



Aberdeen City Council

## Scheme for the Establishment of Community Councils

Document Version	1.2
Document Status	Draft
Document Date	September 2017
Review Date	February 2020

## Contents

Contents .....	2
Introduction .....	3
1. Statutory Purposes.....	4
2. Establishment of Community Councils .....	4
3. Role and Responsibilities .....	4
4. Membership of Community Councils.....	7
5. Community Council Elections.....	7
6. Terms of Office of Members of Community Councils .....	11
7. Filling of Vacancies .....	11
8. Equalities.....	13
9. Disqualification of Nomination or Membership .....	13
10. Meetings.....	13
11. Liaison with the City Council .....	14
12. Resourcing a Community Council .....	14
13. Liability of Community Council Members .....	16
14. Dissolution of a Community Council.....	16
15. Amendment of Schemes .....	16
List of Community Council Areas.....	17
Constitution for Community Councils .....	39
Standing Orders for Community Councils.....	47
Code of Conduct for Community Councils .....	52
Complaints Procedure .....	58
Complaints Procedure .....	67
Guidelines for Community Councils.....	67

## **Introduction**

Community Councils were first established in Scotland following the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994, which produced the current system of unitary local authorities, made provision for the continuation of Community Councils. Under the legislation, every local community in Scotland is entitled to petition their local authority to establish a Community Council in their area.

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

The general purpose of a Community Council 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.

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

The Scheme will come into operation from October 2018 when the new term for Community Councils begins in Aberdeen City. The Scheme will be subject to review periodically prior to each new term.

## **1. Statutory Purposes**

The statutory purposes of 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.

## **2. Establishment of Community Councils**

### **2.1 Areas**

2.1.1 Aberdeen City Council has produced list of community council areas (page 17). Maps which outline their boundaries can be requested by contacting the Community Council Liaison Officer at [communitycouncils@aberdeencity.gov.uk](mailto:communitycouncils@aberdeencity.gov.uk)

### **2.2 Existing Community Councils**

2.2.1 Aberdeen City Council shall organise elections for all Community Councils in October every three years.

### **2.3 Where no Community Council exists**

2.3.1 To establish a new Community Council, an application submitted by 20 residents, who are on the electoral register for that area must be submitted to the Community Council Liaison Officer. On receipt of the application form, Aberdeen City Council shall arrange an election for that area.

## **3. Role and Responsibilities**

The general purpose of Community Councils is to act as a voice for their local area.

This will involve them articulating the views and concerns of local people in their area on a wide range of issues of public concern and make representations to the Local Authority, other public sector bodies and private agencies on matters within their sphere of interest.

Community Councils should have in place mechanisms to encourage public involvement and feedback to secure greatest possible involvement from all sectors of the community which may include consultations, questionnaires, public meetings and effective means to publicise the determinations of the community council.

### **3.1 Role**

- 3.1.1 Community Councils have a statutory right to be consulted on planning applications and licensing applications.
- 3.1.2 Community Councils are a type of community participation body as defined under the Community Empowerment Act 2015. They have the authority to make participation requests to a public service authority to permit them to participate in an outcome improvement process.
- 3.1.3 Community Council should develop robust and effective working relationships with the City Council and other agencies.
- 3.1.4 Community Councils may be consulted on any other matters by the Local Authority, Community Planning Partnership and other public sector and private agencies.
- 3.1.5 Community Councils may carry out other activities that are in the general interests of the communities they represent, provided those activities fall within the objectives of their Constitution and the terms of the Scheme for the Establishment of Community Council.
- 3.1.6 In the case of complex planning applications, it may be impractical for Community Councils to perform a valid consultation, collate the feedback and lodge a meaningful representation within the timescales allowed. In this case Community Councils may lodge representations based on material considerations affecting the interests of their community provided they have also advertised the application in their community and encouraged members of the community to make their own representations.
- 3.1.7 In carrying out their activities Community Councils must at all times adhere to the law; the terms of the Scheme; Constitution; Standing Orders; and the Community Councillors' Code of Conduct.
- 3.1.8 Each Community Council is required to adopt a Constitution, Standing Orders and the Code of Conduct. The Community Councils Constitution is required to be approved by the Local Authority. The purpose of these documents is to:
- encourage and maintain consistency for all Community Councils,
  - facilitate properly structured and regulated proceedings, and
  - ensure that items of business relevant to the community are properly debated and decisions are reached in a democratic manner.

## **3.2 Responsibilities**

Community Councils have a duty under statute to represent the views of their local community. It is vital therefore, that they reflect the broad spectrum of opinion and interests the community.

In order to fulfil their responsibilities and in being effective and representative, Community Councils shall:

- 3.2.1 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, notice boards and online, subject to the provisions contained within the General Data Protection Regulation (GDPR) which will apply from 25 May 2018.
- 3.2.2 Provide publicly available contact information such as names, addresses, telephone numbers, email addresses and website links to enable members of the public to contact them.
- 3.2.3 Allow members of the public to attend all meetings of the Community Council and ensure they have the opportunity to address the Community Council.
- 3.2.4 Send agendas and draft minutes of Community Council meetings to Community Council members, the Community Council Liaison Officer and to relevant elected members and other interested parties.
- 3.2.5 Have in place consultative mechanisms to encourage public involvement to secure greatest possible involvement from all sectors of the community it represents. This could be in form of consultations, questionnaires, public meetings and providing information to the community.
- 3.2.6 Seek to broaden both representation and expertise by promoting the Associate Membership of the Community Council of persons for specific projects/issues.
- 3.2.7 Make particular efforts to encourage young people and other under-represented groups to attend/participate in Community Council meetings and to ensure equality of opportunity in the way the Community Council carries out its functions.
- 3.2.8 Maintain proper financial records and present financial reports at Community Council meetings.
- 3.2.9 Inform the Community Council Liaison Officer of any change in membership (resignations, associate members) and circumstances, as soon as is practicable.

#### **4. Membership of Community Councils**

- 4.1 There shall be a minimum and maximum membership number of elected Community Councillors in a Community Council.
- 4.2 The minimum age to stand for election as a Community Councillor is 16 years of age.
- 4.3 Qualification for membership is by residency within the specific Community Council area.
- 4.4 Community Council candidates for membership must be named on the current electoral register for the Community Council area in which they reside as a local government elector.
- 4.5 There shall be provision made for non-voting Associate Membership for purposes as defined by each Community Council.
- 4.6 No elected member of Aberdeen City Council shall be eligible to be a member of a Community Council. If a member of a Community Council is so elected, they will be deemed to have resigned from the Community Council the day after the result of the Local Government election is declared.
- 4.7 Elected members of the Scottish, United Kingdom and European Parliaments are entitled to become ex-officio members of Community Councils, with no voting rights.

#### **5. Community Council Elections**

##### **5.1 Eligibility for Membership and Voting**

- 5.1.1 It shall be open to any individual resident over the age of 16, within the area of the Community Council and whose name appears on the Electoral Register and are registered as a local government elector.
- 5.1.2 All candidates, proposers and seconders at the date of the nomination are required to be registered as a local government elector at an address within the relevant community council boundary.

##### **5.2 Frequency of Elections**

- 5.2.1 The first elections for Community Councils in terms of this Scheme shall be held in October 2018.
- 5.2.2 Elections will be held in October on a three year basis on dates to be determined by the Returning Officer.

### 5.3 Returning Officer

The Returning Officer for Community Council Elections shall be appointed by the City Council.

### 5.4 Nominations

5.4.1 The Returning Officer shall make Nomination forms widely available by publication on the Aberdeen City Council website and in City Council offices, libraries and Community Centres. It shall not be necessary to use such a form, provided that the nomination is submitted in writing and:-

- (a) is signed by the candidate, confirming his/her eligibility and willingness to stand and to serve as a member of the Community Council if elected;
- (b) states the Candidate's full name and address, together with any commonly used name or names, by which he/she wishes to be described in the Notice of Poll and Ballot Paper; and
- (c) states the full name and address of the proposer and seconder and is signed by the proposer and seconder.

5.4.2 The nomination form will contain a section to allow candidates to submit a written statement in support of their nomination which will appear alongside the ballot paper. Where no statement is provided, the following text will appear on the ballot paper:

"This candidate chose not to submit a statement in support of their nomination".

5.4.3 The Returning Officer shall reject any Nomination:-

- (a) which does not contain the information prescribed in the previous sub paragraph;
- (b) which is submitted after the deadline for the receipt of nominations;
- (c) where, on checking, it appears that the candidate, proposer or seconder is not registered as a local government elector at the address stated on the form; or
- (d) any address stated on the form is outwith the area of the Community Council.

5.4.4 The Returning Officer shall not be obliged to carry out any further investigation as to the eligibility of a person to be nominated.

5.4.5 Nominations may be lodged in person by the candidate, proposer or seconder, or by post. Delivery to any address other than that stated in the Notice of Election shall not be sufficient and the onus shall be on the candidate to prove that any nomination paper delivered was properly delivered.

### 5.5 Method of voting

5.5.1 Voting shall be by secret ballot.

- 5.5.2 Electronic voting methods will be used for all elections, along with postal ballots where requested.
- 5.5.3 Community councils within Aberdeen City shall be elected on the Single Transferable Vote (STV) method of election.
- 5.5.4 Where a By Election is called due to the numbers of Community Councillors falling below that of the minimum required, only the vacant positions for that Community Council will be advertised, allowing the current elected membership to remain in place.
- 5.5.5 Postal Votes, where requested
- (a) A postal ballot can be requested and shall be issued to any resident who is registered as a local government elector at an address within the relevant community council boundary.
- 5.5.6 Proxy Votes
- (a) Electors who have appointed proxies for the purposes of voting in Local Government Elections shall be deemed to have appointed those persons as proxies for the purposes of Community Council elections. It shall not be competent to make separate application to vote by proxy at Community Council elections while retaining it for Local Government elections.

