



# THE CITY OF EDINBURGH COUNCIL

## SCHEME FOR COMMUNITY COUNCILS

### Contents

<b>Section 1</b> - Introduction .....	Page 1
<b>Section 2</b> - Statutory purposes .....	Page 1
<b>Section 3</b> - The role and responsibilities of community councils.....	Pages 1-3
<b>Section 4</b> - Community council areas.....	Page 3
<b>Section 5</b> - Membership of community councils.....	Pages 3-4
<b>Section 6</b> - Community council elections.....	Pages 4-9
<b>Section 7</b> - Equality and diversity .....	Pages 9-10
<b>Section 8</b> - Disqualification of membership.....	Page 10
<b>Section 9</b> - Meetings.....	Pages 10-13
<b>Section 10</b> - Virtual Meetings.....	Pages 13-14
<b>Section 11</b> - Liaison with the City of Edinburgh Council.....	Page 14
<b>Section 12</b> - Resourcing community councils.....	Pages 14-15
<b>Section 13</b> - Liability of Community Council Members.....	Page 16
<b>Section 14</b> - Code of conduct.....	Page 16
<b>Section 15</b> - Community council boundaries and names.....	Page 16
<b>Section 16</b> - Dissolution of a community council.....	Page 16
<b>Schedule 1</b> - The City of Edinburgh Council – Community Councils.....	Pages 17-20
<b>Schedule 2</b> - Procedure for the appointment of nominated representative members from local interest groups.....	Pages 21-23
<b>Schedule 3</b> - Code of Conduct for Community Councillors.....	Pages 24-29
<b>Schedule 4</b> - Model Standing Orders.....	Pages 30-33
<b><u>Happy to Translate – How to request accessible versions of this document.....</u></b>	<b>Page 34</b>

## **1. Introduction**

- 1.1 Community councils were first established in Scotland by the Local Government (Scotland) Act 1973, with the Local Government etc. (Scotland) Act 1994 creating the current system of unitary local authorities, and providing, under Section 22, for the continuation of community councils. These acts provide the legal framework for community councils.
- 1.2 The City of Edinburgh Council Scheme for Community Councils (the Scheme): -
  - 1.2.1 Establishes the governance framework under which community councils in the City of Edinburgh Council local authority area are to comply, and
  - 1.2.2 Forms the constitution of each community council.

## **2. Statutory purposes**

- 2.1. The statutory purposes of the community councils established under the Scheme are set out in Section 51(2) of the Local Government (Scotland) Act 1973, as follows: -

*"In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable"*

## **3. The role and responsibilities of community councils**

- 3.1 The general purpose of community councils is to act as voices for their local areas, articulating the views and concerns of individuals and groups on a wide range of issues of public concern, including making representations to the City of Edinburgh Council, other public sector bodies and private agencies on matters within their sphere of interest.
- 3.2 Community councils have a statutory right to be consulted on planning applications.
- 3.3 Community councils are competent objectors to all licence applications lodged with the City of Edinburgh Council in terms of the Civic Government (Scotland) Act 1982, which includes applications for House in Multiple Occupation licences.
- 3.4 Community councils are the key community representative bodies within the local community planning arrangements across the City of Edinburgh Council area.

- 3.5 Community councils may carry out other activities that are in the general interests of the communities they represent, provided that these activities fall within Section 3 of the Scheme.
- 3.6 Community councils should engage widely with their local communities to represent their views when engaging with the City of Edinburgh Council. It is essential that these views are demonstrated to be representative of the community, and each community council should expect to be able to explain why it has taken any particular position on behalf of its community. Community councils will endeavour to devise strategies to secure greater involvement by all sectors of their communities.
- 3.7 Community councils should be able to demonstrate how they are fulfilling their responsibilities as representative bodies by provision of an annual report and other forms of engagement such as newsletters, surveys, websites and use of social media.
- 3.8 In order to fulfil their responsibilities as effective and representative, community councils shall: -
- 3.8.1 Inform the community of the work and decisions of the community council by posting agendas and minutes of meetings in public places, such as libraries, online and notice boards; and (subject to provisions contained within data protection legislation) provide contact details of community council members.
  - 3.8.2 Circulate agendas and whenever possible draft minutes of community council meetings at least seven days prior to the date of a meeting to facilitate access by the community and circulation to the local authority, Ex-officio members relevant council officers and relevant parties.
  - 3.8.3 Seek to broaden both representation and expertise by enlisting associate representatives onto the community council for specific projects/issues.
  - 3.8.4 Make particular efforts to encourage young people and other under-represented groups to attend/participate in community council meetings and activities to ensure equality of opportunity in the way the community council carries out its functions.
  - 3.8.5 Maintain proper financial records and present financial reports at community council meetings.
  - 3.8.6 Liaise closely with the City of Edinburgh Council on any change of membership (e.g. resignations, co-option) and circumstances.
- 3.9 Overall, community councils should engage with and establish positive working relationships with the City of Edinburgh Council and other agencies. In carrying out their activities community councils must at all times adhere to the law and

the Community Councillors' Code of Conduct, detailed in Schedule 3 to this scheme.

- 3.10 A community council shall be non-party political in all its activities.
- 3.11 The City of Edinburgh Council will publicly advertise the supplied names and email addresses of community council office bearers (including the name and email address of the Chair, Secretary, Treasurer and Engagement and Inclusion Office Bearers) to support the promotion of community councils and ensure that residents in each boundary area are able to access contact details for their respective community councillors. Community council office bearers are encouraged to provide generic email addresses rather than use personal email addresses.

#### **4. Community council areas**

- 4.1 Edinburgh is divided up into named community council areas and community councils may be established to serve and represent these areas identified in Schedule 1 to the Scheme.

