

INFORMATION BOOKLET FOR ANGUS COMMUNITY COUNCILLORS



CONTENTS

Contents	Page
Introduction	1
Section 1: Working Together	
Community Councils	2
Angus Council	5
Community Planning in Angus	7
Section 2: How you community council works	
Working Procedures and Support	8
Your role as a community councillor	10
The role of office bearers:	13
• Chairperson	13
• Secretary	14
• Treasurer	15
• Planning Contact	16
Meetings	17
Section 3 - Contacts/Further Information	20
Appendices:	
Equalities – General Duties	Appendix A
National Standards for Community Engagement	Appendix B
Angus Council Management Structure	Appendix C
Angus Community Planning Structure	Appendix D
Minutes Template	Appendix E

Introduction

The purpose of this handbook is to provide you with some of the essential background and operational information that you, as a community councillor in Angus, will need to operate as effectively as is possible, with agreed rights and responsibilities.

This booklet summarises the most relevant points for community councillors included in the Scheme for the Establishment of Community Councils, Policy Statements and the Good Practice Agreement. However, you have access to, and should familiarise yourself with, these key documents relating to the operation of community councils.

Section 1 on 'Working Together' provides general information in relation to a community council's role in working with its community and in partnership with other organisations.

'How your community council works' is the basis of Section 2, which gives more specific information in relation to your role as a community councillor and the operating arrangements for your community council.

Finally, section 3 gives you details of useful contacts and further information.

This handbook will be kept up-to-date by Angus Council in response to new developments as well as in response to requests by community councils for other information to be included.

Section 1 - Working Together Community Councils

With strong links between community councils, the community, the local authority and other agencies this will, in turn, assist the development of relationships that give local people a real say in matters such as local service delivery and other matters which affect their daily lives.

Community councils should engage with, and establish positive working relationships with, their community, local authority and others agencies and these next pages set the context for community councils in this regard.

1.1 Purpose

Community councils were introduced in 1975 to ensure there could be input from the grassroots to the then newly created two-tier structure of regional and district councils.

The Local Government etc. (Scotland) Act 1994 reaffirmed the role of the community councils in what are now unitary local authorities across Scotland.

The purpose of community councils is defined in statute as being:

"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 these authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable".

(Source: Section 51 of the Local Government (Scotland) Act 1973)

Community councils have a statutory right, and are encouraged to, ascertain, co-ordinate and express the views of their community to Angus Council and other public bodies. Community councils should make every effort to participate in and respond to Angus Council, and the Angus Community Planning Partnership, consultations through surveys, questionnaires, etc, in order to ensure that they are as well informed as possible on local opinion before decisions are made.

1.2 Consultation/Representation

The purpose of community councils is to represent a full cross-section of the community. It is important that community councils are seen by their local communities to be actively making an effort to find out local views. It should not be automatically assumed that community councillor's own personal views on a subject will be those of the community as a whole.

Therefore, in ascertaining views, community councils should ensure there is wide consultation with the community, and they should encourage local interest and participation in community debate.

In this regard, community councils should also be aware of equality legislation and the National Standards for Community Engagement:

Equalities

Since 2001, there have been new pieces of legislation passed regarding equalities issues, namely race, disability and, more recently, gender, which require compliance by community councils. Community councils in Scotland are subject to the general duty in relation to these pieces of legislation, which set out to, not only eliminate unlawful discrimination, but to actively promote equality. The table at Appendix A summarises the key elements of each duty.

Section 1 - Working Together Community Councils

National Standards for Community Engagement

Angus Council, and the Angus Community Planning Partnership, have endorsed the use of the National Standards for Community Engagement.

Produced by Communities Scotland, the Standards for Community Engagement set out 10 statements of commitment (Appendix B) that can be used to develop and support better working relations between communities and agencies delivering public services. They are underpinned by principles of good practice that have been highlighted by community and agency representatives across Scotland's to promote equality and fairness.

Whilst these Standards will help to develop and support better working relationships between communities and agencies delivering public services, community councils will also find these standards helpful in relation to their relationship with their own community.

In expressing views, community councils should ensure that they reflect the balance of community interest and that the views expressed are relevant to the issues under discussion. Where there are differing views held within a community, the community councils should advise the relevant body of the range of views held.

Communicating with the Community

1.3 Public Notice of Meetings

All meetings of community councils are open to the public and public notice of each meeting should be given at least three days before the meeting, stating the business to be discussed (ie an agenda). Such notice may be by newspaper advertisement or by notice displayed in a public place or a place to which the public have general access within the community council area.

1.4 Community Council Minutes

Minutes (after approval) should be made available in local libraries and ACCESS Offices, and other places in the area where information can be readily available.

1.5 Press

Reporters from the local press often attend community council meetings. However, community councils should also consider issuing press releases to highlight items to be discussed at community council meetings, conclusions reached at community council meetings and to raise awareness of local matters.

1.6 Websites

With regard to making use of the internet/websites, the Angus web portal (www.angusahead.com) can be used to promote the community council and its activities. This facility is free of charge.