## 5.6 Stages Common to All Elections

### 5.6.1 Timetable

Publication of Notice of Election	Not less than eight weeks before Date of Poll
Time for Lodging Nominations	A period of not less than four weeks commencing the day after publication of the Notice of Election and ending as near as may be, four weeks before the Date of Poll.  Nominations may be lodged at the Election Unit between the hours of 10.00 and 16.00 on any working day during this period
Statement of Persons Nominated	As soon as may be after close of nominations
Time for withdrawal of Nominations	During the period for Lodging Nominations and not later than one week after at 16:00hrs
Notice of Poll, Notice of Uncontested Election (with, in either case, statement of persons validly nominated) or Notice of Failure to Establish a Community Council	Not later than the third working day after the close of the period for Withdrawal of Nominations
Date of Poll	The date fixed by the Returning Officer in terms of paragraph 5.2  Polling shall be between the hours of 08:00 and 20:00 on that day

Counting of Votes	As soon as possible after the Close of Poll
Publication of Result	Not later than the third day after the completion of the Counting of Votes

### 5.6.2 Notice of Election

The Returning Officer shall publish notice advising that an election for the Community Council will take place and inviting nominations.

The Notice of Election shall state:-

- (a) the number of members to be elected to the Community Council;
- (b) the place and time for the lodging of nominations;
- (c) the qualification to stand as a candidate or to propose or second a nomination; and
- (d) that if the number of candidates exceeds the number of places to be filled, a poll will be held on a particular date.

### 5.6.3 Notice of Poll, Notice of Uncontested Election or Notice of Failure to Establish a Community Council

In the event that the number of candidates validly nominated exceeds the number of places to be filled, the Returning Officer shall publish a Notice of Poll.

A Notice of Poll shall:-

- (a) list the candidates in alphabetical order of surname;
- (b) state the address of the candidate where it has been provided;
- (c) specify the date and hours of the Poll; and
- (d) specify the location of the polling station.

A Notice of Uncontested Election shall:-

- (a) list the candidates in alphabetical order of surname
- (b) state the address of the candidate where it has been provided; and
- (c) state that, the number of candidates validly nominated being less than the number of places to be filled, but greater than the number required to establish the Community Council (or in the case of a by-election, to maintain it), those candidates are deemed to be elected on the date of the notice.

A Notice of Failure to Establish a Community Council shall state:-

- (a) that, the number of Candidates validly nominated, being less than the minimum number of members of the Community Council (or, in the case of a by-election, less than one half when taken with the existing members of the Community Council), the Community Council has not been established (or has been dis-established as the case may be); and
- (b) that no further petition for the establishment shall be competent for a period of three calendar months (or twelve calendar months in the case of a second failed election).

#### 5.6.4 Withdrawal of Nomination

A candidate may withdraw his/her nomination by notice in writing, to the Returning Officer. Such notice must be signed and dated by the Candidate and shall be signed by one witness who shall add his/her full name and address. A nomination which has been withdrawn cannot be re-instated except that, where the withdrawal has been made during the nomination period, a fresh nomination of the same individual shall be competent if made before the last time for lodging nominations.

#### 5.6.5 Counting of votes

As soon as practical after close of poll, the Returning Officer shall arrange for the counting of votes.

#### 5.7 Request to Establish a Community Council between Election Years

5.7.1 The City Council, on receipt of a written application by not less than twenty electors, shall conform to Section 52(7) of the Local Government (Scotland) Act 1973, in respect of a Community Council area, shall within not more than six weeks from the date of the application, organise, in accordance with this Scheme, an election for establishing the Community Council for that area. The City Council shall fix the date of the election.

### 6. Terms of Office of Members of Community Councils

6.1 The first term of office of members of Community Councils shall extend to a date in October 2021 to be determined by the City Council.

6.2 The term of office of members of Community Councils shall expire on a date in October every third year thereafter to be determined as aforesaid.

6.3 Retiring members of Community Councils, if not otherwise disqualified under the provisions of this Scheme, shall be entitled to stand for re-election.

### 7. Filling of Vacancies

#### 7.1 Casual Vacancies

7.1.1 Casual vacancies on a Community Council may arise in the following circumstances:-

- (a) When an elected Community Council member submits his/her resignation;
- (b) When an elected Community Council member ceases to be resident within the Community Council area;
- (c) When an elected Community Council member has his/her membership disqualified (Section 9)

- (d) When a Community Councillor is elected to Aberdeen City Council and
- (e) Due to unreasonable non-attendance by a Community Councillor at scheduled Community Council meetings for a period of six months

## 7.2 Co-option to Community Councils

- 7.2.1 Filling a vacancy can be undertaken through co-option. However, should circumstance arise that lead to the number of elected Community Council members falling below half of the maximum permitted membership, Aberdeen City Council shall be informed and may undertake arrangements for a by-election, where appropriate, to be held.
- 7.2.2 Co-opted members must be eligible for membership of the Community Council as detailed in Section 4 of the Community Council Scheme. All proposed co-options must be provided to Aberdeen City Council so that appropriate checks can be made relating to the eligibility.
- 7.2.3 Co-opted members must be elected onto the Community Council by a two-thirds majority of the elected Community Council members present and voting.
- 7.2.4 Co-opted members will have full voting rights and will serve until the next round of elections.
- 7.2.5 The number of co-opted members may not exceed a third of the current elected Community Council membership. Should the ratio become greater due to any circumstances, Aberdeen City Council shall be informed and may determine arrangements thereafter for a by-election, where appropriate.
- 7.2.6 After 12 months from the date of their co-option to the Community Council, the co-opted member will become a full member and will no longer be counted within the ratio of co-opted members.

## 7.3 Associate Members

- 7.3.1 Associate members may be appointed by a Community Council where there may be a need for individuals with particular skills and knowledge. These individuals do not have voting rights.
- 7.3.2 Associate members may include representation from other local organisations and may serve for a fixed period as determined by the Community Council.

## 7.4 By-Elections

- 7.4.1 Where the number of elected community councillors falls below the minimum requirement or co-option has not been possible, a by election may be called.
- 7.4.2 Only the vacant positions will be advertised to be filled

7.4.3 Successful candidates will become full members

## **8. Equalities**

8.1 Recognition should be given to the contribution of everyone participating in the work of the Community Council.

8.2 The City Council further acknowledges that Community Councillors are volunteers who give up their own time to undertake the work of Community Councils.

8.3 Community Councils must comply with the Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.

8.4 See also Code of Conduct.

## **9. Disqualification of Nomination or Membership**

9.1 Membership is invalidated should a Community Councillor's residency qualification within that Community Council area cease to exist.

9.2 Membership is invalidated should a Community Councillor's name be removed from the electoral register.

9.3 If any member of a Community Council fails to attend any Community Council meeting, with or without submitting apologies, throughout a period of six months, the Community Council may terminate their membership.

9.4 At the discretion of individual Community Councils, a period of leave of absence for Community Council members may be granted ensuring that the active membership remains above the minimum number required.

## **10. Meetings**

### **10.1 First Meeting**

10.1.1 The first meeting (inaugural) of every newly established Community Council shall be convened by the Community Council Liaison Officer and attended and chaired by them or a person appointed by them for that purpose.

10.1.2 The business of the first meeting for all Community Councils will include the appointment of Chairperson, Vice-Chairperson, Secretary/Minute Secretary and Treasurer and to consider the Constitution and Code of Conduct.

10.1.3 Adoption of a Constitution by the Community Council and approval by the Local Authority should follow within three months of the inaugural meeting.

## 10.2 Meeting Frequency

10.2.1 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.

## 10.3 Quorum

10.3.1 The quorum for Community Council meetings shall be one third of the current voting membership or four members, whichever is the greater.

## 11. Liaison with the City Council

11.1 In order to facilitate the effective functioning of Community Councils, Aberdeen City Council has appointed a Community Council Liaison Officer (CCLO) to act as a liaison officer with Community Councils.

11.2 The CCLO shall have the right to attend any meetings of Community Councils.

11.3 Community Councils shall provide copies of their agendas and minutes within prescribed timescales to the CCLO.

11.4 Community Councils may make representations to the local authority and other public and private agencies, on matters for which it is responsible and which it considers to be of local interest.

11.5 Representations should be made, in the case of statutory objections, such as planning or licensing matters, to the appropriate City Council official.

11.6 On issues where the City Council is consulting with Community Councils, representations should be made to the appropriate City Council officer.

11.7 The City Council's CCLO 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 Council and other relevant topics.

## 12. Resourcing a Community Council

### 12.1 Financial Year

12.1.1 The financial year of each Community Council shall be from January to December to allow for the proper submission of audited statement of accounts to the Community Council's annual general meeting to be held within two months of the end of the financial year.

## 12.2 Annual Accounts

12.2.1 The Annual Accounts of each Community Council shall be independently examined by one examiner appointed by the Community Council, who is not a member of that Community Council.

12.2.2 A copy of the independently examined statement of accounts and/or balance sheet shall be forwarded immediately after the accounts are approved at the Community Council's Annual General Meeting, and by the 31 March of each year, to the CCLO to enable the annual grant to be calculated.

12.2.3 The CCLO in consultation with the City Council's Finance Team may require the Community Council to produce such records, vouchers and account books.

## 12.3 Annual Administrative Grant

12.3.1 The City Council may provide an administrative grant to Community Councils to assist with the operating costs of the Community Council.

12.3.2 The grant is to be determined by the City Council shall be fixed at a rate which will be reviewed on an annual basis.

12.3.3 The administration grant is available to cover the cost in administering Community Council business which includes:

- Auditors' fees
- Stationery
- Postage
- Travel costs
- Accommodation lets (where meetings are held outwith Council premises)
- Bank charges
- Advertising
- General publicity and promotional materials
- Consultation with the community
- Financial assistance to local groups and projects within the Community Council area

## 12.3 Other Financial Resources

12.3.1 Each Community Council shall have the power to secure resources for projects consistent with its functions.

## 12.4 Other Resources

12.4.1 Community Councils can organise a photocopying account at their local library and are entitled to 200 single sided sheets per month.

12.4.2 Community Councils shall be given access to Council owned buildings (Schools, Community Centres and Community Learning Centres) for their meetings via the letting process free of charge. This does not include leased Community Centres as the Management Committee will be responsible for any bookings and may charge a fee for using the room.

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

13.1 A scheme of insurance liability cover has been arranged. The insurance liability cover becomes effective upon the City Council advising the insurance underwriter of the establishment of a Community Council.

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

14.1 If the Community Council by a two-thirds majority of the total voting membership decides at any time that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss the proposal to dissolve.