#### **5. Membership of community councils**

##### **Elected and co-opted members and nominated representative members of local interest groups**

- 5.1. The maximum numbers of elected and co-opted members and nominated representative members of local interest groups for each community council is specified in Schedule 1, Column C which is appended to the Scheme. Provisions detailing eligibility of elected and nominated representative members of local interest groups are detailed at Section 6 below.
- 5.2. Elected and nominated representative members of local interest groups shall be entitled to vote, move motions or amendments and hold office.
- 5.3. An individual shall not be permitted to be both an elected and a nominated representative member of a local interest group i.e. only one form of membership can be held e.g. elected member or nominated representative member of a local interest group but not both concurrently.

##### **Ex-officio representatives**

- 5.4. Local Authority Councillors, MPs, MSPs, and SYPs whose wards fall wholly or partly within the geographical area of the community council area shall be ex-officio members of the community council.

- 5.5. Ex-officio representatives shall not be eligible to be elected, co-opted or to be nominated representative members of local interest groups and shall have no entitlement to vote, move motions or amendments or hold office.

#### **Associate representatives**

- 5.6 Associate representatives may be appointed by a community council where a need for individuals with particular skills or knowledge has been identified and agreed. Associate representatives have no entitlement to vote, move motions or amendments or hold office. They may serve for a fixed period as determined by the community council or for the term of the community council which has appointed them. Associate representatives may include, for example, someone who secretarial or IT expertise, communication or environmental issues or from a local group with specific expertise or knowledge relating to local community matters.

### **6. Community council elections**

#### **Eligibility for election**

- 6.1 Candidates wishing to stand for election to a community council must reside in the community council boundary and be named on the Electoral Register for that area. The same criteria will apply to voters in any community council election.
- 6.2 16 and 17 year olds residing in the community council area and named on the Electoral Register for that area and subject to the provisions in Section 5 above, are also entitled to both stand for the community council and vote in any election. Young people under the age of 16  $\frac{3}{4}$  may not appear on the electoral register so residency can be confirmed by other means such as school registration.
- 6.3 Any elected community council member who no longer resides within the community council area will have their membership terminated from the date their residency ceases.
- 6.4 Any individual who is elected to serve on this local authority, or the Scottish or UK parliament shall be ineligible to remain a community councillor, or to stand for election to a community council. Such persons, upon taking office, become *ex-officio* members of the community councils contained in whole or in part of their electoral constituency.

#### **Nominations and elections**

- 6.5 The first elections under the Scheme shall be held on a date to be determined by the City of Edinburgh Council. Subsequent elections will be held on a four-yearly-cycle on dates to be determined by the City of Edinburgh Council. Should community councils' election cycle fall in the year of Scottish local government or

parliamentary elections, or another exceptional circumstance, the electoral proceedings will be held in the following year on a date to be determined by the City of Edinburgh Council.

- 6.6 The City of Edinburgh Council may defer a requested election until the next community council election cycle, if this falls within the subsequent 12-month period.
- 6.7 All elections will be administered by the City of Edinburgh Council.

#### **Returning officer**

- 6.8 The City of Edinburgh Council will approve an independent Returning Officer for community council elections. The independent Returning Officer must not be a current elected, co-opted or nominated representative member of a local interest group of the community council and once appointed shall be ineligible to stand for election to the community council.

#### **Nominations for election**

- 6.9 Individuals seeking election to a community council must be nominated by a proposer and seconder, both of whom must be on the electoral register for the community council area. Each elector may propose one nominee and second one nominee. Nominations are required to be submitted with the candidate's consent. Self-nomination is not permitted.
- 6.10 A nomination form must be completed and submitted on the date set down in the election timetable to the Returning Officer. No forms submitted after that date will be accepted.
- 6.11 A nomination form must also be completed and submitted to the City of Edinburgh Council for all proposed co-opted members. The proposed nomination must be submitted at least 10 working days in advance of the scheduled co-option to the community council.
- 6.12 Community councils are required to provide the City of Edinburgh Council with the following information for all elected or co-opted community councillors within 10 working days of the election or co-option:
  - 6.12.1 Date elected or co-opted.
  - 6.12.2 Forename and surname of community councillor.
  - 6.12.3 Home address, including postcode.
  - 6.12.4 Email address for community councillor (office bearers names and contact email addresses will be publicly displayed on the Council's website as detailed in section 3.11). It is recommended that a generic email is used.

6.12.5 Forename, surname and home address of proposer and seconder.

- 6.13 If a community councillor is elected to an office bearer position, the provisions outlined in 6.33 must also be completed.

### **Election process**

- 6.14 At the end of the nomination period:

6.14.1 Should the number of candidates validly nominated equal or exceed half, but be less than or equal to the total maximum permitted elected membership (as specified for the community council in Schedule 1, Column A) the said candidates will be declared to be elected and no ballot shall be held.

6.14.2 Should the number of candidates validly nominated exceed the total maximum permitted elected membership (as specified for the community council in Schedule 1, Column A) arrangements for a Poll shall be implemented. At the Poll, each voter shall be entitled to vote for candidates up to the number of elected member vacancies on the community council.

6.14.3 Should the number of candidates elected, be below half of the total maximum permitted elected membership (as specified for the community council in Schedule 1, Column A), no community council will be established at that time. However, that does not preclude the City of Edinburgh Council from issuing a second call for nominations for a community council failing to meet the minimum membership requirement within 6 months of the closing date for the registration of the first call for nominations.

6.14.4 A further request from 20 or more electors to the City of Edinburgh Council to make arrangements for the establishment of a community council under the terms of Section 52 (7) of the Local Government (Scotland) Act 1973 can be submitted after a standstill period of six months.

### **Method of election**

- 6.15 Elections shall be conducted by secret ballot of local electors, organised by the Returning Officer approved by the City of Edinburgh Council in accordance with the Scottish Local Government Election Rules but subject to modification and simplification as deemed necessary by the City of Edinburgh Council.

### **Eligibility, appointment and role of nominated representative members of local interest groups**

- 6.16 Local interest groups registered with the City of Edinburgh Council can nominate representatives to community councils (known as nominated representative

members of local interest groups). If a local interest group operates in two or more community council areas, it may appoint representatives to all of those community councils. The nominated representative members of local interest groups at each community council could be the same individual. Nominated representative members of local interest groups need not live within or appear on the electoral register for the community council area provided that they remain voluntary active members of the nominating local interest group.