Also, the Association of Scottish Community Councils, in sole partnership with The Local Channel, launched the free National Network of Community Council boundaries at www.thelocalchannel.co.uk

There are other free websites available for the promotion of community groups and Angus Council's Community Learning and Development Service undertook some research in 2007 to assess the most suitable, using the criteria of user friendly, recognisable name and whether the site is supported by advertising. Five sites were identified and a list of these, together with further information about the sites, is available on the Angus4Community funding website at www.angus4community.com

Section 1 - Working Together Community Councils

Communicating with Angus Council

1.7 Written Communications

Community councils should communicate with Angus Council in accordance with "The Code of guidance on Writing to the Council" as detailed on pages 28-30 of the Scheme for the Establishment of Community Councils (www.angus.gov.uk/ccscheme/).

1.8 Routine Enquiries

Routine enquiries should be directed through ACCESS Angus via:

- ACCESSLine – 08452 777 778
- Your local ACCESS Office in Arbroath, Brechin, Carnoustie, Forfar, Kirriemuir, Monifieth or Montrose
- Online - accessline@angus.gov.uk

1.9 Community Council Minutes

Copies of approved community council minutes should be sent as soon as possible, and generally at the same time as they are sent to members of the community council, to the Chief Executive of Angus Council and local elected members. The minutes can be sent either by post or e-mail and contact details are listed in Section 3.

1.10 Electronic Communications

In order to reduce the amount of documentation received, and to make communications more timeous and effective between community councils and Angus Council, community councils can opt to communicate electronically.

To assist those community councils that do wish to communicate electronically, and to provide an incentive to others, Angus Council will pay an additional annual allowance. This allowance allows community councils to become broadband enabled, with e-mail links, and covers printer, and associated costs.

Angus Council can also offer community councils computers to assist in this process.

Angus Council e-mail contact details are included in Section 3.

Section 1 - Working Together Angus Council

Continuing on the Working Together theme, these pages outline the role of Angus Council in terms of its relationship with Angus community councils.

1.11 Structure

Angus Council is one of 32 local authorities in Scotland. In Angus, council services and staff have been grouped into six departments, to respond and deliver the services the citizens of Angus expect (see Appendix C).

Angus Council serves the community through 8 multi-member wards, which are represented by 29 councillors.

1.12 Responsibilities

Angus Council is committed to working with, and supporting, community councils in Angus and has a range of responsibilities in relation to Angus community councils:

- it is responsible for setting up the community council scheme which sets out the framework for how community councils in Angus should work;
- it makes contributions towards the expenses of community councils;
- it provides equipment to community councils; and
- it arranges training for community council members

1.13 Relationships

With the intention to strengthen the relationship between Angus Council and the Angus community councils, a Policy Statement on Angus Council's Relationship with Community Councils has been agreed by both Angus Council and Angus community councils (www.angus.gov.uk/ccpolicystatement/).

1.14 Consultation

Angus Council recognise that community councils have an important role to play in acting as the local voice for their community and ensuring that the Council is as well informed as possible on local opinion on a range of issues before the Council makes its decisions. Angus Council will consult with community councils on appropriate issues and provide feedback. Consultations are made available through:

Have Your Say Website (www.angus.gov.uk/hys)

Angus Council has created a Have Your Say website which lists current consultation exercises, that can be commented on, and those that have been completed in recent years.

What's New List

An Angus Council 'What's New List' is sent to community councils on a weekly basis, either in letter form or by e-mail. This includes a list of current consultations and community councils can decide which consultations are relevant for them to respond to.

Bi-annual Meetings

These meetings are held in June and December of each year. The purpose of these meetings is to allow an exchange of views on matters of general concern to community councils, as well as providing an opportunity to Angus Council to consult/report on policy initiatives.

Section 1 - Working Together Angus Council

Communicating with Community Councils

1.15 Good Practice Agreement with Community Councils

The Good Practice Agreement with Angus Community Councils was produced in response to a review of corporate communications with community councils. This agreement outlines the commitment of both Angus Council and all Angus community councils, as well as the arrangements for communication (www.angus.gov.uk/ccgoodpractice/).

1.16 Written Communications

Angus Council will communicate with community councils in accordance with "The Code of guidance on Writing to the Council" as detailed on pages 28-30 of the Scheme for the Establishment of Community Councils (www.angus.gov.uk/ccscheme/).

1.17 Electronic Communications

In order to reduce the amount of documentation received, and to make communications more timeous and effective, between community councils and Angus Council, community councils can opt to communicate electronically with Angus Council.

1.18 Angus Council Customer Care Standards

Good communication with customers is important to Angus Council. Angus Council aims to respond to letters, phone calls and emails as swiftly as possible and have the following standards in place:

- Respond to letters within 15 working days. If a full response cannot be given within that time you will be given a target date for a full response.
- Answer phone calls as quickly as possible and any telephone message will be responded to promptly, wherever possible within one working day.
- Reply to emails within one working day, either to answer your query or to inform you when a full response will be given. The Council aims to respond in full within 15 working days but if we are unable to do so we will give you a target date for a full response.

