

## Feedback from Community Councils – Review of Scheme of Establishment for Community Councils (CC) in Perth and Kinross 2018

### Scheme Issues

Subject	Feedback	Comment
Boundaries	<p>Killiecrankie &amp; Fincastle CC are considering a change to their boundaries to take in Tummel Bridge area as that area is not represented at present and there are no signs of a community council being established. Killiecrankie &amp; Fincastle CC have agreed their support for a proposed extension of their boundary to take in Tummel Bridge. Community council to present map showing what they propose the new boundary should be.</p> <p>Cleish &amp; Blairadam CC would like to look at changing their boundary to match school catchment area. This would mean taking in part of Kinross and Fossoway community councils. Map to be drawn and submitted. Community council will consult with the other two affected community and seek their agreement.</p> <p>Earn CC have difficulty with sub-areas and how difficult it can be to find people for one sub-area.</p> <p>Portmoak CC would like to look at the possibility of creating sub-areas.</p>	<p>Changes to boundaries will be permitted after consultation with any neighbouring community councils and the Council. The public should also be consulted on any proposed changes. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Changes to boundaries will be permitted after consultation with any neighbouring community councils and the Council. The public should also be consulted on any proposed changes.. When community council consult this should be done with public also. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Community Councils have an option to create / remove sub areas after consultation with their communities and the Council. Any changes made should be recorded in the minutes of the relevant community council meetings.</p> <p>Community Councils have an option to create / remove sub areas after consultation with their communities and the Council. Any changes made should be recorded in the minutes of the relevant</p>

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	<p>Proposal by Portmoak Community Council to split the area of Loch Leven between the three neighbouring community councils (Kinross, Milnathort and Portmoak Community Council). Area being split between the three community councils would help facilitate the work in supporting the Loch and contact with other bodies.</p> <p>Proposal by Milnathort Community Council to transfer the area of Earn Community Council that falls within Ward 8 to Milnathort Community Council to allow residents within that area to access their local Kinross-shire councillors rather than those from Ward 9.</p> <p>Request from Milnathort Community Council to change the name of the community council from Milnathort Community Council to Milnathort &amp; Orwell Community Council to reflect the name of the historic Orwell parish that the community council area covers.</p> <p>Proposal by Coupar Angus and Bendochy Community Council to move the area known as Bendochy that falls within Ward 3 to Blairgowrie &amp; Rattray Community Council to allow residents within that area to access their local Blairgowrie and Glens councillors rather than those from Ward 2.</p>	<p>community council meetings.</p> <p>Changes to boundaries will be permitted after consultation with and agreement of any neighbouring community councils and the Council. The public should also be consulted on any proposed changes.. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Changes to boundaries will be permitted after consultation with and agreement of any neighbouring community councils and the Council. . The public should also be consulted on any proposed changes. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Changes to community council names will be permitted after consultation with the Council. The public should also be consulted on any proposed changes.. Any changes made should be recorded in the minutes of a community council meeting.</p> <p>Changes to boundaries will be permitted only after consultation with and agreement of any neighbouring community councils and the Council.. The public should also be consulted on any proposed changes. Any changes made should be recorded in the minutes of a community council meeting.</p>

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Elections	<p>Term of office for a community councillor should be reduced from 4 years to 3 years as 4 years is too long a term.</p> <p>Elections shouldn't be an all step down to be re-elected as danger of whole community council resigning and a whole new one coming in. Should be done on a third rotational basis.</p> <p>An App for voting would be a good way to engage with younger people.</p>	<p>This proposal has been reflected in the draft Scheme (Paragraph 7.1 ii refers) – if this is adopted then community councillors elected in November 2019 would be in office for 3 years.</p> <p>This proposal would mean annual elections for all community councils. Under the current election process, demitting community councillors require to finalise business before the election, in preparation for having an AGM in November at the first meeting of the new community council.</p> <p>Encouraging all members of a community to engage with the work of a community council is an ongoing challenge – this is particularly the case in relation to elections – few candidates and generally low turnout. We have been working with Modern Democracy through a voter engagement app to promote community council elections; and we did trial online voting for community council elections in a limited number of areas a few years ago – however the turnout remained low. The Improvement Service have collected information on how community councils engage with young people and this information will be shared with community councils. As part of the year of young people the Improvement Service will be featuring young community councillors on the <a href="#">community councils website</a> and highlighting the minimum age for community councillors.</p>

