

# City of Edinburgh Council

10.00am, Thursday, 8 February 2024

## Review of Scheme for Community Councils and their Boundaries

Executive/routine  
Wards

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### 1. Recommendations

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- 1.1 To note that a ten-week consultation in line with the statutory process has concluded.
- 1.2 To approve the draft Scheme (Appendix 1) and draft Boundaries (Appendix 2) for an eight-week consultation period from 12 February 2024 to 8 April 2024.

**Dr Deborah Smart**

Executive Director of Corporate Services

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## Review of Scheme for Community Councils and their Boundaries

### 2. Executive Summary

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- 2.1 This report advises on the outcome of the first statutory consultation period of ten weeks for the Review of the Scheme and Boundaries for Community Councils. Endorsement is sought for an eight-week consultation period to comply with legislation. The outcome of the eight-week consultation will be reported to Council.

### 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 Current support arrangements and funding for Edinburgh’s Community Councils took effect following the agreement of the new Scheme for Community Councils in June 2019. Since the current Scheme was approved by the City of Edinburgh Council in 2019, a number of areas have been identified where improved clarity or guidance is required.

### 4. Main report

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- 4.1 During Phase 1 of the consultation period, which concluded on 8 December 2023, feedback was publicly invited via a variety of opportunities including:
- 4.1.1 the Consultation Hub.

- 4.1.2 7 in-person drop-in sessions held across the City, the City Chambers and Waverley Court.
  - 4.1.3 42 virtual drop-in sessions.
  - 4.1.4 directly to the Council via email, post and telephone
  - 4.1.5 6 in-person and online exploratory meetings with community councils potentially affected by boundary proposals.
- 4.2 To gain feedback and promote the consultation as widely as possible, a variety of routes of communication were utilised, including the Council's public website and social media. Emails were sent to elected members, community council office bearers, Edinburgh Association of Community Councils (EACC), local interest groups and internal stakeholders (Community Empowerment & Engagement, Planning, Licensing, Finance and Procurement and Policy and Insight) notifying them of the consultation and routes to provide feedback and encouraging information to be widely shared with all interested parties.
- 4.3 Meetings were also held with the Improvement Service and officers from other local authorities in Scotland to gain insight into other Scheme and/or Boundary reviews. The proposed amendments relating to the administrative allowance were informed by these meetings.

### **Scheme**

- 4.4 Findings have been analysed and proposed changes to the Scheme documentation are focussed on clarifying the governance framework under which community councils in the City of Edinburgh Council local authority area follow and which also form the constitution of each community council. The draft Scheme is also largely based on the Scottish Government's Model Scheme for Community Councils. A revised draft Scheme is attached at Appendix 1.

### **Boundaries**

- 4.5 During this phase of the consultation the Council received proposed amendments to the boundaries of larger Community Councils that represent populations in excess of circa 14,000 residents. The Council reached out to all potentially affected larger community councils to seek views and feedback on whether they would support major boundary amendments aimed at reducing the population in the Community Council areas, or if they believed the changes were unnecessary. The larger community councils consulted were Leith Central, Corstorphine, Grange and Prestonfield, Gilmerton and Inch, New Town and Broughton, Merchiston. Representatives from Corstorphine and Gilmerton and Inch supported large scale boundary amendments designed to reduce the current population size of their Community Council areas.
- 4.5.1 The current Corstorphine CC and Drum Brae CC boundaries are proposed to be redrawn to create three new Community Council areas, namely Corstorphine and Carrick Knowe CC, Gyle CC and East and West Craigs CC (Appendix 2). Drum Brae will sit in the proposed Corstorphine and Carrick

Knowe CC boundary. This proposed amendment should result in better representation for the members of these communities, by reducing the number of citizens being represented by a sole Community Council.

4.5.2 In the current Community Council boundaries the Inch as an area is split between Gilmerton and Inch CC and Liberton and District CC. The proposed boundary amendment will result in citizens of the natural community of the Inch being represented by a sole community council which is proposed to be Liberton and District CC.

4.6 There were also a number of requests for minor boundary changes. Feedback received generally suggested that minor boundary changes would support Community Council boundaries to either be more reflective of natural communities, amend historical anomalies and/or take into account new housing developments. Minor boundary changes are recommended for the following Community Council areas (the proposed boundaries are contained in Appendix 2):

4.6.1 Sighthill, Broomhouse and Parkhead CC, Longstone CC and Wester Hailes CC

4.6.2 Portobello CC, Craigmillar CC and Northfield/Willowbrae CC

4.6.3 New Town and Broughton CC and Stockbridge and Inverleith CC

4.6.4 West End CC and Stockbridge and Inverleith

4.6.5 Tollcross CC, West End CC and Merchiston CC

4.6.6 Queensferry and District CC, Cramond and Barnton CC and Silverknowes Mains CC

4.6.7 Granton and District CC and Trinity CC

4.6.8 Kirkliston CC and Ratho CC

4.7 Feedback was received proposing aligning Community Council boundaries with ward boundaries. This would represent a major boundary amendment which would affect all Community Councils in Edinburgh. However, analysis of consultation feedback indicated this was not supported by the majority of respondents and is therefore not recommended during this review.