1.19 What's New List

Angus Council will communicate regularly with community councils. An Angus Council 'What's New List' is sent to community councils on a weekly basis, either in letter form or by e-mail. This lists what is new to the Council's website, news releases as well as current consultations. From this, community councils can decide what information they want to receive and how they want to receive it.

Section 1 - Working Together

Angus Community Planning Partnership

These final pages in the Working Together section outline the context for community planning in Angus and the linkages with community councils.

1.20 Angus Community Planning Partnership

Angus has a strong record of partnership working with public, private and voluntary sector agencies. This co-ordinated approach is the essence of community planning, working together to plan, improve and deliver the services required by communities. The Angus Community Planning Partnership provides a framework to help achieve this.

The Angus Community Planning Partnership was established in 1998.

1.21 Structure

Structures are in place in Angus to deliver on the identified priorities of the economy, lifelong learning, the environment, and healthy, safe and caring communities. Local area partnerships, as one element of local community planning in Angus, are now in place in each of the Angus burgh areas, to help bring local organisations, including community councils, together in order to influence the way services are delivered and to work jointly to improve their local area.

Appendix D outlines the Angus community planning structure, and lists the partner organisations involved in the Angus Community Planning Partnership.

1.22 Angus Community Plan

In the Angus Community Plan 2007-12, the Angus Community planning partnership has identified six priority areas critical to the county's future, which are demographics, sustainability, business growth, engaging our communities, young people and alcohol. The Community Plan details the co-ordinated approach and joint actions needed to address these areas.

1.23 Relationships

A Policy Statement on Angus Community Planning Partnership's Relationship with Community Councils was agreed by both Angus Community Planning Partnership and Angus Council in order to have an understanding of each other's roles.

Angus Community Planning Partnership is committed to working with community councils for the good of the Angus community and in pursuit of the aims and priorities of the Angus Community Plan.

1.24 Consultation

Community councils play an important part in community planning given their role to represent their local area, to consult with and express the views of their community. Angus Community Planning Partnership is committed to consulting with community councils.

The thematic groups work with local people, and communities, to find out what their community needs are and plan services around these needs.

Most community councils invite representatives of Tayside Police to attend their meetings on a regular basis, and often Council officials, are invited to attend and speak to the meeting on a particular issue. These "guests" can make an important contribution to community council meetings and the work of the community council.

Section 2 - How your community council works Working Procedures and Support

The main operating arrangements for community councils are contained in the Scheme for Establishment of Community Councils (www.angus.gov.uk/ccscheme/) and, therefore, community councillors should familiarise themselves with this document.

Highlighted below are the key points about working procedures and the support that Angus Council offers to assist community councils to operate as efficiently and effectively as they can.

2.1 Constitution

Each community council should have a constitution, which is an agreed set of working procedures. The Scheme for Establishment of Community Councils (www.angus.gov.uk/ccscheme/) provides a framework for the operation of community councils in Angus and also includes a model constitution and standing orders, which apply to all Angus community councils. Community councils may choose to draw up their own constitution, in accordance with the model constitution and standing orders, however, it cannot be in conflict with the Scheme.

2.2 Quorum

If there are vacancies of more than a third of the total membership there are provisions for this in the standing orders (see page 21 of the Scheme for the Establishment of Community Councils (www.angus.gov.uk/ccscheme/)).

2.3 Community Council Funds

Community councils have the power to raise money and obtain funds by means of contributions, donations, subscriptions, deeds of covenant, legacies, grants (see also pages 24-25 of the Scheme relating to Finance, Property and Accounts (www.angus.gov.uk/ccscheme/)).

2.4 Financial and other Support

All community councils receive an annual administration grant from Angus Council. The amount of the grant is based on the population of the community council area. The financial year for community councils runs from 1 October to 30 September.

Angus Council allows the use of local, council-owned premises for community council meetings free of charge. Where suitable Angus Council premises are not available, Angus Council will provide financial support for the hire of suitable local halls or other premises for meetings of community councils.

A photocopying grant is included in the community council administrative grant issued each year by Angus Council. However, photocopying facilities are also provided for community councils in Community Learning & Development offices, at a preferential rate to community councils. Day to day, domestic photocopying can be accommodated at the local ACCESS Offices free of charge by prior arrangement.

Where larger volumes of copies are required the community council should consider using their photocopy grant or Angus Council's Print & Design Unit. In this regard, Angus Council may also arrange, through its Print & Design Unit, supplies of stationery and provide specialist advice on printing of documents for community councils. Community councils should contact the Print & Design Unit direct for advice and information, and with regard to any charges.

Section 2 - How your community council works

Working Procedures and Support

Insurance

Community councils should consider the need for public liability insurance. Angus Council can assist community councils in the provision of suitable insurance, providing cover for members in relation to their activities and also to cover against accident in relation to travel on community council business and in relation to events organised by community councils. Community councils should contact Angus Council's Insurance Team direct for any further information or advice on insurance.

Training

To assist community councils to fulfil their role, Angus Council is committed to providing training for community councillors, either in respect of the specific operation of council departments or in the promotion of good practice by community councillors in areas of general interest such as running meetings, taking minutes, financial accounting, information technology, equalities etc.

Section 2 - How your community council works

Your role as a community councillor

Your role as a community councillor is essential to the effective and efficient operation of the community council and these next few pages outline your role as a community councillor.