14.2 If the proposal is supported by a majority of those persons present at the public meeting and is approved by Aberdeen City Council, the Community Council shall be deemed to be dissolved. All financial liabilities shall be paid with the remaining balance transferred to Aberdeen City Council who shall hold the funds for a future Community Council representing the area.

### **15. Amendment of Schemes**

15.1 The City Council, having regard to changing circumstances and to any representations made to them, shall from time to time review this Scheme and where they consider that the Scheme ought to be amended, shall proceed in accordance with the procedure specified in Section 53 of the Local Government (Scotland) Act 1973.



## List of Community Council Areas

Including:

Population Estimates

Membership Numbers

Brief Description

Document Version	1.1
Document Status	Draft
Document Date	August 2017
Review Date	

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
1. Ashley and Broomhill	9393	Minimum 6 Maximum 12	Starting at Cromwell Road, continuing onto Union Grove, to the junction with Holburn Street, along Holburn Street to just after Broomhill Avenue, along to Anderson Drive up to the junction with Cromwell Road.
2. Braeside and Mannofield	5888	Minimum 6 Maximum 12	Starting at Countesswells Road, continuing onto Seafield Road to the roundabout, along South Anderson Drive to the railway line. Follow the railway line to the junction of Pitfodels Station Road, along to North Deeside Road, along to Bairds Brae, along to the junction with Craigton Road, along to Airyhall Avenue, up to the junction with Countesswells Road.
3. Bridge of Don	19089	Minimum 10 Maximum 20	At its junction with the unclassified road at Lochgreens Cottage, following the city boundary in a south-easterly direction to its furthestmost point at the shoreline south of Blackdog Rock. Following the coastline southwards to the Don Estuary.
4. Bucksburn and Newhills	7712	Minimum 6 Maximum 12	At the boundary of the Scottish Agricultural College at Forrit Brae with the A96, travel along Inverurie Road until the path to take you to Greenburn Road. Continue of Greenburn Road until the junction with Greenburn Drive. Follow Greenburn Drive to the point it meets the weir and follow the weir northwards to a point just west of the houses on Waterton Road. Follow Waterton Road to the west of the houses to the point at the Allotment Gardens.

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>Follow the railway line southwards to the point it meets Greenburn Drive. Continue eastwards until the junction with Stoneywood Road.</p> <p>Following the A947 southwards to a point where it meets the River Don west of Lower Persley Farm. Follow the River Don eastwards to the Persley Bridge. From the centre line of the Persley Bridge follow the A90 to the Haudagain Roundabout. Following the A96 Auchmill Road in a northwards to its junction with Manor Drive. Following Manor Drive to the boundary line south of the dwellinghouses between the A96 and Manor Park Caravan Park and the allotments, following westwards to the boundary with the football grounds and then following an unclassified path through open land north of Heathryfold Circle to Westerton of Auchmill. Follow the boundary line to the junction of Provost Rust Drive and follow a boundary line/ drain in a north-westerly direction to Howes Road.</p> <p>Follow the Howes Road southwards and then at the weir adjacent to Howes Cottage, follow the Bucks Burn westwards to the corner of woodland and following the boundary line northwards to an unclassified track towards Overhills. At a point level with the unclassified road which runs south of Overhills, take a</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>line westwards to the unclassified road. Following the unclassified road westwards to its junction with an unclassified track near Dykeside Steading. Follow the unclassified track north of Dykeside Steading westwards to the southernmost boundary of Brimmond Country Park to the picnic site at the south-east corner and then along the boundary path northwards to the picnic site at the entrance from the unclassified road leading to Wynford Farm. Following the unclassified road past Wynford Farm and then taking the unclassified road leading to Tulloch and thence on to Ashtown Farm.</p> <p>Follow the unclassified road southwards then eastwards to a junction with the unclassified road which leads to Chapel of Stoneywood. Follow the unclassified road to a point level with woodland lying to the east of the road. Take a line to the corner of the woodland and follow the boundary to a point level with a drain running northwards. Follow the drain northwards for a short distance and then take a line to the drain which runs in a west to east direction to Eastside of Craibstone. Following the boundary line of the SAC in a north-easterly direction and following woodland at Forrit Brae to the junction at the A96.</p>
5. Castlehill and	9301	Minimum 6 Maximum 12	Starting on King Street at the junction of Linksfield Road,

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
Pittodrie			<p>continuing across Kings Links Golf Course to the Esplanade to the shore line, along the shoreline down to encompass the North Pier. Travel along the Quay area to the junction of Victoria Road, up to North Esplanade West, along Market Street to the junction with Guild Street, along Trinity Quay, onto Virginia Street. Travel northwards along Marischal Street onto King Street, along King Street to West North Street, along Mounthooly Way, along to the junction with King Street and continue down King Street to the junction with Linksfield Road.</p>
6. City Centre	6037	Minimum 6 Maximum 12	<p>Starting at the junction of Carden Place and Albert Street, continue along Carden Place onto Skene Street continuing onto Woolmanhill to the roundabout, across to St Andrew Street, onto Crooked Lane, continuing along to Berry Street, continuing onto Gallowgate and along northwards until the start of the Greyfriars Carpark.</p> <p>Continue onto West North Street to the junction with King Street, along King Street, onto Castle Street, across to Marischal Street (right hand side), continue down Marischal Street onto Virginia Street to the junction with Market Street.</p> <p>Continue along Market Street to the junction with Palmerston Road, continue across the railway line to Wellington Place,</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			continue onto Springbank Terrace onto Willowbank Road to the junction with Holburn Street, continue northwards along Holburn Street to the junction with Union Street, continue in an eastwards to the junction with Victoria Street, continue to the junction with Waverly Place, continue along Waverly Place to the junction with Carden Place.
7. Cove and Altens	6806	Minimum 6 Maximum 12	At a point level with the southernmost corner boundary of the Kelder Water Treatment Works, follow the coastline to Horse Shoe Point and the City boundary. Follow the City boundary to a boundary point mid way along the roundabout forming the Charlestown Flyover. Follow the A965 Wellington Road northwards to its junction with Craigshaw Drive. Follow Craigshaw Drive to Greenbank Crescent and follow the unclassified path southwards to the boundary of Loirston Country Park and the caravan park. Follow the unclassified path to Cat Cairn and on to and including Baron's Cairn. Follow the unclassified path to the access entrance at the railway line and take a line in a westerly direction to the coastal boundary at Kelder Water Treatment Works.
8. Craigiebuckler and Seafield	6438	Minimum 6 Maximum 12	Starting a point west of the A944 roundabout, along Skene Road to the junction of Groats Road, along to Hazlehead Avenue, along to the roundabout, along Queen's Road to the junction with

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>Anderson Drive.</p> <p>Continue along to the junction with Seafield Road, along Seafield Road and continuing onto Countesswells Road, along to a point on Countesswells Road, following a track in a northerly direction to its junction with the A944.</p>
9. Culter	4888	Minimum 6 Maximum 12	<p>At the junction of the City boundary on the Leuchar Burn, just south of Garlogie Inn, follow the City boundary to a point west of North Lasts Quarry at a junction with a fenceline/ dyke leading to Northlasts Manor.</p> <p>Follow the boundary line southwards between woodland and open ground to an unclassified road leading to the junction with Contlaw Road. Following Contlaw Road to the junction with Culter House Road. Following Culter House Road southwards to an unclassified track heading in a southeasterly direction to the boundary of the Albyn School playing fields at the North Deeside Road.</p> <p>Follow the North Deeside Road southwards to the junction with Pittengullies Brae. Follow Pittengullies Brae to the City boundary on the River Dee. Follow the City boundary along the River Dee westwards and onwards to the junction on the Leuchar Burn.</p>
10. Cults, Bielside	11103	Minimum 8 Maximum 16	At the A944 Alford Road, adjacent to Bishopsdam Bridge