- 6.17 The local interest group must be voluntary with a governing body that has a majority of unpaid (volunteer) members which does not distribute profit among its members and which provides services for public benefit not restricted to its members. The first appointments shall be made at a joint meeting of the interest groups organised by the Returning Officer in accordance with the procedures set out in Schedule 2 to this Scheme.
- 6.18 Nominated representative members of local interest groups shall cease to be members of the community council if they cease to be a member of the nominating local interest group.
- 6.19 Nominated representative members of local interest groups are appointed to represent the interests of their group on the community council and to reflect the views of the community through the community council.
- 6.20 Nominated representative members of local interest groups shall have the same entitlements as elected and co-opted members including the ability to vote, move motions or amendments or to hold office.

#### **Filling of vacancies for elected members between elections**

- 6.21 Vacancies on a community council may arise when an elected community council member:
  - 6.21.1 Submits their resignation.
  - 6.21.2 Ceases to be resident within the community council area.
  - 6.21.3 Is suspended for a period exceeding a year or is expelled.
  - 6.21.4 Unreasonably does not attend meetings for a period of six months. At the discretion of individual community councils, a period of leave of absence for community council members may be granted at any meeting of the community council. An automatic leave of absence for pregnancy and maternity will be granted to applicable community council members for a period of 12 months without requiring any exercise of discretion.
  - 6.21.5 Dies.
- 6.22 A temporary suspension of a community councillor for a period not exceeding one year will not result in a casual vacancy on the community council.



- 6.23 If vacancies arise on a community council between elections, which do not result in the number of community council members falling below the minimum as specified in Section 6.25 of the Scheme, it will be at the discretion of the community council whether to fill the vacancy.
- 6.24 Filling a vacancy can be undertaken through the process of co-option to a maximum of half of the total maximum permitted elected membership (as detailed in Schedule 1, Column A).
- 6.25 An extraordinary general meeting (EGM/Special Meeting can also be held in order that 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. Such interim elections will be administered with permission and guidance from the City of Edinburgh Council. EGM/Special Meetings shall require at least 10 days public notice, either called by the Chairperson or on the request of not less than one-half of the total number of community council members.
- 6.26 Should circumstances arise that lead to the number of elected and co-opted community council members (but not including nominated representative members of local interest groups) falling below half of the total maximum permitted elected membership (as detailed in Schedule 1, Column A) the City of Edinburgh Council shall be informed and shall determine whether an interim election is required to be held. Such an election will not be held within six months of a planned community council election.

**Co-opting members to fill vacancies.**

- 6.27 Members who are co-opted through the vacancy process must be eligible for membership of the community council as detailed in Section 5.1 above. They must be elected onto the community council by a two-thirds majority of the voting members present. (For avoidance of doubt these are elected members and nominated representative members of local interest groups.) Co-opted members shall have full voting rights, with the exception of voting on co-option of new members, and will serve until the next round of elections. The number of co-opted members may not exceed a half of the total maximum permitted elected membership for a Community Council (as detailed in Schedule 1, Column A) and in such circumstances the Community Council must gain approval from the City of Edinburgh Council before proceeding with any further co-options and/or explore options with the City of Edinburgh Council pertaining to calling an Extraordinary General Meeting (EGM) (as detailed in Section 6.25 above). Community Councils are encouraged to consider co-option as a mechanism to increase the diversity of their membership.

## **Election of office bearers**

- 6.28 At the first meeting of the community council after elections in the year when elections are held and at the Annual General Meeting (AGM) in May or June in years when elections are not held, the community council shall appoint the following 4 office bearers;
- 6.28.1 Chair.
  - 6.28.3 Secretary.
  - 6.28.3 Treasurer.
  - 6.28.4 Engagement and Inclusion Office Bearer.
- 6.29 All office-bearers shall be elected for one year but shall be eligible for re-election without limitation of time.
- 6.30 A member shall hold no more than two of the following offices at any one time: Chairperson, Secretary or Treasurer and shall not hold office on more than one community council unless they are a nominated representative members of a local interest group or express approval has been given by the City of Edinburgh Council.
- 6.31 Community councils may appoint employees from time to time provided that no member of a community council shall hold any paid office.
- 6.32 Community councils may reimburse office bearers, other members and employees for any reasonable expenses incurred in the performance of their duties.
- 6.33 Community councils are required to notify the City of Edinburgh Council within 10 working days of all Office Bearer appointments and/or resignations. The following information must be provided:
- 6.33.1 Position of office bearer.
  - 6.33.2 Forename and surname of office bearer.
  - 6.33.3 Home address, including postcode, of office bearer.
  - 6.33.4 Email address for office bearer (this will be publicly displayed on the Council's website). It is recommended that a generic email address is provided rather than a personal email address.

## **7. Equality and diversity**

- 7.1 The Equality Act 2010 makes it unlawful to discriminate against persons or groups on the grounds of the protected characteristics of race, sex, gender recognition, disability, age, sexual orientation, marriage and civil partnership, pregnancy and maternity, and religion or belief.

- 7.2 Recognition must be given to the contribution of everyone participating in the work of the community council. Community councils must comply with Equal Opportunities legislation and recognise and value diversity in their membership and in their communities, ensuring that equality of opportunity be given to every resident to have their knowledge, opinion, skill and experience taken into account.
- 7.3 Community councils must ensure that their meetings are accessible and meeting the needs of community councillors and the diverse communities they represent taking appropriate action where applicable to overcome any identified barriers to participation. A minimum of an annual review of meeting arrangements is required as detailed in paragraph 9.5.

