

**SCOTTISH BORDERS COMMUNITY  
COUNCIL SCHEME REVIEW WORKING  
GROUP  
TUESDAY, 17 OCTOBER 2023**

A MEETING of the SCOTTISH BORDERS COMMUNITY COUNCIL SCHEME REVIEW WORKING GROUP will be held online VIA MICROSOFT TEAMS on TUESDAY, 17 OCTOBER 2023 at 6.00 pm.

J. J. WILKINSON,  
Clerk to the Council,

27 September 2023

<b>BUSINESS</b>		
1.	<b>Welcome</b>	
2.	<b>Apologies for Absence</b>	
3.	<b>Order of Business</b>	
4.	<b>Minute</b> (Pages 5 - 8) Consider Minute of Meeting held on 23 November 2021. (Attached)	
5.	<b>Scottish Borders Community Council Scheme</b> (Pages 9 - 32) Consider amendments received to date and review as required. (Scheme attached.)	
6.	<b>Scottish Borders Community Council Scheme - additional documents</b>	
	(a) <b>Community Council Training Handbook</b>	(Pages 33 - 58)
	(b) <b>Community Council Election Handbook</b>	(Pages 59 - 82)
	(c) <b>Community Council Constitution - example</b>	(Pages 83 - 94)
	(d) <b>Community Council Standing Orders - example</b>	(Pages 95 - 98)
	(e) <b>Community Council Complaints Procedure - example</b>	(Pages 99 - 104)
	(f) <b>Community Council Equalities Statement - example</b>	(Pages 105 - 106)
	(g) <b>Community Council Privacy Notice - example</b>	(Pages 107 -

		108)	
	(h) <b>GDPR Briefing Document for Community Councils</b>	(Pages 109 - 110)	
	(i) <b>Community Council Documentation Retention Schedule</b>	(Pages 111 - 112)	
	(j) <b>Financial Management Best Practice Guidance</b>	(Pages 113 - 116)	
	(k) <b>Following the Public Pound Code of Practice for Community Councils</b>	(Pages 117 - 120)	
	(l) <b>Planning Guidance for Community Councils</b>	(Pages 121 - 126)	
7.	<b>Timeline for Consultation</b> (Pages 127 - 128) Consider timeline for informal and then formal consultation on amended Scheme. (Extract from Local Government etc. (Scotland) Act 1994 attached) (a) Informal consultation with Community Councils – any changes required to boundaries or membership numbers and comments on Scheme and accompanying documents (b) Meeting of CC Scheme Review WG to consider final draft document (c) Special meeting of Scottish Borders Council to approve draft document for statutory public consultation (d) Meeting of CC Scheme Review WG to consider consultation responses and amend draft Scheme as appropriate (e) Special meeting of Scottish Borders Council to amend draft Scheme if required (f) Further public consultation to make representations on amended draft Scheme if required (g) Meeting of CC Scheme Review WG to consider any further representations received if required (h) Special meeting of Scottish Borders Council to approve final Scheme for Community Councils.		
8.	<b>Next Meeting</b> Consider date for next meeting of the Working Group.		
9.	<b>Any Other Business</b>		

## NOTES

**Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.**

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**Membership of Working Group:-**

SBC Councillor C. Cochrane (Chair)

Berwickshire

SBC Councillor J. Anderson

Community Councillor L. Inglis

Community Councillor D. Russell (sub)

Cheviot

SBC Councillor P. Brown

Community Councillor M. Ladds

Community Councillor VACANCY (sub)

Eildon

SBC Councillor E. Thornton-Nicol

Community Councillor J. Cleghorn

Village Committee Member J. Calvert (sub)

Teviot & Liddesdale

SBC Councillor A. Smart

Community Councillor C. Knox

Community Councillor P. Kerr (sub)

Tweeddale

SBC Councillor M. Douglas

Community Councillor K. Peebles

Community Councillor A. Wilson (sub)

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Please direct any enquiries to Jenny Wilkinson, Clerk to the Council

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