2.5 Your Role

As stated in paragraph 1.1, the purpose of a community council is to ascertain, co-ordinate and express the views of the community to Angus Council and other public bodies. Therefore, your role as a community councillor is to establish and represent the views of your community. It is not about offering your own personal views on a subject. In practice, this will involve discussing issues with people in the community to clarify their views and assess the strength of feeling on various topics.

Also, as a community councillor you should promote the community council and make yourself accessible to the local community.

Community councillors are expected to attend community council meetings on a regular basis and, if you are not able to attend, you should give your apologies to the secretary or chair.

You should make sure that you are familiar with, and that your actions comply with the principles set out in the code of conduct for community councillors is included in the Scheme for the Establishment of Community Councils (www.angus.gov.uk/ccscheme/). This states:

2.6 Code of Guidance for Community Councillors

Members shall at all times act in such a manner as not to bring disrepute on the community council. During meetings they shall act courteously towards other members and members of the public and shall respect the authority of the chairperson. Members shall observe the Code of Conduct for members of Angus Community Councils.

Community Leadership

You should promote and support these principles by leadership and example, always acting in such a way as to preserve public confidence in the Community Council.

Duty to uphold the Law

You must uphold the law and act on all occasions in accordance with the public trust placed in you.

Community Interest

You should act so as to assist the Community Council, as far as possible, in the interests of the whole community that it serves. Where particular interests groups' concerns are in conflict with those of other groups or of areas, you should help to ensure that the Community Council is aware of them and that particular interest groups are able to pursue their concerns, but you are not obliged to put the interests of particular groups above the general interests.

Selflessness

You should act solely in the public interest. You should never use your position as a community councillor to gain for yourself, your family or your friends any financial benefits, preferential treatment or other advantage, or to confer such benefits, treatment or advantage improperly on others.

Integrity and Propriety

You should not put yourself in a position where your integrity is called into question by any financial or other obligation. As well as avoiding actual impropriety, you should avoid any appearance of it.

Section 2 - How your community council works

Your role as a community councillor

Hospitality

You should record all gifts and hospitality received in connection with membership of the Community Council. You should not accept gifts or hospitality that might reasonably be thought to influence, or be intended to influence, your judgement; or where to do so could bring discredit upon the Community Council.

Decisions

Whilst you may very properly be influenced by the views of others, including particular interest groups, it is your responsibility to decide what view to take, and how to vote, on any question which community councillors have to decide.

Objectivity and Decision Taking

In carrying out public business, including any award of grants or decisions regarding planning applications or other matters on which the Community Council is entitled to make recommendations to Angus Council, you should make decisions on merit and on the basis of information which is either publicly known, or where such information has been brought into the public arena.

Accountability

You are accountable through the community you serve for your actions and your part in reaching decisions, and must submit yourself to whatever scrutiny is appropriate to your office.

Openness

You should be as open as possible about all your actions and your part in reaching decisions. You should seek to ensure that reasons are given for decisions of your Community Council and that information is restricted only where it is in accordance with the Angus Council Administrative Scheme for Community Councils.

Confidentiality

You should also ensure that confidential material, including material about individuals, is handled in accordance with the provisions in the Administrative Scheme, and having regard to the public interests, any decisions on such handling taken by the Community Council and is not used for private purposes.

Stewardship

You have a responsibility to play your part in ensuring that the Community Council uses its resources prudently and in accordance with the law.

Participation

You may take part in the consideration of questions which come before the Community Council unless you have a private interest of a kind which would cause your participation to raise questions as to your liability to be influenced by the views of others.

Section 2 - How your community council works

Your role as a community councillor

Declarations

You should declare any private interests relating to your Community Council duties and should take steps to resolve any conflicts arising in a way that protects the public interest. You should make relevant declarations of interest at meetings of the Community Council, any Committees or Working Groups, to which you are appointed, and in all circumstances where you are active in your role as a Community Councillor.

Relations with Angus Councillors

You should respect the role of Angus Councillors and treat them in a way that engenders mutual respect at all times.

Relations with Angus Council Officers

You should respect the role of Angus Council Officers and employees who are directly responsible to Angus Council and treat them in a way that engenders mutual respect at all times.

Political Affiliations

Whilst you are perfectly free to have political affiliations, the Community Council itself is not a political body, but is there to represent the interests of the whole community. Therefore, in participating in the business of the Community Council, your primary concern is to represent the interests of your community and not those of a particular political party or group.

Personal Conduct

Yours personal conduct should be such as not to bring the Council into disrepute. You should act courteously to fellow Community Councillors, Angus Councillors and officials, members of the public and other bodies. You should not act in such a way as to bring yourself or the Community Council into disrepute through your actions, discussion or communications with them.

Section 2 - How your community council works

Office Bearers

For a community council to function it must appoint office bearers to undertake certain duties and the responsibilities of these positions are summarised below.

2.7 Office Bearer Positions

In accordance, with the Scheme for Establishment of Community Councils (www.angus.gov.uk/ccscheme/), community councils must appoint

- Chairperson
- Secretary
- Treasurer
- Planning Contact

The Secretary and the Treasurer need not be community council members and one person may be appointed to both positions.

