

# Notice of special meeting and agenda

## City of Edinburgh Council

**10.00 am Thursday, 28th September, 2023**

Main Council Chamber - City Chambers

This is a public meeting and members of the public are welcome to attend.

The law allows the Council to consider some issues in private. Any items under “Private Business” will not be published, although the decisions will be recorded in the minute.

### Contacts

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## 1. Declaration of interests

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- 1.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

## 2. Special Business

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- 2.1 Review of Scheme for Community Councils and their Boundaries 5 - 10  
– Report by the Executive Director of Corporate Services

Note: Section 53 of the Local Government (Scotland) Act 1973, (as amended), requires that a resolution to amend the Scheme of Community Councils is passed by not less than two thirds of the members present at a local authority meeting specially convened for the purpose with notice of the object.

### Nick Smith

Service Director, Legal and Assurance

## Information about the City of Edinburgh Council

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The City of Edinburgh Council consists of 63 Councillors and is elected under proportional representation. The City of Edinburgh Council usually meets once a month and the Lord Provost is the Convener when it meets.

The City of Edinburgh Council usually meets in the Council Chamber in the City Chambers on the High Street in Edinburgh. There is a seated public gallery and the Council meeting is open to all members of the public.

### Further information

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If you have any questions about the agenda or meeting arrangements, please contact Gavin King, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4239, email [gavin.king@edinburgh.gov.uk](mailto:gavin.king@edinburgh.gov.uk).

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to <https://democracy.edinburgh.gov.uk/>.

## **Webcasting of Council meetings**

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Please note this meeting may be filmed for live and subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed.

The Council is a Data Controller under current Data Protection legislation. We broadcast Council meetings to fulfil our public task obligation to enable members of the public to observe the democratic process. Data collected during this webcast will be retained in accordance with the Council's published policy including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site.

Generally the public seating areas will not be filmed. However, by entering the Council Chamber and using the public seating area, individuals may be filmed and images and sound recordings captured of them will be used and stored for web casting and training purposes and for the purpose of keeping historical records and making those records available to the public.

Any information presented by individuals to the Council at a meeting, in a deputation or otherwise, in addition to forming part of a webcast that will be held as a historical record, will also be held and used by the Council in connection with the relevant matter until that matter is decided or otherwise resolved (including any potential appeals and other connected processes). Thereafter, that information will continue to be held as part of the historical record in accordance with the paragraphs above.

If you have any queries regarding this, and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Committee Services ([committee.services@edinburgh.gov.uk](mailto:committee.services@edinburgh.gov.uk)).

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## City of Edinburgh Council

10.00am, Thursday, 28 September 2023

### Review of Scheme for Community Councils and their Boundaries

Executive/routine Wards	ALL
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#### 1. Recommendations

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- 1.1 To note a preliminary consultation process has been undertaken as a model of good practice.
- 1.2 To agree the proposals for a statutory review of the Scheme for Community Councils and their Boundaries.
- 1.3 To agree the arrangements for public notice of the period of the statutory consultation.

**Dr Deborah Smart**

Executive Director of Corporate Services

Contact: Gavin King, Head of Democracy, Governance and Resilience

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## Review of Scheme for Community Councils and their Boundaries

### 2. Executive Summary

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- 2.1 This report seeks approval to undertake a statutory review of the Scheme for Community Councils and their Boundaries, together with the arrangements to give public notice of the period to begin the statutory consultation.

### 3. Background

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- 3.1 Community Councils were first established in Scotland following the Local Government (Scotland) Act 1973. Under the Act each Local Authority is required to produce a Scheme which provides a framework for their creation and operation. The current scheme was approved by the City of Edinburgh Council in June 2019.
- 3.2 The Local Government (Scotland) Act 1973 requires that a special convened meeting of the Council pass any further amended schemes with not less than a two-thirds majority of the members voting at the meeting.
- 3.3 The Local Government (Scotland) Act 1973 allows a local authority to amend their Scheme provided that Community Councils are given the opportunity to make “representations as respects the proposals” in accordance with the statutory review process.
- 3.4 A series of consultations with Community Council Liaison Officers (CCLOs), Community Councils, COSLA, Scottish Community Development Centre produced a series of proposed amendments to the Scottish Governments Model Scheme for Community Councils in March 2023.
- 3.5 The intention of the amendments to the Model Scheme is a practical update to the 2009 Model Scheme.
- 3.6 The Scheme for Community Councils in Edinburgh is largely based on the Scottish Governments Model Scheme for Community Councils and was last reviewed and agreed in June 2019.

