

**SCOTTISH BORDERS COMMUNITY
COUNCIL SCHEME REVIEW WORKING
GROUP
MONDAY, 18 MARCH 2024**

A MEETING of the SCOTTISH BORDERS COMMUNITY COUNCIL SCHEME REVIEW WORKING GROUP will be held VIA MICROSOFT TEAMS on MONDAY, 18 MARCH 2024 at 5.00 pm.

All attendees, including members of the public, should note that the public business in this meeting will be livestreamed and video recorded, and that recording will be available thereafter for public view for 180 days.

N. MCKINLAY
Director Corporate Governance,

18 March 2024

| BUSINESS | | |
|-----------------|--|---------|
| 1. | Welcome | |
| 2. | Apologies for Absence | |
| 3. | Order of Business | |
| 4. | <p>Scottish Borders Community Council Scheme - Additional Documents (Pages 3 - 94)</p> <ul style="list-style-type: none"> (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>(Documents attached.)</p> | 60 mins |
| 5. | <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> | 30 mins |

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| | <p>(a) Informal consultation with Community Councils – any changes required to boundaries or membership numbers and comments on Scheme and accompanying documents</p> <p>(b) Meeting of CC Scheme Review WG to consider final draft document</p> <p>(c) Special meeting of Scottish Borders Council to approve draft document for statutory public consultation</p> <p>(d) Meeting of CC Scheme Review WG to consider consultation responses and amend draft Scheme as appropriate</p> <p>(e) Special meeting of Scottish Borders Council to amend draft Scheme if required</p> <p>(f) Further public consultation to make representations on amended draft Scheme if required</p> <p>(g) Meeting of CC Scheme Review WG to consider any further representations received if required</p> <p>(h) Special meeting of Scottish Borders Council to approve final Scheme for Community Councils.</p> | |
| 6. | <p>Next Meeting Consider date of next meeting.</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

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