A community council may make such payments to the Secretary and Treasurer as they may from time to time decide and arrange for the provision of clerical services.

2.8 Chairperson

The Chair has particular responsibility in relation to the management of the community council including:

- Ensuring meetings are run competently
- Ensuring discussion and decision making is democratic and everyone is able to participate in the meetings (in accordance with the Scheme)
- Ensuring relevant matters are discussed and appropriate decisions are made
- Ensuring compliance with the code of conduct by all community councillors

The Chairperson shall hold office until his or her term of office as a member expires, or he or she resigns, and is eligible for re-election as Chairperson. Any casual vacancy in the office of Chairperson shall be filled as soon as convenient by the community council.

At a meeting of the community council the appointed chairperson will chair the meeting. If the chairperson is absent from a meeting, the vice-chairperson should chair. Where both the chairperson and vice-chairperson are absent from a meeting, the members present should choose who will chair.

The Chairperson may warn any members of the public who interrupts the proceedings of a meeting and may order the removal of that person should such interruption be continued and, in the event of any disorder arising at any meeting, the Chairperson shall be entitled to adjourn the meeting until a date and time as he or she shall decide.

If any member of the Council disregards the authority of the chairperson, obstructs the meeting, or, in the opinion of the chairperson, or otherwise acts in an offensive manner at a meeting, the chairperson may move that such member be suspended for the remainder of the meeting. If seconded, such a motion shall be put to the vote immediately without discussion.

(Further details on the role of the Chair is contained in the Fourth Schedule of the Scheme for the Establishment of Community Councils www.angus.gov.uk/ccscheme/)

Section 2 - How your community council works Office Bearers

2.9 Secretary

The main duties of the secretary will include:

- Convening meetings
- Booking rooms
- Dealing with correspondence (both in and out)
- Preparing the agendas for meetings
- Taking minutes for meetings unless a minute secretary has been appointed
- Distributing agendas and minutes

The Secretary will be responsible for the minutes of meetings, posting and displaying and advertising of notices of meetings, and is the official correspondent of the Council. Community councils may choose to appoint a minute secretary as well as their community council secretary.

The Secretary shall forward minutes (after approval) as soon as practicable to the Chief Executive of Angus Council, local elected members, local libraries and ACCESS Offices, and other places in the area where information can be readily available.

A template for minutes is included in Appendix E.

The Secretary should keep councillors of Angus Council, whose electoral ward or part of whose electoral ward lies within any part of the Council area, informed with regard to any relevant matter arising at a meeting of the Council.

The Secretary should also keep the Chief Executive of Angus Council, Chief Officers of appropriate departments of Angus Council informed (as appropriate) with regard to any relevant matter arising at a meeting of the Council in accordance with Angus Council's "Code of Guidance on Writing to the Council". A copy of the Council's management structure is shown in Appendix C.

The Secretary should keep the Chief Executive of Angus Council informed of the names and addresses of the members of the community council and persons appointed by the Council as Chairperson, Vice-Chairperson, Treasurer and Planning Representative.

The Secretary shall hold office until the appointment is terminated by the community council or resigned, on one month's notice.

Angus Council shall communicate with community councils and the community councils shall communicate with Angus Council in accordance with "The Code of guidance on Writing to the Council" as detailed on pages 28-30 of the Scheme for the Establishment of Community Councils (www.angus.gov.uk/ccscheme/).

(Further details on the role of the Secretary is contained in the Fourth Schedule of the Scheme for the Establishment of Community Councils (www.angus.gov.uk/ccscheme/)).

Section 2 - How your community council works Office Bearers

2.10 Treasurer

The main tasks of the treasurer include:

- To advise the community council on financial matters
- To control and account for the community council's finances
- To oversee bookkeeping
- To prepare the annual accounts

The financial year of the Council shall be the year commencing on 1st October and ending on 30th September in the year immediately following. The Council Treasurer shall prepare a statement of income and expenditure for the period of the financial year immediately preceding which shall be submitted to the Council not later than 31st December immediately following, duly audited.

The 'auditor' (independent examiner) of the accounts must not be a member, hold any other office of the community council or be related to a community councillor. The auditor should be someone who is suitably experienced in accountancy (preferably a qualified accountant). A community council may make such payments to the auditor as they may from time to time decide.

A copy of the audited accounts as approved by the community council shall be sent as soon as practicable thereafter to the Chief Executive of Angus Council but no later than 31st January in the immediately following year.

The Treasurer shall keep complete records of the income and expenditure of the community council and shall report on a regular basis as to the income and expenditure to the community council.

The Treasurer shall pay into a bank account in the name of the community council all monies received by him or her on behalf of the community council and shall pay out of that bank account all the expenses of the community council provided that the community council may specify from time to time a sum not exceeding £50 as an imprest for petty cash payments, and may open such deposits or investment accounts as it may deem necessary.

All cheques drawn on the bank account shall be signed by the Treasurer and countersigned by the Chairperson, whom failing, one other member.