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
and Milltimber			<p>follow the A944 Alford Road eastwards to its junction with the unclassified track adjacent to Jessiefield Piggery. Follow an access track southwards through woodland, head west along an unclassified road before heading south along an access track to Countesswells Road. Follow Countesswells Road eastwards to the easternmost boundary of the Robert Gordon's College playing fields. Following the boundary of Robert Gordon's playing fields to Craigton Road and then in a south westerly direction to Bairds Brae. Follow Bairds Brae southwards to North Deeside Road to its junction with Pitfodels Station Road.</p> <p>Follow Pitfodels Station Road to Inchgarth Road and follow the boundary of Inchgarth House ground to a path adjoining Scottish Water's Inchgarth Reservoir compound which forms the Ward boundary to its junction with the River Dee.</p> <p>Follow the River Dee westwards along the City boundary to a junction with a drain adjacent to Wedderburn to Pittengullies Brae. Following Pittengullies Brae to its junction with the North Deeside Road, following the North Deeside Road to an unclassified track to the west side of Albyn School's playing fields. Follow the unclassified track in a north</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>westerly direction through woodland to its junction with Culter House Road. Follow Culter House Road to Contlaw Road. Follow an unclassified road from its junction with Contlaw Road to Northlasts Steading. At Northlasts Maor follow the boundary to the Ord Burn.</p> <p>Follow the Ord Burn to Mill of Brotherfield and then on to the Brodiach Burn to the A944 Alford Road, adjacent to Bishopsdam Bridge.</p>
11. Danestone	4067	Minimum 6 Maximum 12	<p>At the junction of Whitestripes Road and the unclassified road at Foulcausey Brae, follow the Whitestripes Road southwards to Whitestripes Avenue and on to the roundabout on the A90 Parkway. At the roundabout follow the ward boundary for Danestone southwards to Brae of Cairnfield and back to the Diamond Bridge.</p> <p>At the Diamond Bridge follow the Danestone ward boundary along the River Don westwards to a point to incorporate the Woodside Care Home and follow the Care Home boundary to the unnamed access road to the A90. Follow the A90 westwards to the Persley roundabout along to the Laurel Drive roundabout.</p> <p>Follow the unclassified Persley Road to its junction with Whitestripes road and Foulcausey Brae.</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
12. Dyce and Stoneywood	6486	Minimum 6 Maximum 12	<p>From a starting point at the City boundary where it crosses the railway line at Kinaldie, follow the City boundary in a north-easterly and then easterly direction along the River Don and through woodland to a point where it joins the Whitestripes Road. Follow the Whitestripes Road in a southerly direction to its junction with the unclassified road at the south-easterly corner of Stoneyhill Wood down to Upper Persley.</p> <p>Cross the River Don at Persley and follow the A947 Stoneywood Road northwards to the junction with Greenburn Drive. Continue westwards to the railway line and follow northwards to a point before the Allotment Gardens at the end of Waterton Road. Follow the boundary behind the houses on Waterton Road and follow the Weir southwards to the west of Newhills Bowling Club down to the point it meets Greenburn Drive. Continue westwards along Greenburn Road and along until you meet Inverurie Road. Continue along Inverurie Road to Forrit Brae Drain.</p> <p>Follow the line of the Forrit Brae Drain, past the buildings on the west side at Eastside of Craibstone to the unclassified road which runs between Chapel Farm and Newhills. Take the unclassified road south towards Newhills until its junction with the unclassified</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>road to Ashtown Farm. Take the unclassified road in a westerly direction to Littlemill Burn. Follow the course of Littlemill Burn in a northerly direction to where it becomes the Black Burn. Follow the Black Burn to its junction with the A96. Follow the A96 in a southerly direction to the Clinterty Roundabout and take a northerly route from the roundabout, along the B973 to its junction with an unclassified road towards Caskieben. Follow the unclassified road to a T junction with another unclassified road. Follow the unclassified road in a westerly direction to where it meets the Black Burn. Follow the Black Burn to the railway line at Kinaldie and its joining point with the River Don.</p>
<p>13. Ferryhill and Ruthrieston</p>	<p>10040</p>	<p>Minimum 6 Maximum 12</p>	<p>Starting on Willowbank Road (south side of road), continue along onto Springbank Terrace, continue across the railway line onto Palmerston Road and continue along to the junction with Market Street.</p> <p>Continue along Market Street to a point just past the Victoria Bridge Roundabout, follow the River Dee along North Esplanade West, onto Riverside Drive onto Stonehaven Road, continue to the roundabout at the junction with Anderson Drive, continue along Anderson Drive to the path just before Broomhill Avenue, continue eastwards to Holburn Street, continue along</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			Holburn Street back to the junction with Willowbank Road.
14. Froghall, Powis and Sunnybank	4387	Minimum 6 Maximum 12	Starting from the St Machar roundabout continuing southwards to Hermitage Avenue; eastwards along the south side of Hermitage Avenue; southwards along Firhill Road; eastwards along Sunnybank Road projected southwards along Froghall View to Mounthooly Way excluding all properties and their curtilage to the east on the Spital, Boa Vista Place and Kings Crescent; continue along to Causewayend. Continue along to Powis Place onto Powis Terrace then north to St Machar Drive; and eastwards to St Machar roundabout.
15. Garthdee	5459	Minimum 6 Maximum 12	Starting at the junction of Pitfodels Station Road, continue eastwards onto the path continuing along to the junction with Anderson Drive, continue southwards across the roundabout at the Holburn Street junction onto Stonehaven Road, continue to the River Don, follow the River Don in a westerly direction until a point just south of the RGU university and follow the path along and then take a northwards turn and continue to Inchgarth Road, continue until the junction with Pitfodels Station Road and continue back to the starting point.
16. George Street	7246	Minimum 6 Maximum 12	Starting at the junction of Powis Place and Belmont Road, follow Powis Place, onto Causewayend (west side) Mounthooly Way, continue to

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>the roundabout onto West North Street, continue to the start of the Greyfriars Carpark and along to the Gallowgate onto Berry Street to the roundabout and down towards Crooked Lane., travel northwards towards St Andrew Street to the roundabout. Follow Skene Square on to Caroline Place, onto Berryden Road and back to the starting point.</p>
<p>17. Kincorth and Leggart</p>	<p>8047</p>	<p>Minimum 6 Maximum 12</p>	<p>At the boundary of the River Dee and the playing fields to the east of the King George VI Bridge following the boundary of the playing fields to Abbotswell Road. Following Abbotswell Road in a south-westerly direction to the roundabout at West Tullos Road. Following West Tullos Road in a southerly direction to the boundary of Kincorth Hill and the properties on Rosewood Avenue.</p> <p>Following the boundary around Kincorth Hill adjoining the properties on the northern side of Redmoss Road and then following the boundary in a north-westerly direction to the north-westerly corner boundary of Parkhead Farm. Following a fenceline bordering the northern edge of Loirston Country Park to a boundary line west of Parkhead Farm and following a line to a boundary fence north of a covered reservoir and to the corner of Clerk Maxwell Crescent.</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>Following Clerk Maxwell Crescent to its junction with the A90 and following the A90 in a southerly direction to a boundary fence to the City boundary. Following the City boundary in a northerly direction to the City boundary at the River Dee.</p> <p>Following the centre point of the River Dee in a north-westerly direction to the boundary of the River Dee and the playing fields to the east of the King George VI Bridge.</p>
18. Kingswells	5559	Minimum 6 Maximum 12	<p>Starting at the A944 junction, follow the City boundary northwards to the unclassified track south of Winford Farm to the unclassified road to the west of Brimmond Country Park. Following the boundary line of Brimmond Country Park eastwards, following the unclassified track south of the reservoir and north of Dykeside Steading to the corner boundary to the south east of Overhills.</p> <p>Following the unclassified track southwards and following field boundaries in a southerly direction to Fernhill Cottage and thence on to the junction with the A944 Alford Road, following the A944 westwards to its junction with an unclassified track leading between Whitemyres Holdings and Maidenstead Steadings to the corner of Maidencraig Wood. Following the northern boundary of Maidencraig Wood</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>to its junction with Skene Road.</p> <p>Following Skene Road on to the A944 Alford Road to the City boundary.</p>
<p>19. Mastrick, Sheddocksley and Summerhill</p>	<p>14472</p>	<p>Minimum 8 Maximum 16</p>	<p>Starting at the junction of Springhill Road and Provost Fraser Drive, continue along eastwards to the roundabout and go along Anderson Drive southwards to a point just east of Campsie Place, go along Campsie Place, onto Summerhill Road, go along Summerhill Road to the junction with Summerhill Terrace, continue onto Stronsay Place, onto Eday Road, continue along to a point just past Eday Court and follow the path along the Den Burn and along northwards to the junction with the Lang Stracht, travel eastwards then follow the path northwards then follow the track along to the junction with Springhill Road, along northwards back to the junction with Provost Fraser Drive.</p>
<p>20. Nigg</p>	<p>1524</p>	<p>Minimum 6 Maximum 12</p>	<p>At the junction of West Tullos Road and Craigshaw Street, following Craigshaw Street to its junction with Craigshaw Drive and following Craigshaw Drive in a westerly direction to Wellington Road. Following Wellington Road in a southerly direction to a point mid-way along the roundabout forming the Charlestown Flyover.</p> <p>Follow the City boundary to a boundary fence at a point west of the A90 and level with the northern end of Clerk Maxwell</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>Crescent and following the boundary fence to the A90, following the A90 in a northerly direction to its junction with Clerk Maxwell Crescent and following a line to a boundary fence north of a covered reservoir.</p> <p>Following a fenceline bordering the northern edge of Loirston Country Park to a boundary line west of Parkhead Farm. Following the boundary of Parkhead Farm and along the properties on the northern side of Redmoss Road to a point with Abbotswell Crescent and following Abbotswell Crescent in a northerly direction to the junction with West Tullos Road and Craigshaw Street.</p>
21. Northfield	12246	Minimum 8 Maximum 16	<p>Starting at the Haudagain Roundabout, follow North Anderson Drive to the roundabout leading to Provost Fraser Drive. Follow Provost Fraser Drive to its junction with Springhill Road. Follow Springhill Road in a southerly direction to the path which follows the boundary to Sheddocksley Sports Centre. Follow the unclassified path to the boundary with Fernhill reservoir. Follow the boundary line to its junction with the unclassified track leading from Greenferns and in a northerly direction to the Bucks Burn. Follow the Bucks Burn to a field boundary running from a north-westerly point on Howes Road to the turning circle at the corner of Provost Rust Drive.</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>Follow the existing boundary line to the houses on Bonnyview Drive and open land to include the Heathryfold area to the unclassified path adjacent to Auchmill Terrace to the A96 at Auchmill Road. Follow Auchmill Road in an easterly direction to the Haudagain Roundabout.</p>
<p>22. Old Aberdeen</p>	<p>5172</p>	<p>Minimum 6 Maximum 12</p>	<p>Starting from a point in the centre of Bridge of Don; thence southwards to enclose the west side of King Street until its junction with Mounthooly Way; westwards to enclose the north side of Mounthooly Way to Kings Crescent; northwards to the immediate west of Kings Crescent (both sides) and the Spital up to Froghall Terrace; west along Froghall Terrace and north along Froghall View to Sunnybank Road to enclose all properties and their curtilage facing onto the Spital including Boa-Vista Place; westwards onto Sunnybank Road then northwards along Firhill Road to Hermitage Avenue including Old Aberdeen Medical Centre and the boundary of the University lands; westwards along north side of Hermitage Avenue then north along Bedford Road to St Machar Drive enclosing the east side of Tillydrone Avenue up to and including the Benholme Lodge (Wallace Tower); northwards along the western boundary of Seaton Park to the River Don describing a line along the centre of the River Don from</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			the western boundary to Seaton Park to the Bridge of Don.
23. Queen's Cross and Harlaw	7453	Minimum 6 Maximum 12	Starting at the roundabout junction of Queen's Road and Kings Gate, continue along Kings Gate, across the Kings Cross roundabout, continuing down Kings Gate onto Beechgrove Terrace, along to the junction of Craigie Loanings, continue in a southwards onto Albert Street, continued onto Waverley Place, onto Victoria Street and down to the junction with Union Street, along Holburn Street until the junction of Union Grove, continue onto Cromwell Road to the roundabout, along Anderson Drive northwards to the roundabout at the junction with Queen's Road, continue along westwards until the roundabout at the junction with Kings Gate.
24. Rosehill and Stockethill	10737	Minimum 8 Maximum 16	Starting at Rosehill Roundabout, travel along Rosehill Drive and long Hilton Avenue to the junction with Clifton Road, travel along Clifton road to the junction with Leslie Road and travel along to the roundabout. Travel along St Machar Drive to the point it meets the railway line. Follow the railway line to Powis Terrace and then follow the path south of Belmont Road to the junction with Berryden Road. Travel along Beryden Road to the roundabout at Elm Place.  Travel along Elm Place to the