## **8. Disqualification of membership**

- 8.1 Disqualification of membership is automatic under the following circumstances:
- 8.1.1 Relocation which renders invalid the residency qualification for membership.
- 8.1.2 Failure to attend any community council meeting, with or without submitting apologies, throughout a period of six months.
- 8.2 If absence is due to ill health or any other reasonable circumstance e.g. planned holidays, work shift patterns etc, a leave of absence not exceeding six months may be approved at the discretion of the community council. An automatic leave of absence for pregnancy and maternity will be granted to for a period of 12 months without requiring any exercise of discretion. Registered interest groups shall ensure that their nominated representative members of local interest groups conform to the attendance clause above and must remain voluntary, active members of the group.
- 8.3 The Independent Complaints Panel with ratification by the Council may take the decision to suspend or expel an individual from the position of community council member. This is governed by the Community Council Complaints Procedure.

## **9. Meetings**

- 9.1 The first meeting of a community council following election and establishment will be called by the Returning Officer or by a Depute Returning Officer approved by the City of Edinburgh Council. The meeting will take place within 21 days of that date, or as soon as practicable thereafter. The frequency of meetings will be determined by each community council, subject to a minimum of one Annual General Meeting and six ordinary meetings being held each year.

- 9.2 The quorum for community council meetings shall be at least one third of the current voting membership of a community council or 3 voting members, whichever is the greater.
- 9.3 An outline of the conduct of business that community councils should adhere to when holding ordinary, special and annual general meetings is contained within Model Standing Orders in Schedule 4.
- 9.4 After community council elections and at their first meeting a community council shall decide and agree the community council name. The decision will be made by majority vote of community council voting members and the City of Edinburgh Council will be informed within 10 days of the decision being made. A report will be provided to the relevant committee in the City of Edinburgh Council for approval of community council names. Where approval is not given for any applicable name then the community council will be notified and required to resubmit alternatives until approval is granted.
- 9.5 Community councils must conduct annual reviews (as a minimum or more frequently where required) of meeting arrangements (day, time, location and in-person/virtual/hybrid) to assess and ensure they are accessible and meeting the needs of community councillors and the diverse communities they represent taking appropriate action where applicable to overcome any identified barriers to participation.
- 9.6 Provisional dates, times and venues of regular meetings of the community council shall be fixed at the first meeting following ordinary elections and thereafter at its annual general meeting. This information must be supplied to the City of Edinburgh Council once agreed and where amendments are made updates supplied.
- 9.7 Special meetings shall require at least 10 days public notice, either called by the Chairperson or on the request of not less than one-half of the total number of community council members.
- 9.8 An officer of the City of Edinburgh Council has the discretion to call a meeting of the community council.
- 9.9 Notices calling meetings of the community council and its committees shall be posted prominently within the community council area before the date of any such meeting and, where possible, be advertised by other such suitable means e.g. social media and applicable websites.
- 9.10 Should the community council receive a common written request (petition), 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 hold such a meeting within 21 days of receipt of such a request and

advertise it in the manner prescribed for special meetings called by the community council.

- 9.11 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 but the draft minute shall be circulated at least 7 days before the date of the meeting to community council members and the City of Edinburgh Council. Approved minutes must be provided to the City of Edinburgh Council within 10 working days of approval.
- 9.12 All meetings of the community council and its committees (subject to section 9.13 below) shall be open to members of the public. Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the community council under the guidance of the Chairperson.
- 9.13 The community council can meet to discuss items of business in private where it considers it appropriate to do so. 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, is intended to be held in private. The decision to meet in private will be agreed by a majority vote (if required) at the start of the meeting or before the item under consideration is discussed.
- 9.14 The annual general meeting (AGM) must be held by community councils in the month of May or June with the exception of a community council election year when it can be held within any month of that calendar year following the election. The appointment of office-bearers will either be at the first meeting following an election or if not in an election year then at the Annual General Meeting (AGM) in May or June. As set out in Schedule 4 Model Standing Orders, the annual general meeting will have the purpose of receiving and considering the annual report of the community council including the Engagement and Inclusion Office Bearer report, the appointment of office bearers, and the submission of the independently examined annual statement of accounts.
- 9.15 Community councils must supply their independently examined annual statement of accounts to the City of Edinburgh Council by the last working day of August each year with the exception of a community council election year where they must be supplied within 10 working days of their approval. Where annual accounts are not submitted and received by the City of Edinburgh Council, community councils will not receive their annual administrative allowance, unless there are exceptional circumstances reasonably preventing provision. Guidance on the requirements for annual accounts is available publicly on the City of Edinburgh Council's website.

- 9.16 The City of Edinburgh Council shall be sent an annual calendar of the community council's prescribed meeting dates, times and venues. The community council must submit approved minutes of all meetings, the annual report, the engagement report, the annual financial statement and any other required information, that may from time to time be requested by the City of Edinburgh Council.
- 9.17 When special meetings of the community council are to be held, the City of Edinburgh Council 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.
- 9.18 Procedural rules that community councils should adhere to when holding ordinary, special and annual general meetings are contained within the Model Standing Orders (Schedule 4)
- 9.19 If a community council member has a conflict of interest (private or personal) in any matter being considered by their community council they have a duty to declare this and withdraw from discussions, the decision-making process and the physical/virtual room until the matter is resolved. In Schedule 3 The Code of Conduct for Community Councillors outlines exceptions to this.

## **10. Virtual Meetings**

- 10.1 Community councils may decide to take an in-person, online or hybrid approach to their meetings, and the platform to be used for any meeting is for the community council to decide.
- 10.2 Virtual meetings must be accessible to members of the public and community councils must share details on how to join virtual meetings via their usual public communication routes (e.g. Website, Social Media, Notice Boards etc) or upon request from a member of the public.
- 10.3 Whether or not they are able to attend, proper provision must be made to afford members of the public the opportunity to address the community council as set out in the following paragraph.
- 10.4 An agenda for the meeting shall be published in the usual way and all members of the community council and members of the public invited, in advance, to submit comments on any agenda item to the community council's generic email address or by other appropriate means; such views to be considered by the members dealing with the items of business. Comments may also be submitted during the meeting itself, but the ability to receive comments in advance will assist the community council in managing a remote meeting.