The Treasurer shall submit to each meeting of the community council for approval a list of all payments made by him or her as a matter of urgency since the last meeting and any accounts due and payable by the Council.

The Treasurer shall keep records of all heritable and moveable property acquired by the Council, by gift, purchase or otherwise.

The Treasurer shall hold office until the appointment is terminated by the community council or resigned, on one month's notice.

(see also Community Council Financial Guidelines, including basic layout for a Cash Book and the preferred layout for annual accounts, detailed in the Good Practice Agreement, pages 20 -23 (www.angus.gov.uk/ccgoodpractice/))

(Further details on the role of the Treasurer are contained in the Fourth Schedule of the Scheme for the Establishment of Community Councils (www.angus.gov.uk/ccscheme/)).

Section 2 - How your community council works Office Bearers

2.11 Planning Contact

Angus Council is committed to consulting community councils as part of its statutory duties in respect of planning applications, and has developed a system for circulating planning applications to community councils. This includes community councils appointing one person as their point of contact for all planning matters (see also page 14 of this handbook). Planning applications can be accessed on the Council's website (www.angus.gov.uk) or at ACCESS Offices.

The main tasks of the planning contact include:

- Act as the official correspondent for planning consultation
- Ensure relevant planning matters are discussed and appropriate decisions are made
- Ensure that the community council responds in accordance policy and timescales

Specific arrangements are made by Angus Council for consultation on planning applications and each community council should ensure that a Planning Contact person is appointed and that the name and contact details of the Planning Contact are sent to both Angus Council's Planning Division and the Chief Executive's department as soon as any appointment of a Planning Contact is made or details of the Planning Contact are changed.

Whilst community councils will be sent a weekly list of all planning applications, community councils will not be consulted directly on all planning matters in their area. Planning applications can be accessed on Angus Council's website or at local ACCESS Offices.

Section 2 - How your community council works

Meetings

It is up to individual community councils to decide the number of community council meetings it will hold in a year, however, a community council should not hold any less than four meetings in any one calendar year. Outlined below are key points in respect of holding community council meetings.

2.12 Publicity

All community council meetings should be open to the public and public notice of each meeting shall be given at least three days before the meeting. This could be by newspaper advertisement, by notice displayed in a public place, or local notice boards, etc.

Community councils should publicise their meetings and activities, and items of interest to their communities.

2.13 Agendas

Community councils should ensure that the local community is made aware of the dates and times of meetings and items to be discussed, and that there is opportunity for members of the public and special interest groups to participate in the meetings of community councils.

No business should be transacted at a meeting of the community council other than that specified in the notice of the meeting. However, there is provision in the standing orders for a matter of urgency to be raised (see page 21 of the Scheme for the Establishment of Community Councils (www.angus.gov.uk/ccscheme/)).

2.14 Quorum

No business should be transacted at a meeting of the community council unless at least ¼ of the total membership is present. If, after 15 minutes of the advertised time for the start of a meeting, a quorum is not present, the meeting should be adjourned until such a date and time as the chairperson may decide.

2.15 Minutes

Minutes of the proceedings of a meeting of a community council should be drawn up by the Secretary and approved at the next meeting of the community council.

2.16 Venues

Community councils shall ensure, so far as is reasonable and practicable, that meetings are held in premises accessible to all members of the community, including those who are disabled.

2.17 Annual Report & Accounts

Community councils should meet to approve, or otherwise, a statement of its accounts for the previous financial year ending 30 September within three months of the end of such year.

Community councils should also meet to approve, or otherwise, a report (prepared by the Chairperson) on the activities of the community council during the preceding financial year ending 30 September within three months of the end of such year.

Both of the above should be submitted to Angus Council no later than 31 January in the year following the end of the appropriate financial year.

Section 3 - Contacts/Further Information

Angus Council's Community Council Contact is:

Carol Petrie
Decentralisation Officer
Chief Executive's Department
Angus House
Orchardbank Business Park
FORFAR
DD8 1AX

Telephone: 01307 476109
e-mail: petriec@angus.gov.uk

Contacting Angus Council:

- Routine/general enquiries should be directed through ACCESS Angus via:
 - ACCESSLine – 08452 777 778
 - Your local ACCESS Office in Arbroath, Brechin, Carnoustie, Forfar, Kirriemuir, Monifieth or Montrose
 - Online - accessline@angus.gov.uk
- See the A-Z of Services for details of Angus Council's services and related contact information (www.angus.gov.uk/services/default.cfm)
- The Council Departments page lists contact information for each department (www.angus.gov.uk/ac/departments/default.htm)
- See the Councillor Information page if you wish to contact your local Councillor (<http://www.angus.gov.uk/councillorinfo/default.cfm>)

Further Information

A number of documents are referred to in this handbook. Full copies can be obtained as follows:

- Angus Council's website at: <http://www.angus.gov.uk/commcouncil/default.cfm>
or Angus Community Planning website at: www.angus.org.uk
- By contacting ACCESS Line on 08452 777 778
- By contacting the Council's Community Council contact (details above)

Copies of community council minutes and agendas, and other communications for Angus Council's Chief Executive:

