

A quorum shall be one-third of the current number of Community Councillors of the COMMUNITY COUNCIL, or 3 such Community Councillors, whichever is the greater. If a quorum is not present, no business may be transacted or decisions made by the COMMUNITY COUNCIL at the meeting.

4. Order of Business

i. Ordinary Meeting

The order of business at every Ordinary Meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present, declarations of interest, and apologies received.
- (b) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.
- (c) Any planning applications the Chair has directed should be considered.
- (d) Any other item of business, which the Chair has directed, should be considered.
- (e) Any other competent business.
- (f) Questions from the floor.
- (g) Chair to declare date of next meeting and close meeting.

ii. Annual General Meeting

The order of business at every Annual General Meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last annual general meeting of the COMMUNITY COUNCIL shall be submitted for adoption.
- (c) Chair's Annual Report (and questions from the floor).
- (d) Secretary's Annual Report (and questions from the floor).
- (e) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- (f) Demit of current office bearers/election of office bearers.
- (g) Chair to declare date of next annual general meeting and close meeting.

It will not be uncommon that the COMMUNITY COUNCIL has arranged for an ordinary meeting of the COMMUNITY COUNCIL to begin at the close of the Annual General Meeting, to enable any outstanding reporting on business matters to be heard; and for Community Councillors, Additional 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.

iii. Special Meeting

The order of business at every Special Meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Business for debate, as described in the calling notice for the special meeting.
- (c) Chair to close meeting.

5. Order of Debate

- (a) The Chair shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and her/his ruling shall be final and shall not be open to discussion. In particular, the Chair shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4, above. The Chair 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. The Chair shall have the power, in the event of disorder arising at any meeting, to adjourn the COMMUNITY COUNCIL meeting to a time he/she may then, or afterwards, fix.
- (b) Every motion or amendment shall be moved and seconded by a Community Councillor.
- (c) After a mover of a motion has been called on by the Chair to reply, no other members shall speak to the question.
- (d) A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- (e) A motion or amendment which is contrary to a previous decision of the COMMUNITY COUNCIL shall not be competent within six months of that decision.

6. Voting

- (a) Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, the appointment of office bearers (or the revocation of such appointment) may be held by secret ballot.
- (b) The Chair of a meeting of the COMMUNITY COUNCIL shall have a casting vote as well as a deliberative vote.

7. Alteration of Standing Orders

A proposal to alter these Standing Orders may be proposed to Inverclyde Council to be altered or added to at any time by the COMMUNITY COUNCIL, provided that notice of

motion to that effect is given at the meeting of the COMMUNITY COUNCIL immediately prior to that at which the motion is discussed. Inverclyde Council shall have final discretion on any proposed change.

8. Committees

The COMMUNITY COUNCIL may appoint such committees as it may from time to time decide and shall determine their composition, quorum, terms of reference, duration, duties and powers.

9. Suspension of Standing Orders

These Standing Orders shall not be suspended except at a meeting at which three-quarters of the total number of Community Councillors are present and then only if the mover states the object of his motion and if at least two-thirds of the Community Councillors present and voting support the suspension.

Appendix III - Community Councils, Maximum and Minimum Numbers, and Populations (best fit from SIMD data)

Community Council	Population	Minimum Number of Community Councillors	Maximum Number of Community Councillors
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Appendix IV - Maps of Community Council Areas

[MAPS TBC]

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Appendix V - Defined Terms

Where the following terms appear in the **Scheme** they will have the meanings set out below:

Act means the Local Government (Scotland) Act 1973;

Additional Member means an **Associate Member** or an **Ex-Officio Member**;

Agenda has the meaning set out in **Clause 10** of the **Scheme**;

Annual Accounts means the Annual Accounts of a **Community Council** in terms of **Clause 12** of the **Scheme**;

Annual General Meeting means an Annual General Meeting of a **Community Council** in accordance with **Clause 10** of the **Scheme**;