10.5 Minutes of the meeting and details of any decisions taken must be recorded, in writing, and made publicly available. Video or audio recording of meetings can be undertaken at the discretion of the community council. The decision to video or use audio recording will be agreed by a majority vote of community councillors (if required) at the start of the meeting or before the video or recording commences. If the use of video or audio recording is approved by the community council then it must inform all attendees (i.e. the public etc) before proceeding to record.

## **11. Liaison with the City of Edinburgh Council**

11.1 In order to help facilitate the effective functioning of community councils, the City of Edinburgh Council will provide a point of contact for community councils, set out in the guidance notes.

11.2 Community councils may make representations to the City of Edinburgh Council and other public and private agencies on matters for which they are responsible and which the community council considers to be of local interest. Representations in the case of statutory objections, such as planning or licensing matters should be made to the appropriate City of Edinburgh Council officer. On issues where a City of Edinburgh Council directorate/service area is consulting with community councils, representations should be made to the appropriate council officer.

11.3 The City of Edinburgh Council and community councils shall actively seek to keep each other well-informed on matters of mutual interest.

11.4 Community councils shall provide copies of their agendas, approved minutes, signed annual accounts, an annual report on engagement activities and details of changes in membership to the City of Edinburgh Council via the provided point of contact. Failure to submit the above may lead to a withholding of the community council's annual administrative grant.

## **12. Resourcing community councils**

12.1 The City of Edinburgh Council shall provide an annual administrative allowance to community councils to assist with their operating costs. Administrative allowances are based on a standard lump sum payment plus an additional per capita contribution proportional to the population for that area.

12.2 The City of Edinburgh Council will review the level of additional per capita contribution proportional to the population for the community councils' annual administrative allowance at the start of each financial year.

- 12.3 Community councils are discouraged from accumulating surpluses at the end of the financial year amounting to twice the amount of the annual administrative allowance from the City of Edinburgh Council, unless such surpluses are dedicated to support administrative needs or specific projects designed to elicit community opinion or facilitate representation on local issues.
- 12.4 Each community council shall appoint a suitably qualified person to review the community council's accounts. This should be someone who is independent from the community council with a financial background, though not necessarily a qualified accountant.
- 12.5 The financial year of community councils must be the same as that of the City of Edinburgh Council (i.e. 1 April to 31 March) and the annual audited accounts of the community council must be submitted for approval to the Annual General Meeting following which they must be supplied to the City of Edinburgh by the last working day in August to a named official.
- 12.6 The named official may, at their discretion and in consultation with the City of Edinburgh Council's Chief Financial Officer, require the community council to produce such records, vouchers and account books, as may be required.
- 12.7 Each community council shall establish a bank account and run a balanced budget.
- 12.8 Any two of three authorised signatories, who must be office-bearers of the community council, may sign cheques or make payments on behalf of the community council. Authorised signatories may not be co-habitees or family members.
- 12.9 Each community council shall have the power to secure resources for schemes, projects and all other purposes consistent with its functions.
- 12.10 Each community council shall be eligible to apply for grants for suitable projects through the local authority's grant system.
- 12.11 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.
- 12.12 The City of Edinburgh Council shall facilitate advice and assistance to community councils and arrange for the establishment of a training programme for community councils on: the duties and responsibilities of community council office bearers; the role of community councils; the functions of the City of Edinburgh Council; and other relevant topics.



### **13. Liability of Community Council Members**

13.1 Insurance is required for a community council to be operational. All community Councils should arrange their own insurance.

### **14. Code of conduct**

14.1 The Code of Conduct in Schedule 3 to the Scheme sets out the standards and principles of conduct that individual community council members are required to adhere to in performance of their duties.

14.2 Failure of any individual to comply with the Code will be dealt with according to the Community Councillor Complaints Procedure.

14.3 Breaches of the Code should be reported to the City of Edinburgh Council's provided point of contact.

### **15. Community council boundaries and names**

15.1 Any request to change the boundaries and names of community councils during the community term must be made in writing to the Council Elections Manager who will arrange for the request to be submitted to the appropriate City of Edinburgh Council committee.

### **16. Dissolution of a community council**

16.1 A community council may take the decision to dissolve in extraordinary circumstances. This decision will be decided by a majority of those eligible to vote and who are present and voting.

16.2 In the event of a vote of the community councillors that results in a majority not being achieved, the Chairperson shall have a casting vote.

16.3 If a community council fails to hold a meeting for a period of three consecutive prescribed meeting dates; or its membership falls below the prescribed minimum for a period of three consecutive prescribed meeting dates, during which time the community council fails to address the situation, the City of Edinburgh Council may take action to dissolve that community council.

16.4 The community council must inform the City of Edinburgh Council immediately of any intentions to dissolve and work with City of Edinburgh Council officials to complete advised dissolution activities until notified complete and dissolved by the City of Edinburgh Council.

## THE CITY OF EDINBURGH COUNCIL - COMMUNITY COUNCILS

	Name of Council	Column A	Column B	Column C
		Maximum Elected and Co-opted Members	Nominated Representative Members of Local Interest Groups	Maximum Members (Column A + Column B = Column C)
1	Balerno	12	6	18
2	Colinton	12	6	18
3	Corstorphine and Clermiston	10	5	15
4	Corstorphine East Craig/West Craigs	10	5	15
5	Corstorphine Gyle	10	5	15
6	Craigentiny/ Meadowbank	14	7	21
7	Craigeith/ Blackhall	12	6	18
8	Craiglockhart	12	6	18
9	Craigmillar	14	7	21
10	Cramond, Barnton and Cammo	14	7	21
11	Currie	10	5	15
12	Drylaw/Telford	10	5	15
13	Fairmilehead	10	5	15
14	Firrhill	12	6	18