- e-mail to chiefexec@angus.gov.uk
- post to Chief Executive, Angus Council, Angus House, Orchardbank Business Park, FORFAR DD8 1AX

EQUALITIES**GENERAL DUTIES**

Gender Equality Duty	Disability Equality Duty	Race Equality Duty
Due regard to the need to:	Due regard to the need to:	Due regard to the need to:
Eliminate unlawful discrimination and harassment	Promote equality of opportunity between disabled persons and other persons	Eliminate unlawful racial discrimination
Promote Equality of opportunity between men and women	Eliminate discrimination that is unlawful under the Disability Discrimination Act 1995	Promote equality Opportunity
	Eliminate harassment of disabled persons that is related to their disabilities	Promote good relations between persons of different racial groups.
	Take steps to take account of disabled persons' disabilities, even where that means treating disabled persons more favourably than other persons	
	Promote positive attitudes towards disabled people	
	Encourage participation by disabled people in public life.	

Recommendation

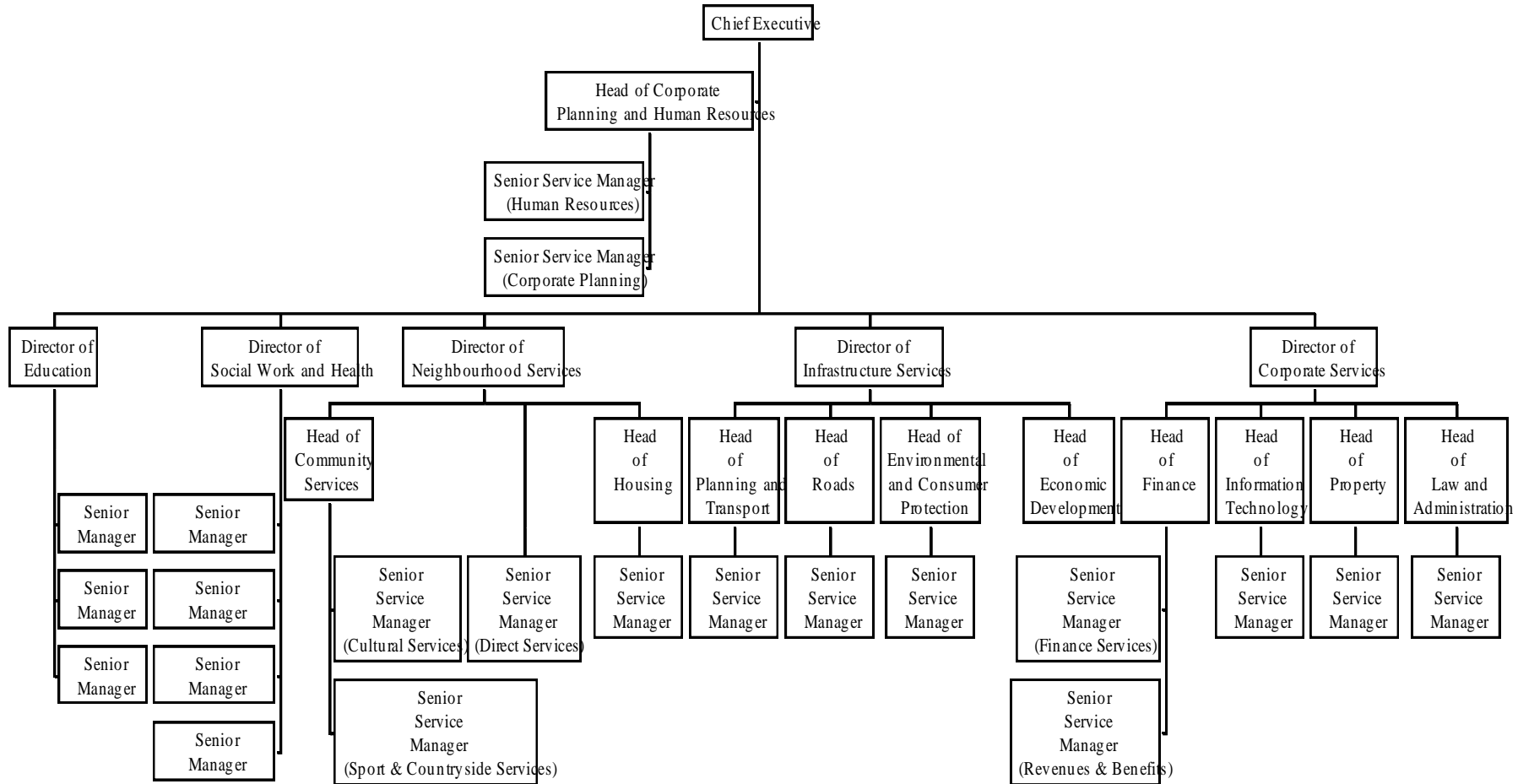
As a model of good practice it is recommended that organisations should be aware of the above duties and should incorporate them into their own structures, practices and codes of conduct.