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Finance	<p>Would like Council to look at another way of distributing funding as the current level of top-up is not 'one size fits all'.</p> <p>Would like Council to give consideration to extending the use of the Council's grant to beyond the "operating costs" of the community council. Many community activities within Errol are organised and run by separate groups/committees and as such Errol CC has very low operating costs - in fact very low expenditure altogether. Errol CC has not received the Council grant for the past two years and is unlikely to receive it this financial year due to our account balance. Perhaps extending the use of the grant to assist with the operating costs of other community based committees might be possible?</p> <p>Minute taker should be paid outwith administrative grant.</p> <p>Free room hire for all PKC run premises for CC's / Free use of Council run halls and properties for meetings</p> <p>Look at items of expenditure which can be met from the administration grant.</p>	<p>Suggestions are welcome from community councils to allow this issue to be explored after the Scottish Government review is concluded.</p> <p>Administration grants should only be used to defray costs associated with the running of the community council.</p> <p>The Council will be working with the Local Area Partnerships to allocate £1.2 million from the Council's Community Investment Fund over the 12 wards over the next 2 years. There are other funding options available to community councils, these include:- the Council's <a href="#">Community Environment Challenge Fund</a>; <a href="#">Community Choices – Participatory Budgeting</a> and <a href="#">Big Lottery Funding</a>.</p> <p>If a community council agrees to appoint and pay a fee to a minute taker, this is part of the costs of the running of the community council and should be met from the administration grant.</p> <p>The Council made a decision in December 2009 to include an extra £100 per annum in the administration grant for each community council. Although the methodology for distributing the grant has changed, payment for room hire is still included.</p> <p>Notes for guidance have been updated see Appendix 4 to the draft Scheme.</p>

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	<p>Change AGM to the month of November with financial year 1 October to 30 September - on election years the community councils have an EGM in November/December and elect office bearers and then an AGM in May to do the same process.</p> <p>Events that CCs are invited to are unrealistic as fee is hundreds of pounds they can't afford.</p>	<p>This proposal has been reflected in the draft Scheme (Paragraph 14 refers). Only one AGM should be held each year. EGMs should only be used for one off issues that require a community council to meet outwith the normal programme of meetings.</p> <p>CCs will receive invitations from a wide range of organisations to attend events but the Council cannot prevent these invitations being issued. Where the Council is holding an event, this will generally be free of charge and every effort will be made to hold the event locally.</p>
Meetings	<p>Minutes of CC meetings - process to be made clearer with regard to distribution of draft copies of minutes in particular.</p>	<p>This proposal has been reflected in the draft Scheme (Paragraph 5.2 ii refers).</p>
Membership	<p>Membership levels should be reviewed with a view to potentially reducing numbers CCs sometimes struggle to get a full quota.</p> <p>CCs should have authority to change membership levels themselves when suits.</p> <p>Associate Members - clearer wording required on this as to why CCs would appoint associate members; who they can be (including any residency requirements); period of time for appointment and their involvement in CC meetings. Clearer explanation that this can be used to attract younger members e.g. from schools; young people involved in Duke of Edinburgh Scheme.</p>	<p>This proposal has been reflected in the draft Scheme (Paragraph 6 i refers) to set maximum and minimum numbers for each community councils – although it is difficult to calculate numbers per electorate or population particularly in rural areas.</p> <p>Most CCs should be able to operate within the maximum/minimum numbers referred to above.</p> <p>This has been reflected in paragraph 8.1. The Improvement Service have collected information on how community councils engage with young people and this information will be shared with community councils</p>