	Name of Council	Column A	Column B	Column C
		Maximum Elected and Co-opted Members	Nominated Representative Members of Local Interest Groups	Maximum Members (Column A + Column B = Column C)
15	Gilmerton and District	16	8	24
16	Gorgie/Dalry	14	7	21
17	Grange/ Prestonfield	16	8	24
18	Granton and District	14	7	21
19	Hutchison/ Chesser	10	5	15
20	Juniper Green/Baberton Mains	12	6	18
21	Kirkliston	10	5	15
22	Leith Central	16	8	24
23	Leith Harbour and Newhaven	14	7	21
24	Leith Links	12	6	18
25	Liberton and District	12	6	18
26	Longstone	14	7	21
27	Marchmont and Sciennes	14	7	21
28	Merchiston	16	8	24
29	Morningside	14	7	21
30	Muirhouse/ Salvesen	10	5	15

	Name of Council	Column A	Column B	Column C
		Maximum Elected and Co-opted Members	Nominated Representative Members of Local Interest Groups	Maximum Members (Column A + Column B = Column C)
31	Murrayfield	12	6	18
32	New Town/ Broughton	16	8	24
33	Northfield/ Willowbrae	14	7	21
34	Old Town	12	6	18
35	Portobello	14	7	21
36	Queensferry and District	12	6	18
37	Ratho and District	10	5	15
38	Sighthill, Broomhouse and Parkhead	12	6	18
39	Davidson's Mains and Silverknowes	12	6	18
40	Southside	12	6	18
41	Stenhouse, Saughton Mains and Whitson	12	6	18
42	Stockbridge/ Inverleith	14	7	21
43	Tollcross	12	6	18
44	Trinity	12	6	18
45	West End	12	6	18

	<b>Name of Council</b>	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
		Maximum Elected and Co-opted Members	Nominated Representative Members of Local Interest Groups	Maximum Members <b>(Column A + Column B = Column C)</b>
46	West Pilton/ West Granton	10	5	15
47	Wester Hailes	10	5	15

**The City of Edinburgh Council**

**Community Councils**

**Procedure for the appointment of nominated representative members from local interest groups**

1. The maximum number of nominated representative member from local interest groups for each community council is listed in Schedule 1.
2. Local interest groups must first apply to be registered with the City of Edinburgh Council. The approved forms will be available from the City of Edinburgh Council. Registration for community council purposes will be accepted from any local interest group provided it complies with the following criteria:
  - 2.1 The organisation must be a voluntary group that has been in operation for at least 12 months prior to the notice of election.
  - 2.2 The organisation must be a properly constituted group with a publicly available constitution, the objects of which explains how it provides services for public benefit not restricted to its members.
  - 2.3 The organisation must have a committee that (after the first year) is elected at an AGM and has a minimum of three members.
3. The City of Edinburgh Council will determine the eligibility of the groups seeking registration. Where registration is refused, reasons will be provided.
4. Where a local interest group seeks to be registered for more than one community council area because its interest extends into those areas, it may apply to be registered as a local interest group in each area. This application will be considered by the City of Edinburgh Council.
5. Local interest groups may register with the City of Edinburgh Council at any time of the year. The City of Edinburgh Council will notify the relevant community council(s) when an application for registration has been received and will inform the community council(s) when an appointment has been approved.
6. Before an election local interest groups must reapply to be registered as approved groups. After the Notice of Election has been published only those applications from local interest groups registered by the closing date for delivery of nomination papers for elected members, and subsequently approved by the City of Edinburgh Council, will be accepted.

7. Should the number of nominations exceed the number of places for nominated representative member of local interest groups on the community council, then a joint meeting for the appointment of nominated representative member of local interest groups will be held.
8. The date, time and place of the joint meeting of registered local interest groups will be fixed by the Returning Officer subject to the meeting taking place before the first meeting of the community council following the nomination and election period.
9. The Chair of the Joint Meeting will be the Returning Officer duly appointed by the Council.
10. Each registered local interest group will be entitled to send one voluntary representative to the Joint Meeting.
11. Each registered local interest group will be entitled to nominate one person for election. They will be known as nominated representative members of a local interest group for the community council. This person must be a named individual. No political party or sectarian affiliations may appear on the nomination paper or on the voting paper.
12. The representatives of the local interest groups and the elected members of the community council will vote by ballot up to the number of places to be filled; e.g. 12 nominations for 7 places - each representative may vote for 7 persons out of 12 nominations, with only one vote for each individual.
13. Should the number of registered local interest groups be less than the maximum number of places for nominated representative members of local interest groups then the community council can subsequently approve further eligible groups, registered and approved by the City of Edinburgh Council until the full quota has been achieved.
14. The named representatives from local interest groups subsequently elected will become full members of the community council, with entitlement to hold office and vote in business and constitutional matters.
15. On occasion, a nominated representative member of a local interest group may not be able to attend a community council meeting. On these occasions the nominated representative member of a local interest group may arrange for a casual substitute to attend a meeting in their place. Any casual substitution of a named representative by another representative from the local interest group will not have entitlement to hold office and vote on community council business and will have an observer status.
16. Any request for permanent substitution by the local interest group should be made in writing to the City of Edinburgh Council with details of the named

individual who is to become the new nominated representative member of a local interest group. Such members will have entitlement to vote and hold office.

17. If it comes to the attention of the City of Edinburgh Council that the following may apply:

17.1 a local interest group has ceased to operate,

17.2 a local interest group has ceased to meet the criteria for registration, or

17.3 the purposes for which a local interest group was set up are no longer relevant or no longer apply.

18. The City of Edinburgh Council will notify the local interest group if it is required to resubmit its registration forms and accompanying documents. In the event that the Council concludes that any of the above provisions 17.1 to 17.3 apply, or the local interest group fails to resubmit relevant documentation on request, the local interest group may be de-registered by the City of Edinburgh Council, in which case its nominated representative member of a local interest group will cease to be a member of the community council.