NATIONAL STANDARDS FOR COMMUNITY ENGAGEMENT

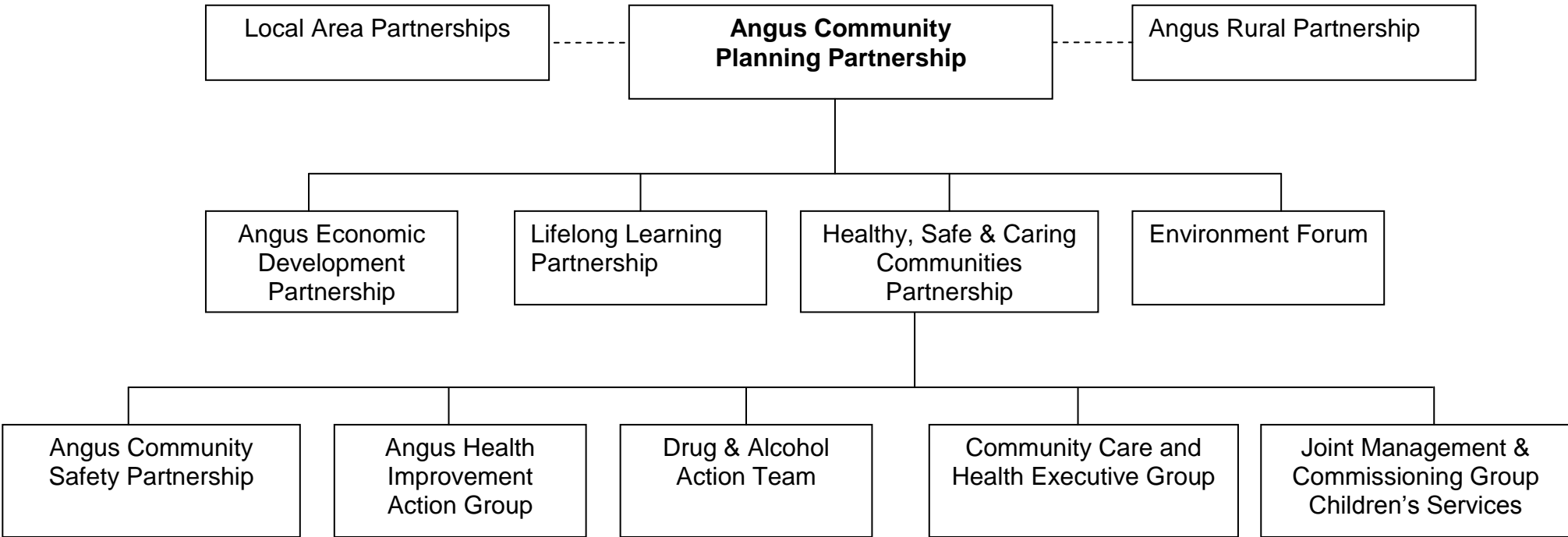
1. **INVOLVEMENT:**
we will identify and involve the people and organisations who have an interest in the focus of the engagement
2. **SUPPORT:**
we will identify and overcome any barriers to involvement
3. **PLANNING:**
we will gather evidence of the needs and available resources
and use this evidence to agree the purpose, scope and timescale of the engagement and the actions to be taken
4. **METHODS:**
we will agree and use methods of engagement that are fit for purpose
5. **WORKING TOGETHER:**
we will agree and use clear procedures that enable the participants to work with one another effectively and efficiently
6. **SHARING INFORMATION:**
we will ensure that necessary information is communicated between the participants
7. **WORKING WITH OTHERS:**
we will work effectively with others with an interest in the engagement
8. **IMPROVEMENT:**
we will develop actively the skills, knowledge and confidence of all the participants
9. **FEEDBACK:**
we will feed back the results of the engagement to the wider community and agencies affected
10. **MONITORING AND EVALUATION:**
we will monitor and evaluate whether the engagement achieves its purposes and meets the national standards for community engagement

Further information on the National Standards for Community Engagement can be found on Communities Scotland website at www.communitiesscotland.gov.uk

ANGUS COUNCIL - MANAGEMENT STRUCTURE



ANGUS COMMUNITY PLANNING STRUCTURE



Angus Community Planning Partners:

- Angus Council
- Tayside Police
- Tayside Fire & Rescue
- NHS Tayside
- Angus Community Health Partnership
- Communities Scotland
- Scottish Enterprise Tayside
- Angus College
- Angus Association of Voluntary Organisations
- Volunteer Centre Angus
- Angus Rural Partnership

Minutes of Community Council Meetings
Template

(name) Community Council

Meeting held on (date) at (time) in (venue)

In attendance:

List community councillors and others in attendance

Apologies:

List community councillors and others who have submitted their apologies

AGENDA

Minutes of Previous Meeting

Minutes of previous meeting to be approved by community council. To be proposed and seconded.

Matters Arising

To give update/progress on matters discussed at previous meeting which are not included on the agenda.

Local Councillor Update

Updates by local elected members in attendance.

Correspondence

List of correspondence received

Planning Applications

Planning contact to provide summary of planning applications. Community council to agree response if appropriate.

Treasurer's Report

Treasurer to give summary of current financial situation.

Other agenda items

Business that requires to be discussed at the meeting.

AOCB

Any other items for discussion that not included on the agenda

Date of Next Meeting

Confirm date, time and venue of next meeting