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			<p>junction with Laurelwood Avenue. Travel along Laurelwood Avenue to the junction with Ashgrove Road. Travel westwards along Ashgrove Road onto Ashgrove Road West to the junction with North Anderson Drive. Travel North along North Anderson Drive back to the Rosehill Roundabout.</p>
<p>25. Rosemount and Mile End</p>	<p>10874</p>	<p>Minimum 8 Maximum 16</p>	<p>Starting at the junction of North Anderson Drive and Ashgrove Road West, travel eastwards onto Ashgrove Road until the junction with Berryden Road.</p> <p>Travel Southwards on Berryden Road, onto Caroline Place, onto Skene Square to the roundabout, follow Woolmanhill onto Skene Street to the junction with Albert Place, continue northwards to Whitehall Place.</p> <p>Go northwards along Craigie Loanings to the junction with Rosemount Place. Continue westwards onto Beechgrove Terrace, onto Kings Gate to the roundabout and then northwards back to the junction with Ashgrove Road West.</p>
<p>26. Seaton and Linksfield</p>	<p>4675</p>	<p>Minimum 6 Maximum 12</p>	<p>Starting a point on King Street at the River Don, follow the River Don eastwards towards the shoreline. Follow the shoreline along the Esplanade to a point in line with Linksfield Road.</p> <p>Travel along Linksfield Road to the junction with King Street and continue along King Street</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			back to the starting point.
27. Tillydrone	5572	Minimum 6 Maximum 12	Starting at the end of the Diamond Bridge, follow the Rover Don eastwards and then southwards to a point beside Tillydrone Road. Follow Tillydrone Avenue to the St Machar roundabout. Travel westwards towards the railway line. Follow the railway line and then northwards towards the starting the point.
28. Torry	10360	Minimum 8 Maximum 16	<p>Starting at the mid-point of the Queen Elizabeth Bridge, follow the River Don along its mid-line towards the harbour entrance. Following the coastline in a south-easterly direction, incorporating the south breakwater and following the coastline to Bay of Nigg.</p> <p>At a point level with the southernmost corner boundary of the Kelder Water Treatment Works, follow a line westwards to the railway line. Follow an access entrance and unclassified path through Loirston Country Park, excluding Baron's Cairn towards Cat Cairn. From Cat Cairn follow an unclassified path to the boundary path between Loirston Country Park and the caravan park. Follow the unclassified path towards Greenbank Crescent.</p> <p>Follow Greenbank Crescent and take a southerly line to Craigshaw Drive. Follow Craigshaw Drive, across the A956, Wellington Road, along Craigshaw Street to West</p>

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			Tullos Road. At the roundabout follow Abbotswell Road to the corner boundary to the industrial estate. Follow the perimeter boundary to the centre point of the River Dee, opposite the boating lake in Duthie Park and then follow the River Dee towards the Queen Elizabeth Bridge.
29. Woodend	1800	Minimum 6 Maximum 12	<p>Starting at a point at the wedge of Maidencraig Woods just north of Skene Road, travel eastwards along the path onto Eday Road, continue along Eday Road onto Stronsay Place, continue onto Summerhill Terrace to the junction with Summerhill Road.</p> <p>Continue southwards towards Campsie Place and follow along to North Anderson Drive. Continue southwards to the roundabout at the junction with Kings Gate. Continue along Kings Gate to the roundabout and onto Hazlehead Avenue. Continue along to Groats Road, continue northwards onto Skene Road. Follow Skene Road westwards back to the starting point.</p>
30. Woodside and Hilton	7009	Minimum 6 Maximum 12	Starting at the external boundary of Woodside Care Home, follow the River Don to a point just beyond Jacobs Ladder. Continue Southwards onto the railway line. Follow the railway line to the point it meets St Machar Drive, head westwards onto Leslie Road until the junction with Clifton Road. Travel along Hilton Avenue onto Rosehill Drive.

Community Council Name	Approx Population of CC Area	Membership	Outer Boundaries of CC Area
			Follow Anderson Drive down to Great Northern Road and cross the Haudagain onto the A90 and follow the road to the access road before Hutcheon Low Drive. Follow the road past the external boundary of the Woodside Care Home to the starting point.

#### Allocation of Community Councillors

Average Population Numbers	Minimum and Maximum
1,000 – 10,000	6 and 12
10,001 – 15,000	8 and 16
15,001 – 20,000+	10 and 20

Population figures are based on the current data zones and allocated as close to the Community Council area as possible.



## Constitution for Community Councils

(Name of Individual Community Council)

This constitution should be read in conjunction with the  
Scheme for the Establishment of Community Councils

Document Version	1.1
Document Status	Draft
Document Date	September 2017
Review Date	

## 1. Name

- 1.1 The name of the Community Council shall **be (insert name of individual Community Council)**, which will subsequently be referred to as 'the Community Council' in this Constitution.

## 2. Area of the Community Council

- 2.1 Aberdeen City Council had produced a list of approved Community Council areas and maps which outline their boundaries. Access to maps can be requested by contacting the Community Council Liaison Officer on 01224 522723 or by accessing them via the website: <http://www.aberdeencity.gov.uk>

## 3. Objectives

The objectives of the Community Council shall be to:

- 3.1 Have in place mechanisms to encourage public involvement and feedback to secure greatest possible involvement from all sectors of the community which may include consultations, questionnaires, public meetings and effective means to publicise the determinations of the community council.
- 3.2 Express fairly the views, and diversity of opinions of the community (where received in relation to 3.1 above) to Aberdeen City Council and other public or private organisations.
- 3.3 Act as a voice for their local area on matters affecting the community's welfare and environment.

## 4. Roles and Responsibilities

- 4.1 The role and responsibilities of the Community Council is governed by Section 3 of the Scheme.

## 5. Membership

- 5.1 The membership of the Community Council is governed by Section 4 of the Scheme.
- 5.2 The constituted membership of the Community Council **is (insert number based on table below)**
- 5.3 The number of members will vary per community council area based on the approximate population count as follows:

Average Population Numbers	Minimum and Maximum
1,000 – 10,000	6 and 12
10,001 – 15,000	8 and 16
15,001 – 20,000+	10 and 20

## **6. Method of Election**

- 6.1 The election procedure for the Community Council is governed by Section 5 of the Scheme.

## **7. Vacancies on the Community Council**

- 7.1 Where a vacancy arises which does not result in the number of Community Council Members falling below the minimum number of the elected membership the Community Council can agree to fill the vacancy by co-option.
- 7.2 The Community Council can only have one third of the total membership as co-opted members.
- 7.3 Where a by election is called due to the numbers of Community Councillors falling below that of the minimum required, only the vacant positions for that Community Council will be advertised, allowing the current elected membership to remain in place.

## **8. Associate Members**

- 8.1 Associate members may be appointed by the Council where there may be a need for individuals with particular skills and knowledge. These individuals do not have voting rights.

## **9. Voting Rights of Members of the Community Council**

- 9.1 The right to vote at any meeting of the Community Council or any sub-committee thereof shall be held by all Community Councillors, but not by associate members.
- 9.2 In the event of a vote of the Community Councillors that results in a majority not being achieved, the chairperson shall have the casting vote in addition to their deliberative vote.

## **10. Election of Office Bearers**

- 10.1 At the first meeting of the Community Council following an election the Community Council shall appoint a Chairperson, Secretary and Treasurer and any other office bearers as necessary eg Minute Secretary, Planning Officer, Licensing Officer.
- 10.2 All office bearers will be elected for three years unless they decide to step down from the role.
- 10.3 No single Community Councillor shall hold more than one of the following positions at any one time; Chairperson, Secretary or Treasurer, without written approval from Aberdeen City Council.
- 10.4 In the event of a vacancy arising in any of the positions, the Community Council shall appoint an office bearer at its next available meeting.
- 10.5 The Community Council may appoint a member of the public to record the minutes of the meetings on behalf of the Community Council.

## **11. Sub Committees of the Community Council**

- 1.1 The Community Council may appoint community councillors to sub committees of the Community Council and shall determine their composition, terms of reference, duration, duties and powers.

## **12. Meetings of the Community Council**

- 12.1 The Community Council shall abide by the Scheme, Code of Conduct and Standing Orders to ensure the proper conduct at meetings.
- 12.2 The quorum for Community Council meetings shall be a third of the total membership or four whichever is the greatest.
- 12.3 The Community Council shall arrange regular meetings with a minimum of six and one Annual General Meeting per year.
- 12.4 Within three months of the first meeting following an election, the Community Council shall agree and sign the Constitution and submit it to Aberdeen City Council. The Constitution is required to be adopted formally and signed by the Chairperson and two members of the Community Council which will then be sent to the Community Council Liaison Officer for approval. Minor amendments to reflect local circumstances shall be permitted and will follow the same approval process.
- 12.5 The Annual General Meeting will be held within 2 months of the end of the Financial Year (31 December of each year) for the purpose of presenting the annual accounts for approval.

- 12.6 Dates, times and venues for regular meetings of the Community Council shall be fixed at the first meeting of the Community Council following an election and thereafter at its Annual General Meeting. All dates can be modified where required.
- 12.7 Copies of all minutes of meetings of the Community Council and any of its committees shall be approved at the next meeting of the Community Council.
- 12.8 A draft minute shall be circulated at least seven days prior to its next meeting to all Community Council members, Elected Members, Aberdeen City Council and any other parties as agreed by the Community Council.
- 12.9 Should the Community Council receive a written request signed by 20 residents in the Community Council area to convene a Special Meeting for a particular matter, it shall call such a meeting within four weeks of receipt of such a request. Special Meetings shall require at least seven days public notice.

### **13. Public Participation in the Work of the Community Council**

- 13.1 All meetings of the Community Council shall be open to members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the Community Council.
- 13.2 Notices calling meetings of the Community Council shall be posted within the Community Council area for a minimum period of seven days before the date of the meeting, eg noticeboards, website, social media, local library.