**The City of Edinburgh Council**  
**Code of Conduct for Community Councillors**

**1. Introduction and enforcement**

- 1.1 The Code of Conduct for Community Councillors (the Code) is based largely on the Code of Conduct for City of Edinburgh Council elected members and relevant public bodies as provided for in The Ethical Standards in Public Life etc (Scotland) Act 2000.
- 1.2 Community councillors, as representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in this Code of Conduct.
- 1.3 The Code of Conduct and its principles, shall apply to all community councillors and those representing the community council.
- 1.4 The practical application of these rules is a matter for your judgement but if in any doubt as to how they should be applied you should seek advice from the Chairperson or other office bearer of the community council or from the City of Edinburgh Council.
- 1.5 You may be appointed or nominated by your community council to serve as a member of another representative body. You should ensure that the Code is observed when carrying out the duties of the other body.
- 1.6 The Community Councillor Complaints Procedure sets out provisions for dealing with alleged breaches of this Code and for the sanctions that can be applied in such an event.

**2. Duties**

- 2.1 The following general principles are those upon which the Code is based. These should be used for guidance and interpretation by community councillors in all community council activities.

**Service to the community**

- 2.2 As a community councillor you have a duty to act in the interests of the local community that you have been elected, co-opted or selected (in the case of nominated representative members of local interest groups) to represent. .
- 2.3 You also have a duty to act in accordance with the Scheme for Community Councils (the Scheme) as set out by the City of Edinburgh Council under the terms of the Local Government (Scotland) Act 1973 and all associated good

practice and guidance materials as supplied or signposted to by the City of Edinburgh Council.

- 2.4 Wherever possible you should establish and reflect, through the community council, the views of the community as a whole on any issue, irrespective of personal opinion.
- 2.5 You should ensure that you are, within reason, accessible to your local community and local residents. Various mechanisms to allow the general community to express their views, i.e. websites, suggestion boxes, surveys, opinion polls, should, where possible, be made available.

### **Selflessness**

- 2.6 You should take decisions solely in terms of the interest of the community that you represent. You must not use your position as a community councillor to gain financial, material, political or other personal benefit for yourself, family or friends.

### **Honesty and Integrity**

- 2.7 You have a duty to act honestly. If you have any significant private and/or personal interests in a matter for the community council, you have a duty to declare this and withdraw from discussions and the decision-making process with regard to that matter.
- 2.8 You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community.

### **Gifts and Hospitality**

- 2.9 You must not accept gifts or hospitality. The offer and refusal of any gifts or hospitality with a value above £10 must always be reported to and noted by the secretary of the community council.

### **Objectivity**

- 2.10 In carrying out public business, including award of grants or decisions regarding planning applications, you should make decisions on merit and on the basis of information which is publicly known.
- 2.11 You are free to have political and/or religious affiliations; however, you must ensure that you represent the interests of your community and community council and not the interests of a political party or religious affiliation.

### **Accountability**

- 2.12 You are accountable for the decisions and actions that you take on behalf of your community through the community council. You must ensure that the

community council uses its resources prudently and in accordance with the law. Any expenses, allowances, or facilities provided for use in your duties as a community councillor must be used strictly for those duties and no other purpose. When your tenure as a community councillor ceases, you are required to return any applicable monies or assets to the community council or the City of Edinburgh Council in the event of dissolution.

- 2.13 Community councillors will individually and collectively ensure that the business of the community council is conducted according to the Scheme, the Code, good practice or guidance provided/signposted by the City of Edinburgh Council.
- 2.14 Any breach of the Scheme and Code may be reported to the City of Edinburgh Council to determine what action, if necessary, should be taken. This may include referral to the Community Councillor Complaints Panel.

### **Openness**

- 2.15 You have a duty to ensure that your decisions, actions and representations reflect the wishes and views of the community you represent. You should be open and able to justify your decisions, actions and representations when acting as a member of a community council.

### **Leadership**

- 2.16 You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the community council and its members in representing the views and needs of the local area. You must also promote social inclusion and challenge discrimination in any form.

### **Respect and General Conduct**

- 2.17 You must behave openly and honestly, treating another community council members in a positive, respectful and non-discriminatory manner. Similarly, you must treat ex-officio community council members, staff from City of Edinburgh Council and other agencies as well as members of the community with respect.
- 2.18 Recognition must be given to the contribution of everyone participating in the work of the community council. Equality of opportunity should be given to every participant to have their knowledge, opinions, skills and experience taken into account with all barriers to participation removed.
- 2.19 You must ensure that confidential material, including details about individuals, is handled in line with data protection requirements and with dignity and discretion and is not used for personal or malicious purposes.
- 2.20 You must be supportive of the office bearers on the community council and refrain from trying to undermine their confidence or authority. It is unacceptable for community councillors to make personal remarks or attacks, or otherwise

humiliate other members either at meetings or non-members or in other settings such as internet forums and social media.

### **3. Conduct and behaviour**

#### **Conduct at meetings**

- 3.1 You must respect the Chair, fellow community councillors and any members of the public or partnership organisations that are present during meetings of the community council and its sub-committees or of any bodies where you have been appointed by, or are representative of your community council or community councils in general. You must comply with rulings from the Chair in the conduct of the business of these meetings.

#### **Conduct in public**

- 3.2 In conducting yourself in public (including online) you must respect community councillors and key stakeholder organisations (such as the Council and Police Scotland). Community councillors should take note that their activity in public may be a breach of the provisions of this code if they are identifiable as a community councillor.
- 3.3 If you have dealings with the media, members of the public or others not directly involved in your community council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the community council.
- 3.4 You should not act in such a way as to bring yourself or the community council into disrepute through your actions, discussion or communications.
- 3.5 Furthermore, any individual found to be responsible for anonymous activities (such as letter writing, blogging or other online activities) that would otherwise be a breach of the provisions of this Code will consequently have breached the Code.

#### **Bullying and harassment**

- 3.6 Bullying or harassment is completely unacceptable and will be considered to be a breach of the Code.
- 3.7 Harassment is any unwelcome behaviour or conduct which has no legitimate purpose and which makes someone feel offended, humiliated, intimidated, frightened and/or uncomfortable. Harassment can be experienced directly or indirectly and can occur as an isolated incident or as a course of persistent behaviour.
- 3.8 Harassment can take the form of unwelcome physical contact; inappropriate remarks or questioning; intrusive questioning; and the sending of unwelcome emails, messages or notes. This is by no means an exhaustive list.

