

Guidance 8 - Supported Status

Introduction

When a Community Council moves into supported status it will be provided with:

- Reasons for its move to supported status.
- Confirmation of the period of supported status.
- Information about what they need to achieve by the Steering Group to reinstate Community Council status.

Supported Status Guidance

What is a Steering Group?

- It is the remaining members of the Community Council (as long as it remains above the quorum of one third of the remaining membership of the Community Council or four members, whichever is the greater).
- If a steering group drops below the quorum for the Community Council, it will immediately be moved to dissolution and appropriate action will be taken by Aberdeen City Council's Assurance Manager.

What must the Steering Group do?

- Meet as a Group to rectify the issues that resulted in them being in supported status.
- Appoint the Assurance Manager or another council officer as the Chair of the Steering Group.

What can the Steering Group do?

- Continue with any live projects that were already in progress when the Community Council went into supported status with the support of the Assurance Manager (it should be noted that the insurance cover in place for Community Councils will remain operational whilst the Community Council is in supported status).
- Complete financial transactions agreed by the Community Council when it was operational.
- Take decisions on expenditure for the live projects ONLY

What must the Steering Group not do?

- Undertake any work relating to the statutory functions of a Community Council – planning, licensing and other consultations
- Agree any expenditure outwith the live projects
- Spend any funds unless they had approval prior to supported status
- Send any correspondence in the name of the Community Council
- Undertake any social media activity or update the website other than to inform the community of the status of the Steering Group, publish SG minutes or to promote the need for additional members.

Holding of Meetings

- Meetings should be held at least every six weeks
- Meetings are for members of the Steering Group only and any supporting officers but they would not be involved in any decisions
- Notes of actions and decisions will be taken and circulated to members and made available for the community to see
- Agendas will be prepared and circulated by the CCLO
- Meetings will be held in Council premises or online wherever possible to remove the need for expenses to be incurred.

Next Stage

- If within the six month period the Steering Group satisfies the Assurance Manager that the Community Council will in the future be able to comply with the requirement of the Scheme and have met the expectations set out when they went into supported status, then reinstatement of Community Council status will be granted by written notice from the Assurance Manager.
- If the Steering Group has not managed to achieve the required outcomes within the six month period, the Assurance Manager will review the progress made by the Steering Group.
- If the Assurance Manager considers that significant progress has been made, they may consider an extension to the supported status period to allow the Steering Group to complete its work.
- If the Assurance Manager considers that little or no progress has been made, they may consider that it is appropriate to move to dissolution of the Community Council.