### **14. Information to Aberdeen City Council**

The Community Council Liaison Officer shall receive:

- (a) The completed data permission form for every Community Councillor
- (b) The calendar of meeting dates to include times and venues
- (c) The agendas and minutes for all meetings
- (d) The independently examined accounts on an annual basis

The Local Library within the Community Council Boundary shall receive:

- (a) The calendar of meeting dates to include times and venues
- (b) The agendas and minutes for all meetings

## **15. Control of Finance**

- 15.1 The Community Council will maintain proper financial records and present regular financial reports at scheduled Community Council meetings. The Treasurer shall keep proper accounts of the finances of the Community Council.
- 15.2 The monies provided by Aberdeen City Council in the annual Administrative Grant shall be for Community Council Administration and other approved purposes.
- 15.3 The Community Council shall have a minimum of three bank signatories, usually from amongst the office bearers, of which any two can sign cheques on behalf of the Community Council. The Treasurer would automatically be a bank signatory.
- 15.4 A statement of accounts for each financial year, examined by a competent independent examiner appointed by the Community Council, shall be submitted to the Annual General Meeting for approval.
- 15.5 The independent examiner shall not be a member of the Community Council which includes associate members.
- 15.6 The financial year of the Community Council shall be from 1 January to 31 December of each year.
- 15.7 The annual grant for the Community Council will consist of a basic grant of £600 and 7p per head of population in the area.
- 15.8 Once approved at the Annual General Meeting, the annual statement of accounts shall be submitted to the Community Council Liaison Officer no later than 31 March of each year to enable the annual grant to be calculated.
- 15.9 If a Community Council submits the annual accounts later than the prescribed time unless there is exceptional circumstances that have been notified to the CCLO, a pro rata grant will be calculated and issued. The grant will reduce for each month the accounts are late.

## **16. Complaints**

- 16.1 In the event of a complaint being received about the Community Council or its members, the Community Council shall refer to the Community Council Complaints Procedure.

## **17. Alterations to the Constitution**

- 17.1 Any proposal by the Community Council to amend the Constitution must be first considered and minuted at a meeting of the Community Council before representation is made to Aberdeen City Council.

- 17.2 Any proposed amendments may not conflict with the Scheme for the Establishment of Community Councils and the objectives contained within the Constitution.
- 17.3 If the proposal is supported by two-thirds of the total voting membership of the Community Council and is approved in writing by Aberdeen City Council, the amendment shall be deemed to have been duly authorised and will come into effect.

**18. Dissolution of the Community Council**

- 18.1 If the Community Council by a two-thirds majority of the total voting membership decides at any time that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss the proposal to dissolve.
- 18.2 If the proposal is supported by a majority of those persons present at the public meeting and is approved by Aberdeen City Council, the Community Council shall be deemed to be dissolved. All financial liabilities shall be paid with the remaining balance transferred to Aberdeen City Council who shall hold the funds for a future Community Council representing the area.

Approval and Adoption of the Constitution

This Constitution was adopted by \_\_\_\_\_

Community Council, on \_\_\_\_\_ (DATE)

Signed \_\_\_\_\_ Chairperson

Print \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_ Member

Print \_\_\_\_\_

Date \_\_\_\_\_

And was approved on behalf of Aberdeen City Council, on \_\_\_\_\_ (DATE)

Signed \_\_\_\_\_

Print \_\_\_\_\_

Position \_\_\_\_\_



## Standing Orders for Community Councils

This document should be read in conjunction with the  
Scheme for the Establishment of Community Councils

Document Version	1.1
Document Status	Draft
Document Date	September 2017
Review Date	

## **1. Meetings**

- 1.1 All meetings of Community Councils are open to members of the public. The Community Council shall have the right to discuss items of business in private where it considers it appropriate to do so.
- 1.2 The Chairperson shall notify those present why an item will be considered in private and the reason will be formally recorded in the minute of meeting.
- 1.3 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.
- 1.4 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, Elected Members and the Community Council Liaison Officer by the Secretary of the Community Council at least seven days before the date of the meeting.
- 1.5 Special meetings may be called at any time on the instructions of the Chairperson on receipt of not less than half of the total number of Community Councillors or if requested to do so in writing by 20 residents in the Community Council area. Special meetings shall be held within four weeks of receipt of such request and shall require at least seven days public notice.

## **2. Minutes**

- 2.1 Minutes of all Community Council meetings shall be drafted timeously and distributed to members of the Community Council at least seven days prior to the next meeting. All minutes shall be submitted for approval to the next meeting of the Community Council.

## **3. Quorum**

- 3.1 The quorum for all Community Council meetings shall be one third of the current voting membership of the Community Council or four voting members, whichever is the greater.

## **4. Order of Business**

### **4.1 Ordinary Meetings**

The order of business for ordinary Community Council meeting should include:

- (a) Recording of those present and apologies received
- (b) Police Report if present
- (c) Minutes from previous meeting submitted for approval
- (d) Any matters arising not on the agenda for discussion
- (e) Correspondence
- (f) Reports from Office Bearers
- (g) Elected Member reports/updates
- (h) Consideration of any other agreed item of business as directed by the Chairperson
- (i) Members of the Public
- (j) Date of next meeting

### **4.2 Annual General Meeting**

The Annual General Meeting can be held prior to the commencement of an ordinary meeting. The minutes should be presented to the next ordinary Community Council meeting for the purposes of establishing accuracy however they will remain in draft from until the following Annual General Meeting.

The order of business at the Annual General Meeting shall include the following:

- (a) Recording of those present and apologies received
- (b) Minutes of previous Annual General Meeting for approval
- (c) Chairperson's annual report (this can be written or verbal), questions from the floor
- (d) Treasurer presents the Annual Accounts, questions from the floor
- (e) Office Bearer positions if required
- (f) Close of meeting.

### **4.3 Special Meeting**

The order of business at Special Meetings of the Community Council shall be as follows:

- (a) Recording of those present and apologies received
- (b) The nature of the Calling Notice for the Special Meeting
- (c) The business for debate, as described in the calling notice
- (d) Close of meeting.

## **5. Order of Debate**

- 5.1 In instances where the Chairperson is absent, the meeting should proceed through the Vice Chairperson or other interim Chairperson as agreed by the members present.

- 5.2 The Chairperson shall decide the order of questions, relevancy and competency arising at meetings of the community council and their ruling shall be final and not open for discussion.
- 5.3 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.
- 5.4 In the event of disorder arising at any meeting, the Chairperson can adjourn the meeting to either the next scheduled meeting of the Community Council or another date and time.
- 5.5 Every motion or amendment shall be proposed and seconded.
- 5.6 After the proposer of the motion has been called on by the Chairperson to reply, no other members shall speak to the motion or amendment.
- 5.7 A motion or amendment once made and seconded shall not be withdrawn without the consent of the proposer and seconder thereof.
- 5.8 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 an error or new information becomes available which requires further consideration.

## **6. Voting**

- 6.1 Voting shall be taken by a show of hands of those present and eligible to vote with the exception of the appointment of office bearers which may be held by secret ballot.
- 6.2 The Chairperson of a meeting of the Community Council shall have a casting vote as well as a deliberative vote.
- 6.3 In the absence of the Chairperson, the casting vote shall be transferred to the Vice Chairperson or other interim Chairperson as agreed by the members present.

## **7. Obstructive and Offensive Conduct**

- 7.1 In the event that any member of the Community Council or member of the public is disregarding the authority of the Chairperson or any other person present at the meeting, or conducts themselves in a disruptive, obstructive or offensive manner, a motion may be moved and seconded to remove the individual(s) from the remainder of the meeting.

- 7.2 Such a motion will be put to the meeting without discussion and if supported by a majority of the members of the Community Council present and voting, the motion will be declared carried. The individual will be required to leave the meeting immediately.

## **8. Alteration of Standing Orders**

- 8.1 A proposal to alter the Standing Orders may be proposed to Aberdeen City Council at any time by the Community Council, provided that notice of a motion to that effect is given at the meeting of the Community Council prior to submitting to Aberdeen City Council.
- 8.2 Aberdeen City Council shall have the final discretion on any proposed change of the Standing Orders.

## **9. Sub Committees**

- 9.1 The Community Council may appoint sub committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

## **10. Suspension of Standing Orders**

- 10.1 These Standing Orders shall not be suspended except at a meeting at which two-thirds of the total number of Community Council members are present and then only if the proposer states the object of their motion and if two-thirds of those members present consent to such suspension.



## Code of Conduct for Community Councils

This Code of Conduct should be read in conjunction with the  
Scheme for the Establishment of Community Councils

Document Version	1
Document Status	Draft
Document Date	September 2017
Review Date	

## **Code of Conduct for Community Councillors**

The Code of Conduct for Community Councillors is based largely on the Code of Conduct for local authority councillors and relevant public bodies as provided for in The Ethical Standards in Public Life etc (Scotland) Act 2000.

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

The Code of Conduct and its principles, shall apply to all Community Councillors and those representing the Community Council. These principles are as follows:

- Service to the Community (Public Service)
- Selflessness
- Integrity
- Objectivity
- Accountability and Stewardship
- Openness
- Honesty
- Leadership
- Respect

When appointed to the Community Council, members formally agree to abide by the Code of Conduct.

## **Service to the Community**

- As a Community Councillor you have a duty to act in the interests of the local community, which you have been elected or nominated to represent.
- You also have a duty to act in accordance with the remit of the Aberdeen City Council Scheme for the Establishment of Community Councils, as set out Aberdeen City Council under the terms of the Local Government (Scotland) Act 1973.
- You have a duty to establish and reflect, through the Community Council, the views of the community as a whole, on any issue, irrespective of personal opinion.
- You should ensure that you are, within reason, accessible to your local community and local residents. Community Councils should encourage the general community to express their views whenever possible by making use of available mechanisms such as suggestion boxes, community surveys, opinion polls, websites and social media.

### **Selflessness**

- You have a duty to 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.

### **Integrity**

- You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community.
- If you have any private and/or personal interest in a matter to be considered by the Community Council, you have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.
- You should not accept gifts or hospitality that may be seen to influence or be intended to influence your opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to and noted by the Secretary of the Community Council.

### **Objectivity**

- In all your decisions and opinions as a Community Councillor, you must endeavour to represent the overall views of your community, taking account of information which is provided to you or is publicly available, assessing its merit and gathering information as appropriate, whilst laying aside personal opinions or preferences.
- You may be appointed or nominated by your Community Council to serve as a member of another representative body. You should ensure that this Code of Conduct is observed when carrying out the duties of the other body.
- You are free to have political and/or religious affiliations; however you must ensure that you represent the interests of your community and Community Council and not the interests of a particular political party or other group.