- 3.9 Bullying is inappropriate and unwelcome behaviour which is offensive and intimidating, and which makes an individual or group feel undermined, humiliated or insulted. It is the impact of the behaviour rather than the intent which is the key.
- 3.10 Bullying can arise as a result of an individual misusing their power and can occur through all means of communication. Bullying can be a pattern of behaviour or a one-off serious incident that becomes objectionable or intimidating. This can include the unwelcome physical, verbal or non-verbal conduct; intimidatory behaviour; disparaging, ridiculing or mocking comments and remarks; physical violence; deliberately excluding an individual from conversations or activities in which they have a right or legitimate expectation to participate. This list is not exhaustive.

#### **4. Financial probity**

- 4.1 High standards of financial probity should be demonstrated by all those who are responsible for administering or receiving funds on behalf of the community council.
- 4.2 Office bearers must ensure that proper accounting records are kept for the community council bank account(s).
- 4.3 Inability to demonstrate proper stewardship of funds or operate in a transparent manner will be deemed a breach of the Code.

#### **5. Interests which require declaration**

- 5.1. The key principles of the Code are given practical effect by the requirement for you to declare interests at meetings which you attend.
- 5.2. Interest which require to be declared may be financial or non-financial. Most of the interests to be declared will be your personal interests but, on occasion, you will have to consider whether the interests of other persons require you to make a declaration.
- 5.3. It is your responsibility to make decisions about whether you have to declare an interest or make a judgement as to whether a declared interest prevents you from taking part in any discussions or voting. You are in the best position to assess your personal circumstances and to judge how these circumstances affect your role as a community councillor in regard to a particular matter.
- 5.4. In deciding whether to declare an interest you should always comply with the objective test which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as community councillor.

- 5.5 After declaring an interest you must withdraw from the meeting room until discussion of and voting on the relevant item where you have a declarable interest is concluded, other than in the following circumstances:
- 5.5.1 The interest is in relation to your appointment as an associate representative of the community council or nominated representative member of a local interest group. In this case an exemption applies.
  - 5.5.2 The interest is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

## MODEL STANDING ORDERS

### 1. Meetings (all held in public)

- (a) Ordinary meetings of the COMMUNITY COUNCIL shall be held in the months of ..... [to be entered]. Special Meetings may be called at any time on the instructions of the Chairperson of the community council; on the request of not less than one-half of the total number of COMMUNITY COUNCIL members; or the receipt of a common written request (petition), 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, which 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 (AGM) are held annually in the month May or June. Extraordinary General Meetings can be held in any month.
- (b) The notice of ordinary and annual general meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and the City of Edinburgh Council 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 should be circulated at least 7 days before the date of the meeting and distributed in accordance with Section 3 of the Scheme of Community Councils 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 and a copy must be provided to the City of Edinburgh Council within 10 working days.

### 3. Quorum

A quorum shall consist of one-third of the current membership of the COMMUNITY COUNCIL or 3 voting members, whichever is the greater.

A member who has declared an interest in an item of business and has left the meeting may not be counted in the quorum for that item of business. If less than a

quorum of the Community Council is entitled to vote on an item due to declaration of interests that item cannot be dealt with 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) Where applicable confirmation of video or audio recording followed by recording of membership present and apologies received.
- (b) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.
- (c) Any other item of business, which the Chairperson has directed, should be considered.
- (d) Any other competent business.
- (e) Questions from the floor.
- (f) Chairperson to declare date of next meeting and close meeting.

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

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 COUNCIL members and members of the public to have an opportunity to bring matters to the attention of the COMMUNITY COUNCIL, possibly for inclusion on a future agenda.

The 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) Chairperson'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) Engagement and Inclusion Office Bearer Annual Report (and questions from the floor)
- (g) Demit of current office bearers and subsequent election of office bearers.
- (h) Chairperson to declare date of next annual general meeting and close meeting.

**(iii) Extraordinary General Meeting (EGM)**

The order of business at every extraordinary general 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) Chairperson to close meeting.

**5. Order of Debate**

- (a) The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and his/her ruling shall be final and shall not be open to discussion. In particular, the Chairperson shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4. i (e) above. The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chairperson 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.
- (c) After a mover of a motion has been called on by the Chairperson 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 unless notice has been given of the proposed item in the summons for the meeting and the COMMUNITY COUNCIL agrees the decision was based on erroneous, incorrect or incomplete information.

## **6. Voting**

- (a) Voting shall be taken by a show of hands, roll call or by electronic voting of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.
- (b) The Chair or appointed substitute of a meeting of the COMMUNITY COUNCIL shall have a deliberative vote and in the event of equal number of votes the Chairperson shall exercise a casting vote.
- (c) If there are equal numbers of votes, the Chairperson will have a casting vote except where the vote relates to appointing a member of the Community Council to any particular office or committee. In this case, the decision will be by lot.

## **7. Alteration of Standing Orders**

A proposal to alter these Model Standing Orders may be proposed to the City of Edinburgh 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 previous to that at which the motion is discussed. The City of Edinburgh 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, terms of reference, duration, duties and powers.

Any committees formed by the COMMUNITY COUNCIL will be subject to Model Standing Orders 1, 2, 3, 5, 6 and 7.

## **9. Suspension of Model Standing Orders**

These Model Standing Orders shall not be suspended except at a meeting at which three-quarters of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.

## Happy to Translate – How to request accessible versions of this document



You can get this document on audio CD, in Braille, and **Large Print** if you ask us. Please contact Interpretation and Translation Service (ITS) on [its@edinburgh.gov.uk](mailto:its@edinburgh.gov.uk) and quote reference number **25-0151**. ITS can also give information on community language translations. You can also get more copies of this document by contacting [governance@edinburgh.gov.uk](mailto:governance@edinburgh.gov.uk)