Appendix means an Appendix to the **Scheme**;

Associate Member means a member appointed in terms of the paragraph on Associate Members in **Clause 5** of the **Scheme**;

Calling Notice has the meaning set out in **Clause 10** of the **Scheme**;

Clause means a numbered Clause of the **Scheme**;

Community Council means a Community Council established under the **Scheme**;

Community Council Area means the area of a **Community Council** as set out in the map or maps in **Appendix IV** to the **Scheme**;

Community Council Year means the period running from 1 April in a given year to 31 March in the subsequent year, or such other period as may from time to time be determined by **Inverclyde Council**;

Community Councillor means an **Elected Member** or a **CoOpted Member**;

Community Councillors' Code of Conduct means the Community Councillors' Code of Conduct agreed in 2009 and published by the Scottish Government, and as from time to time varied or replaced by the Scottish Government;

Complainer means a person (whether as an individual or with others) which has submitted a **Complaint**;

Complaint means a complaint of the type referred to in terms of **Clause 13** of the **Scheme**;

Conduct Review Panel means a Conduct Review Panel established by **Inverclyde Council** in terms of **Clause 13** of the **Scheme**;

Constitution means the Constitution of a **Community Council** in terms of **Clause 3** of the **Scheme**;

Co-Opted Member means a member appointed in terms of the paragraph on Co-Opted Members in **Clause 5** of the **Scheme**;

Co-Option Limit means from time to time, 40% of a **Community Council's** number of **Community Councillors**;

Elected Member means a member elected to the **Community Council** at an **Election**;

Election means a **Regular Election** or an **Interim Election**;

Eligibility Requirements are the conditions for membership as a **Community Councillor** set out in **Clause 5** of the **Scheme**;

Ex Officio Member means an Ex-Officio Member in terms of **Clause 5** of the **Scheme**;

Interim Election means an election held in addition to those in the regular four yearly cycle, as set out **Clause 7** of the **Scheme**;

Inverclyde Council means the Inverclyde Council, constituted under the Local Government etc. (Scotland) Act 1994, Municipal Buildings, Clyde Square Greenock (and depending on context, may include a committee or officer of Inverclyde Council to whom authority has been delegated to act or decide on behalf of Inverclyde Council);

Inverclyde Councillor means an elected member of **Inverclyde Council**.

Liaison Officer means the official nominated by **Inverclyde Council** from time to time to act as liaison between **Inverclyde Council** and the **Community Councils**;

Maximum Number means the maximum number of **Community Councillors** for each **Community Council** as set out in **Appendix III** to the **Scheme**;

Meeting means an **Ordinary Meeting**, a **Special Meeting** or an **Annual General Meeting**;

Minimum Number means the minimum number of **Community Councillors** for each **Community Council** as set out in **Appendix III** to the **Scheme**;

Minute means a minute of a **Meeting**, circulated in draft form per **Clause 10** of the **Scheme**, and approved by the **Community Council** at a subsequent **Meeting**;

Model Constitution means the form of constitution set out in **Appendix I** to the **Scheme**;

Model Standing Orders means the form of standing orders set out in **Appendix II** to the **Scheme**;

Ordinary Meeting means an Ordinary Meeting of a **Community Council** in accordance with **Clause 10** of the **Scheme**;

Regular Election means an election held for a **Community Council** in the regular four yearly cycle, as set out **Clause 7** of the **Scheme**;

Sanction means one of the sanctions open to both a **Community Council** and a **Conduct Review Panel** in terms of **Clause 13** of the **Scheme**;

Scheme means this Scheme for the Establishment of Community Councils in Inverclyde;

Special Meeting means a Special Meeting of a **Community Council** in accordance with **Clause 10** of the **Scheme**;

Standing Orders means the Standing Orders of a **Community Council** in terms of **Clause 3** of the **Scheme**; and

Ward means, with reference to an **Inverclyde Councillor**, the Inverclyde Council Ward that Councillor represents.