### **Accountability and Stewardship**

- You are accountable for the decisions and actions that you take on behalf of your community through the Community Council.

- You must ensure that the Community Council uses its resources prudently and in accordance with the law.
- Community Councillors will individually and collectively ensure that the business of the Community Council is conducted according to the Council's Scheme for the Establishment of Community Councils and this Code of Conduct.
- Community Councillors will individually and collectively ensure that annual accounts are produced showing the financial undertakings of the Community Council as set out in the Councils Scheme for the Establishment of Community Councils.
- They must also ensure that all resources are used efficiently, effectively and fairly and are used strictly for the purposes of Community Council business and for no other purpose.
- Minutes of Meetings recording all actions and decisions made should be produced and circulated to all members of the Community Council as soon as possible after each meeting.
- Any breach of the Scheme for the Establishment of Community Councils as set out by Aberdeen City Council under the terms of the Local Government (Scotland) Act 1973 should be reported via the Community Council Complaints Procedure.

## **Openness**

- You have a duty to be open about your decisions, actions and representations, giving reasons for these where appropriate.
- You should be able to justify your decisions and be confident that you have not been unduly influenced by the views and/or opinions of others.
- If you have dealings with the media, members of the public, or others not directly involved in your Community Council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the Community Council.
- If you are present at a meeting where any item of business in which you have financial or other interest is to be dealt with, you shall disclose your interest as soon as possible after the start of the meeting.

## **Honesty**

- You have a duty to act honestly.
- You also have an obligation to work within the law at all times.
- You must declare any private interest relating to your Community Council duties and take steps to resolve any conflicts arising in a way that protects the interest of the community and the Community Council.

## **Leadership**

- You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the Community Council and its members in representing the views and needs of the local area.
- You must also promote social inclusion and challenge discrimination in any form.
- You should act to assist the Community Council, as far as possible, in the interest of the whole community that it serves.
- Where particular interest groups' concerns are in conflict with those of other groups or other areas you should help to ensure that the Community Council is aware of them.

## **Respect**

- You must respect fellow members of your Community Council and those that you represent, treating them with courtesy, respect and in a non-discriminatory manner at all times. This should extend to any person, regardless of their position, or member of staff within any organisation or body regardless of their position that you have dealings with in your capacity as a Community Councillor.
- Recognition should be given to the contribution of everyone participating in the work of the Community Council.
- You must comply with Equal Opportunities legislation and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.
- You should ensure that confidential material, including details about individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes.

### **Breach of Code of Conduct**

- If any member of the Community Council is deemed to be in breach of the Code of Conduct then the matter must be reported via the Community Council Complaints Procedure.



## Community Council Complaints Procedure

Document Version	1.3
Document Status	Draft
Document Date	August 2017
Review Date	

## Contents

Introduction .....	60
What is a Community Council complaint?.....	61
Who can complain? .....	61
What can I complain about? .....	61
What can't I complain about?.....	61
How do I complain? .....	62
How long do I have to make a complaint? .....	62
What happens when I have complained? .....	62
Stage 1 – Frontline Resolution.....	63
Stage 2 – Investigation by Panel .....	64
Permitted Sanctions.....	65
Quick Guide to our Complaints Procedure.....	66

## **Introduction**

Community Councils should aim to represent all people in the area without prejudice and be non-party political and non-sectarian. Any person 16 years or over and resident in the Community Council area, can be nominated to join their local Community Council.

Community Councils are regularly consulted by the local authority and public bodies on a wide range of issues which affect their area, such as planning, environment and health. All Community Council meetings are open to the public.

More Information on Community Councils can be found at:

[http://www.aberdeencity.gov.uk/council\\_government/councillors/community\\_councils/elr\\_community\\_councils.asp](http://www.aberdeencity.gov.uk/council_government/councillors/community_councils/elr_community_councils.asp)

From time to time, complaints may be made about Community Councils and individually against Community Councillors.

Community Councils should adhere to the Code of Conduct as detailed in the Aberdeen City Council Scheme of Establishment for Community Councils.

If you are dissatisfied or have concerns about a standard of service, actions or lack of action provided by your Community Council or one or more of its members, these can be reported through the Community Council Complaints Procedure.

Please note that Aberdeen City Council have a separate Complaints Handling Procedure to record and manage complaints by members of the public in relation to Council Services and/or Officers of the Council and this should not be confused with the Community Council Complaints Procedure.

This Procedure is for making complaints against Community Councils or its members and can be used by members of the public, Community Councillors or elected members.

## **What is a Community Council complaint?**

A Community Council complaint is an expression of dissatisfaction or concern relating to the actions of a Community Council or its members. This may be about the conduct, standard of service, actions or lack of action by a Community Council or its members.

## **Who can complain?**

Anyone who is affected by a Community Council can make a complaint. Sometimes you may be unable or reluctant to make a complaint on your own. We will accept complaints brought by third parties as long as you have given personal consent.

If you are under 16 and wish to complain, you may contact us yourself or if you would prefer, you can ask a trusted adult such as a parent, older sibling or a guardian to contact us for you.

If you believe yourself to be a vulnerable adult, you may contact us directly or if you would prefer, you can ask someone you trust to contact us on your behalf.

Anonymous Complaints will not be accepted.

## **What can I complain about?**

You can complain about things such as:

- Treatment by, or attitude of, a Community Councillor when dealing with a Community Council issue;
- Breaches to the Aberdeen City Council Scheme for the Establishment of Community Councils;
- Financial irregularities or fraud;
- Breaches in confidentiality;
- Misuse of social media, email or letters for the purpose of personal and/or financial gain; or
- Bringing the Community Council into disrepute.

## **What can't I complain about?**

There are some things we can't deal with, these being:

- Decisions of Aberdeen City Council;
- Complaints regarding Aberdeen City Council services or officers
- A request for compensation on a decision the Community Council has made

## How do I complain?

You can complain by email or in writing to the Secretary of the Community Council or in person to the Chairperson of the Community Council.

If the complaint relates to the Secretary then contact the Chairperson and vice versa.

If you feel that it is not appropriate for the Community Council to deal with the complaint, you can contact the Community Council Liaison Officer for Aberdeen City Council for guidance on how to proceed.

Community Council Contact	Aberdeen City Council Contact
<p>As the secretaries may change, the most up to date contact information can be found on the website at:</p> <p><a href="http://www.aberdeencity.gov.uk/council_government/councillors/community_councils/elr_community_councils.asp">http://www.aberdeencity.gov.uk/council_government/councillors/community_councils/elr_community_councils.asp</a></p>	<p>Community Council Liaison Officer, Aberdeen City Council, Corporate Governance, Town House, Broad Street Aberdeen, AB10 1AQ</p> <p>Communitycouncils@aberdeencity.gov.uk</p> <p>01224 522723</p>

When complaining, please provide the following information:

- Your full name, address and email address (if applicable)
- As much detail as you can about the complaint
- How you would like us to resolve the issue

## How long do I have to make a complaint?

You must make your complaint within 6 months of the incident you want to complain about.

It is expected that most complaints will be submitted immediately or within two to three months from the date of the incident. In exceptional circumstances, we may be able to accept a complaint after the time limit. If you feel that the six month time limit should not apply to your complaint, please tell us why by contacting us.

## What happens when I have complained?

Our complaint procedure provides two opportunities to resolve complaints:  
Stage 1 – Frontline Resolution  
Stage 2 – Investigation by Panel

These have been outlined below.

## **Stage 1 – Frontline Resolution**

We aim to resolve complaints quickly by the Community Council. This could mean an explanation or where appropriate an apology if something has clearly gone wrong. In such circumstances, steps will be taken to prevent such a problem re-occurring.

### Process

1. The complaint should be made in writing to the Secretary of the Community Council or in person to the Chairperson.
2. The Secretary will pass the complaint to the Chairperson, or another appropriate officer bearer (if the complaint relates to the Chairperson).
3. The Chairperson will determine whether to uphold or not uphold the complaint and send a response to the complainant within five working days.
4. Where the Chairperson determines that the complaint is not upheld the matter will be noted and no further action will be taken other than providing a response to the complainant.
5. Where the Chairperson determines that the complaint is upheld, appropriate action will be taken to address and resolve the complaint. This could be an explanation of the circumstances or where appropriate an apology or referral to stage 2.
6. If your complaint is more complex and requires a more detailed investigation it will be escalated to stage 2 of the complaints process. If we do this, we will notify you within five working days.
7. If you are unhappy with the frontline resolution response you can ask us to consider your complaint at stage 2 by contacting the Community Council or the Community Council Liaison Officer.

## **Stage 2 – Investigation by Panel**

Stage 2 deals with two types of complaints:

- those that have not been resolved at frontline resolution; and
- those that are complex and require a detailed investigation from the outset.

Stage 2 investigations will be referred to a Panel of Community Councillors from within the pool of members. The Panel will consist of five members who will have been trained in basic mediation and conflict resolution.

### Process

1. The Panel Chair will acknowledge receipt of the complaint in writing within five working days.
2. On receipt of all paperwork in relation to the complaint, the Panel will determine whether further interviews are required or if a decision can be made using the information before them.

### If Further Information is Required

1. The Panel will arrange to meet with you to discuss your concerns and to review any evidence provided. Questions at this time shall be for clarification purposes and notes will be taken by the Panel Members.
2. Where the subject of the complaint relates to a Community Council's actions or decisions, the Panel will meet with the Office Bearers of the Community Council to discuss the complaint and to give them the opportunity to put forward their position and to answer any questions.
3. Where the subject of the complaint relates to the behaviour of a Community Councillor, the Panel will meet with the individual concerned to explain the nature of the complaint and to seek their position in relation to the complaint.

### Outcome

1. We will provide you with a full written response detailing the final outcome of the complaint as soon as possible but within 30 days, unless we have contacted you to advise that your complaint will take longer to resolve.
2. The decision by the panel will be the final decision in respect of your complaint. If you require further clarification then you can contact the Chair of the Panel via the Community Council Liaison Officer.