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	<p>CC documents should be available in other languages as high majority of electorate now do not necessarily have English as a first language and not having documents in other languages is a barrier for these people who may wish to stand as a community councillor.</p> <p>Position on membership of CC and ability to vote in CC elections for EU citizens after Brexit needs to be clarified as will not be able to stand as a community councillor after Brexit as they all will lose the right to vote and be on the electoral registers / Membership and voting for cc's should be for all.</p> <p>Clearer wording required on co-options procedure.</p> <p>Should members be PVG checked</p> <p>Difficulties of finding younger persons prepared to stand for election or take part in CC activities – reasons given include short of time, working, young families, etc.</p> <p>Some people would be interested in standing as job sharing, i.e. two sharing the role of one councillor.</p>	<p>If versions of documents are required in another language on a one-off basis then this can be arranged but there would be significant costs associated with making versions of all documents available in several languages.</p> <p>This proposal has been reflected in the draft Scheme (Paragraph 6 v refers) - notwithstanding that there is still uncertainty around the potential implications of the outcome of Brexit for EU nationals.</p> <p>This proposal has been reflected in the draft Scheme (Paragraph 7.7 refers) – provision has also been made for a co-opted member of a CC to become a full member of the CC after 12 months.</p> <p>There is no legislation to allow CC members to be PVG checked.</p> <p>The Improvement Service is looking at ways to attract young people in the work of CCs across Scotland. The Improvement Service have collected information on how community councils currently engage with young people and this information will be shared with community councils</p> <p>If 2 members of a CC wished to share an office-bearer role then this would be a matter for the CC to agree.</p>

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Scheme	<p>Language in the Scheme and documents is hard to read, difficult to interpret and in some instances out of date e.g. Data Protection Act 1998 – also feel that information could be condensed / acknowledge that it is difficult to adopt useable language as everyone will interpret documents differently but do understand that there are some legal content that does require to be there and difficult to change this.</p> <p>Would like better explanation of status of CCs in Scheme.</p> <p>Page 3 item 6 - CC's are statutory consultees and that they feel that when a cc objects to an application that this should be listened to. Wording of paragraph should be changed that they have a statutory right to be consulted on planning applications ..... and <b>will be</b> consulted.</p> <p>Statutory Purposes - CCs will make an action in the best interest of the community. CCs are not able to reflect the views of the community as prescribed in Scheme. This is can be due to the community not engaging and attending public meetings etc.</p> <p>Disqualification from membership - discussion around should this be reduced to 3 consecutive meetings. Others felt it was fine as it was.</p>	<p>Hopefully this issue has been addressed within the draft Scheme and documents</p> <p>This proposal has been reflected in the draft Scheme (Paragraph 8.2 refers).</p> <p>Community Councils will be consulted on planning applications and all objections made are considered as part of the planning process.</p> <p>It is recognised that some communities are more difficult to engage with. Paragraph 5.2 in the Scheme suggests some ways to communicate with the local communities.</p> <p>This proposal has been reflected in the draft Scheme (Paragraph 11 refers) to 6 consecutive meetings if the CC meets monthly or 3 consecutive meetings if the CC meets every 2/3 months.</p>

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Non Scheme issues

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Emails	Amount of e-mails received by CCs is excessive. Lots to trawl through.	No action can be taken by PKC on amount of emails community councils receive.
GDPR	Information about CC's email addresses and separating their own personal email addresses from cc email addresses would be helpful. Agreed by all that PKC email addresses would be easier option. Email addresses and use of personal ones. Discussion around not using personal email accounts for CC business. Guidance required on this.	A guidance note will be prepared on the best way to set up email accounts for community councils which will link to the Council issued email address for Community Councils, to prevent the diversion to personal email address and data protection issues for community council business.  A guidance note will be produced in relation to the new General Data Protection Regulation and the Data Protection Act 2018.
Technology for meetings	Live tweeting of meetings  Live streaming of meetings	Standing Orders updated to reflect this.  Standing Orders updated to reflect this.
Status	Feel that PKC could use CCs more by giving them more power and raising their profile. CCs should be consulted on issues and listened to. Liaison is a 2-way thing.  CC feel that communication from planning and roads teams could be better.	Community Councils are a statutory bodies with their role and remit prescribed in legislation.  The issues listed will be raised with the Executive Director (Housing & Environment).



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	<p>Community council's status should be acknowledged within PKC and not fobbed off. For example planning, if the cc makes an objection to a planning application this should be acknowledged and not ignored.</p> <p>Acknowledgements from planning department to emails etc - emails from cc's are ignored.</p> <p>Structure of PKC Services so that CC's can contact who they need to action issues.</p>	<p>Information can be found on PKC website or CCs can contact PKC Customer Service direct. MyPKC is now also available.</p>
Training	Would like training on social media.	We will look at options to record sessions on developing social media skills for community councils and making these available on YouTube.