

**SCOTTISH BORDERS COMMUNITY
COUNCIL SCHEME REVIEW WORKING
GROUP
THURSDAY, 7 MARCH 2024**

A MEETING of the SCOTTISH BORDERS COMMUNITY COUNCIL SCHEME REVIEW
WORKING GROUP will be held VIA MICROSOFT TEAMS on THURSDAY, 7 MARCH 2024 at
6.00 pm

N. MCKINLAY,
Director Corporate Governance

1 March 2024

BUSINESS		
1.	Welcome	
2.	Apologies for Absence	
3.	Order of Business	
4.	Minute (Pages 5 - 8) Consider Minute of Meeting held on 17 October 2023. (Copy attached.)	
5.	Responses from Community Councils on Informal Consultation (Pages 9 - 14) Consider responses attached from: (a) Crailing, Eckford and Nisbet (b) Duns (c) Earlston (d) Hawick (e) Hobkirk (f) Innerleithen & District (g) Kelso (h) Leitholm, Eccles and Birgham (i) Peebles (j) Reston & Auchencrow (j) Selkirk and District (k) Upper Teviotdale and Borthwick Water (l) Walkerburn & District	
6.	Scottish Borders Community Council Scheme (Pages 15 - 38) Consider amendments and comments received to date and review. (Copy	

	attached.)	
7.	<p>Scottish Borders Community Council Scheme - Additional Documents (Pages 39 - 134)</p> <p>(a) Community Council Training Handbook (b) Community Council Election Handbook (c) Community Council Constitution – example (d) Community Council Standing Orders – example (e) Community Council Complaints Procedure – example (f) Community Council Equalities Statement – example (g) Community Council Privacy Notice – example (h) GDPR Briefing Document for Community Councils (i) Community Council Documentation Retention Schedule (j) Financial management best practice guidance (k) Following the Public Pound Code of Practice for Community Councils (l) Planning Guidance for Community Councils</p> <p>(Documents attached.)</p>	
8.	<p>Timeline for Consultation</p> <p>Consider timeline for informal and then formal consultation on amended Scheme. (Extract from Local Government etc. (Scotland) Act 1994 attached)</p> <p>(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.</p>	
9.	<p>Next Meeting</p> <p>Consider date for the next meeting of the Working Group.</p>	
10.	<p>Any Other Business</p>	

NOTES

1. Timings given above are only indicative and not intended to inhibit Members' discussions.
2. 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.

Membership of Committee:- SBC Councillor C. Cochrane (Chair)

Berwickshire

SBC Councillor J. Anderson
Community Councillor L. Inglis
Community Councillor D. Russell (sub)

Cheviot SBC

Vacant
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)

Please direct any enquiries to Declan Hall: Tel: 01835 826556
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