## **Permitted Sanctions**

The Panel can make the following decisions:

1. Where the complaint is in relation to a Community Council:
  - Guidance given in relation to the issue
  - Mentoring offered, where appropriate
  - Training given, where appropriate
  - Censure of behaviour and a written warning to behave in accordance with the Code of Conduct contained in the Scheme for the Establishment of Community Councils.
  
2. Where the complaint is in relation to a Community Councillor's behaviour or actions:
  - Training given, where appropriate
  - Suspension from Community Council meetings and activities for a period of time to be agreed by the majority of the Panel
  - Censure of behaviour and a written warning to behave in accordance with the Code of Conduct contained in the Scheme for the Establishment of Community Councils

In serious cases only:

- Request by the majority of the Panel that the Community Councillor resign from the Community Council
- To remove the Community Councillor with immediate effect only by unanimous decision of the Panel.

## **Quick Guide to our Complaints Procedure**

### Complaints Procedure

- You can complain in writing or by email to the Secretary of Community Council or in person to the Chairperson;
- We have a two stage complaints procedure – Frontline Resolution and Investigation by Panel. We will try to deal with your complaint quickly but if it's clear the matter will require a detailed investigation and it will take longer we will notify you of progress.

### Stage 1 - Frontline Resolution

- We will always try to resolve your complaint as soon as possible (within five working days);
- If you are unhappy with the frontline resolution response, you can ask us to consider your complaint at stage 2;
- We will determine whether to uphold or not uphold your complaint.

### Stage 2 - Investigation by Panel

- We will acknowledge your complaint within five working days;
- We will consider complex complaints;
- We will consider complaints where you are unhappy with the frontline resolution response;
- We will determine whether to uphold or not upload your complaint;
- We will give you our decision in writing within 30 working days unless we have notified you that your complaint will take longer to resolve.

### Further Advice

- If after receiving your final decision at Stage 2, you are still dissatisfied or require further clarification you can seek further guidance from the Panel Chair via the Community Council Liaison Officer.



## Community Council Complaints Procedure Guidelines for Community Councils

Document Version	1.4
Document Status	Draft
Document Date	August 2017
Review Date	

## **Contents**

Introduction .....	69
Stage 1 – Frontline Resolution.....	70
Stage 2 – Investigation by Panel .....	71

## **Appendices**

Stage 1 – Frontline Resolution Template.....	74
Stage 2 - Complaint Investigation Plan.....	75
Stage 2 – Decision Letter Template.....	76

## **Introduction**

However much you strive to avoid complaints being made about your Community Council or Community Councillors, there may be occasions when complaints are made based on decisions you have taken, in connection with matters you have not taken any action on or regarding the conduct of your Community Council or Community Councillors.

This complaints procedure has been developed at the request of a number of Community Councils and has been facilitated by the Community Council Liaison Officer of Aberdeen City Council. The Minister for Local Government and Housing wrote to all Local Authorities in 2016 requesting that they consider implementing a complaints procedure for Community Councils.

On most occasions a swift apology or explanation will be enough but sometimes a detailed investigation will be required. This guidance document explains the process for dealing with complaints at Stage 1 – Frontline Resolution and at Stage 2 – Investigation by Panel.

Basic training on Mediation and Conflict Resolution will be given to individual Community Councillors to help you deal with complaints that may occur. This will be a requirement to enable Community Councillors to sit on the Investigation Panel for Stage 2 complaints.

## **Stage 1 – Frontline Resolution**

### **Complaint Received**

#### Procedure

1. The complaint should be made in writing to the Secretary of the Community Council or in person to the Chairperson.
2. The Secretary will pass the complaint to the Chairperson or another appropriate officer bearer (if the complaint relates to the Chairperson).
3. The Chairperson will determine whether to uphold or not uphold the complaint and send a response to the complainer within five working days.
4. Where the Chairperson determines that the complaint is not upheld the matter will be noted and no further action will be taken other than providing a response to the complainant.
5. Where the Chairperson determines that the complaint is upheld, appropriate action will be taken to address and resolve the complaint. This could be an explanation of the circumstances or where appropriate an apology or referral to stage 2.
6. All decisions should be notified to the Community Council Liaison Officer.
7. Where the complaint has been referred to Stage 2, the Community Council Liaison Officer will make arrangements for a Panel to be convened and for the relevant paperwork to be shared with the Panel members.
8. Where required, the Community Council Liaison Officer can provide advice based on the content of the Scheme for the Establishment of Community Councils.

## **Stage 2 – Investigation by Panel**

If the complaint has been referred from Stage 1, the Community Council Liaison Officer will have received the paperwork in relation to the complaint and will organise for a Panel of five members, from within the pool of members, to be convened to deal with the complaint.

The Panel will not have members from Community Councils with adjacent boundaries to the Community Council that the complaint is about.

Where the complaint is from one Community Council against another, members of that Community Council will not sit on the Panel.

If the complaint has been referred from Stage 1 by the Community Council the complainant will have been notified in writing of that decision.

If after receiving the decision of the Community Council at Stage 1, the complainant is still not satisfied, they can write to the Community Council or Community Council Liaison Officer asking that the complaint be referred to Stage 2.

## **Procedure**

1. The members of the Panel will agree on the Chair for the Investigation
2. The Panel Chair will acknowledge receipt of the complaint in writing within five working days.
3. On receipt of the paperwork in relation to the complaint, the Panel will determine whether further interviews are required or if a decision can be made using the information before them.
4. All investigation meetings will be held in private.

## **Further Information Required**

1. The Panel will arrange to meet the complainant to discuss their concerns and to review any evidence provided. Questions at this time shall be for clarification purposes and notes will be taken by the Panel Members.
2. Where the complaint is about a Community Council's actions or decisions, the Panel will meet with the Office Bearers of the Community Council to discuss the complaint and to give them the opportunity to put forward their position and to answer any questions.
3. Where the complaint is about a Community Councillor, the Panel will meet with them to explain the nature of the complaint and to seek their position in relation to

the complaint. The Community Councillor can be accompanied to the meeting by a friend or another Community Councillor to support them. Any person accompanying a Community Councillor will not be allowed to address the Panel but can offer advice or assistance to the Community Councillor.

### **No Further Information Required**

Where the Panel agree that a decision can be made using the evidence before them based on the written submissions provided they will make a decision.

### **When the Investigation Process is Complete**

1. The Panel will meet to determine the outcome of the investigation. They will decide to either uphold or not uphold the complaint and what sanctions if any should be applied.
2. The decision of the Panel will be communicated to the Community Council or the individual Community Councillor by Recorded Delivery letter.
3. Where the subject of the complaint relates to a Community Council, the Panel can make the following decisions:
  - Guidance to be given in relation to the matter
  - Mentoring offered, where appropriate
  - Training given, where appropriate
  - Censure of behaviour and a written warning to behave in accordance with the Code of Conduct contained in the Scheme for the Establishment of Community Councils
4. Where the subject of the complaint relates to a Community Councillor's behaviour or actions, the Panel can make the following decisions:
  - Training given, where appropriate
  - Censure of behaviour and a written warning to behave in accordance with the Code of Conduct contained in the Scheme for the Establishment of Community Councils
  - Suspension from Community Council meetings and activities for a period of time, up to a maximum of six months, to be agreed by the majority of the Panel

In serious cases only (Criminal Offences)

- Request by the majority of the Panel that the Community Councillor resign from the Community Council
- To remove the Community Councillor with immediate effect by unanimous decision of the Panel

### **Following the Decision of the Panel**

1. The decision of the Panel is final
2. The complainant will be notified in writing within 30 days of receiving the initial complaint, of the decision of the Panel (unless prior notification has been given that the complaint will take longer to resolve)
3. The Community Council Liaison Officer will be notified in order for them to action the sanction as agreed by the Panel.
4. The Community Council Liaison Officer will monitor the complaints to enable them to identify common complaints and to implement training where required.

Stage 1 – Frontline Resolution Template

Your Ref. ***insert complainers ref here***  
Contact. ***insert your name here***  
Email: ***insert contact email address here***

CC Logo here

Insert Contact Details of Complainant here

Insert Date here

---

***Dear insert complainant's name here***

***Complaint regarding – insert brief title/description***

Thank you for your complaint of ***insert date here*** regarding ***insert issue of complaint here.***

Your complaint highlights the following point(s) which will be addressed within this letter:

1. ***enter all complaints in order of severity***
- 2.

Summarise the complaint, explain why any issues occurred, and provide a meaningful apology as appropriate.

Identify key areas where failings have already been identified and/or remedial action has already taken place as a result of the complaint.

I trust this response has addressed all areas of your complaint and explains why the outcome has been reached. However, if this does not resolve the matter and you remain dissatisfied, you have the right to request us to escalate your complaint to the next stage of the Community Council complaints procedure and for a Panel to carry out an investigation into your complaint. If you wish for this to happen, please contact us using the email address at the top of the letter or by contacting the Community Council Liaison Officer on 01224 522723 or email [communitycouncils@aberdeencity.gov.uk](mailto:communitycouncils@aberdeencity.gov.uk)

Yours sincerely

Stage 2 - Complaint Investigation Plan

Complainant Name:

Complaint Reference:

Panel:

	Points of complaint	Issues to be explored	Evidence available	Evidence needed	How evidence will be gathered	Any other comments or observations
1						
2						
3						
4						
5						
6						

	Target date for response	
--	--------------------------	--

Stage 2 – Decision Letter Template

Your Ref. ***insert complainers ref here***  
Contact. ***insert your name here***  
Email: ***insert contact email address here***

Name and address of complainant

Date here

---

Dear ***insert complainant's name here***

***Complaint regarding [insert broad description of complaint here]***

Thank you for your complaint on ***insert date*** here regarding ***insert issue of complaint here***.

Your complaint has now been investigated and the findings are set out below. In this letter I will explain what the Panel have found out from the investigation, what the conclusions are and if appropriate, what actions are to be taken to address your concerns.

The complaints investigated are:

1. ***enter all complaints in order of severity***
- 2.

***Background***

Enter the background to the events leading to the complaint including a brief time line if helpful. This section should outline the relevant facts only.

***Investigation***

Provide a brief background to investigation process, i.e. we have reviewed the documentation you provided, reviewed notes held on the matter

Provide any other factual evidence relevant to the complaint

***Conclusion***

The conclusion should summarise the complaint and the decision reached

Identify key areas where failings have been identified and/or remedial action has already taken place as a result of the complaint.

Yours sincerely