## **4. Main report**

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- 4.1 Following the Collaborative working with Community Councils report to Culture and Communities Committee on 1 February 2022 and the Update report regarding Community Council Scheme and Boundary Review 2023 on 31 August 2023, the Council noted that a preliminary consultation process had commenced.
- 4.2 The preliminary consultation concluded on 1 September 2023 and the feedback provided has been analysed by the Governance Team. This analysis has identified a number of scheme clarifications or proposed improvements,;
  - 4.2.1 Eligibility and diversity of membership of Community Councils
  - 4.2.2 Community Council boundaries
  - 4.2.3 Financial arrangements and resourcing for Community Councils
  - 4.2.4 Virtual meetings.
- 4.3 The preliminary consultation also identified areas where Community Councils sought further support to improve their ability to represent their communities:
  - 4.3.1 Training that would provide practical skills to allow for improved engagement with their communities.
  - 4.3.2 Support in engaging with Council services.
  - 4.3.3 Support in establishing positive relationships with external organisations.
- 4.4 The statutory consultation process will address the review of the Scheme for Community Councils and their Boundaries alongside collection of detailed feedback on the support being sought.
- 4.5 The review will be progressed according to the outline consultation plan and timeline at appendix 1.
- 4.6 An action plan to deliver the statutory consultation is being developed to promote wide public engagement through a variety of channels to maximise responses from all citizens and key stakeholders.

## **5. Next Steps**

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- 5.1 The issuing of a public notice of the period of the statutory of consultation process will begin the review of the Scheme for Community Councils and their Boundaries.

## **6. Financial impact**

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- 6.1 All financial implications are expected to be contained within existing budgets.

## **7. Equality and Poverty Impact**

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- 7.1 The Integrated Impact Assessment (IIA) process identified implications for groups including: older people and people in their middle years; young people and children.
- 7.2 Opportunities for intergenerational participation are being explored through specific questions within the consultation.
- 7.3 As agreed at Council within the guidance distributed to key stakeholders, the aspiration is to improve diversity, including gender balance, within Community Council membership.
- 7.4 Accessibility support and physical location was considered to enable participation in the consultation events.

## **8. Climate and Nature Emergency Implications**

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- 8.1 Community Council meetings and pre-statutory consultation events now have the option to be held virtually or hybrid. Previously attendance at meetings could incur travel emissions.
- 8.2 All correspondence inviting feedback has been electronic unless otherwise requested.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 A pre-statutory consultation period has concluded. This included three drop-in sessions, with one held virtually, an online questionnaire and invitations to provide written feedback. The feedback received was reviewed and is shaping the parameters of the statutory consultation.

## **10. Background reading/external references**

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- 10.1 [Collaborative Working with Community Councils - Culture and Communities Committee 1 February 2022](#)
- 10.2 [Update Regarding Community Council Scheme and Boundary Review 2023 and Community Council Elections 2024](#)
- 10.3 [Scheme for Community Councils](#)
- 10.4 [Community Council Maps](#)
- 10.5 [Community Council Guidance Notes](#)
- 10.6 [Community Council scheme and boundary review \(pre-statutory consultation\) - City of Edinburgh Council - Citizen Space](#)



## 11. Appendices

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### 11.1 Appendix 1 – Outline Consultation Plan and Timeline

## Appendix 1 – Outline Consultation Plan and Timeline

June 2023 – September 2023	Preliminary consultation period
28 September 2023	Subject to Council approval, public notice of the Statutory Consultation Process will be issued. This consultation phase will be for eight weeks.
8 February 2024	Subject to Council approval, public notice of the draft Scheme and proposed boundary changes will be issued. This consultation phase will be for eight weeks.
26 April 2024	Report to Council to approve the finalised Scheme and boundary changes following the consultation.
9 May 2024	Subject to Council approval, a final 4 week consultation period before Council will determine approval of the new Scheme and boundaries.
May/June 2024	Final scheme to be implemented for CC elections and CC term.

This timetable is indicative and subject to change depending on a requirement for a second statutory period of consultation.