4.8 Conflicting feedback was received regarding the Abbeyhill area, Murrayfield CC Leith Links CC and New Town and Broughton CC. There was no clear consensus on the redrawing of boundaries, the creation of new Community Councils and seeking amendments based on population changes that had not yet occurred. It is recommended not to take forward these proposals, however they may be considered at a future review.

## **5. Next Steps**

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5.1 Comments on the draft Scheme and Boundaries will be invited during a further eight-week consultation period from 12 February 2024 to 8 April 2024, following

which a report will be submitted to the City of Edinburgh Council to approve the finalised Scheme and Boundary changes, this will be followed by a further four-week consultation period. The Outline Consultation Plan and Timeline is contained in Appendix 3.

- 5.2 The approved Scheme and Boundaries will take effect on the conclusion of the current Community Council term in 2024, allowing the next Community Council elections to be conducted under the revised framework. The date for Community Council elections is currently dependent on when the UK General Election takes place so that there are sufficient resources to manage both election processes.
- 5.3 Officers will continue to engage with Communications and other internal stakeholders to explore ways to promote and encourage feedback on Phase 2 of the Consultation.

## **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. The IIA can be found at [Statutory Review of the Scheme for Community Councils and Boundaries](#).
- 7.2 Opportunities for inter-generational 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 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

### Pre-statutory Consultation

- 9.1 A pre-statutory consultation period concluded on 1 September 2023. 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 shaped the parameters of the statutory consultation.

### Statutory Consultation

- 9.2 The statutory consultation period ran from 28 September 2023 to 8 December 2023. A statutory notice was published in the local press and public notices were placed in Waverley Court and the City Chambers at the start of the consultation period and all Community Councils were notified directly. The Scheme and Boundaries were uploaded for comment on the Council's Consultation Hub website and also made available upon request to the Governance Team.
- 9.3 Drop-in sessions were held in each of the four localities, the City Chambers and Waverley Court. This allowed for individuals to provide face-to-face feedback. Virtual feedback appointment slots were also made available via Microsoft Teams.

### Timeline of Engagement

- 9.4 The timeline of engagement is summarised in the table below:

Date and Time	Details/Location
9 October 2023 – 14:00-17:00	Diamond Jubilee Room, City Chambers, 253 High St, Edinburgh EH1 1YJ
11 October 2023 – 10:00-13:00	Diamond Jubilee Room City Chambers, 253 High St, Edinburgh EH1 1YJ
23 October 2023 – 10:00-17:00	North East Locality Office Library 101 Niddrie Mains Road Edinburgh EH16 4DS
24 October 2023 - 10:15-17:00	Wester Hailes Library, 1 West Side Plaza, EH14 2ST
30 October 2023 – 10:00-17:00	Drumrae Library Hub, 81 Drum Brae Drive, Edinburgh EH4 7FE
31 October 2023 – 10:00-17:00	South East Locality Office Library 40 Captains Road Edinburgh EH17 8QF
6 November 2023 – 14:00–17:00	Microsoft Teams appointments
7 November 2023 – 14:00–17:00	Microsoft Teams appointments

16 November 2023 – 17:00–19:00	Microsoft Teams appointments
23 November 2023 – 17:00–18:25	Microsoft Teams appointments
4 December 2023 – 10:00-13:00	Room C.47, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
5 December 2023 – 14:00-17:00	Room C.47, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG
14 December 2023 – 17:00-18:00	Meeting with Leith Central CC regarding specific boundary proposal for large CC's
18 December 2023 –11:00-12:00	Meeting with Grange and Prestonfield CC regarding specific boundary proposal for large CC's
19 December 2023 –09:00-10:00	Meeting with Corstorphine CC regarding specific boundary proposal for large CC's
19 December 2023 – 14:00-15:00	Meeting with Cramond and Barnton CC (and Davidson's Mains Resident Association) regarding specific boundary proposal for large CC's
20 December 2023 – 15:30-16:30	Meeting with New Town and Broughton CC regarding specific boundary proposal for large CC's
21 December 2023 – 17:00-18:00	Meeting with Gilmerton and Inch CC regarding specific boundary proposal for large CC's

- 9.5 Cognisance should be given to the possibility that any new or existing Community Council may not gain sufficient interest to establish/maintain an active Community Council.

## **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 [Review of Scheme for Community Councils and their Boundaries – Report by the Executive Director of Corporate Services – 28 September 2023](#)
- 10.4 [Scheme for Community Councils](#)
- 10.5 [Community Council Maps](#)
- 10.6 [Community Council Guidance Notes](#)
- 10.7 [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 – Draft Scheme for Community Councils
- 11.2 Appendix 2 – Draft Boundary Amendments
- 11.3 Appendix 3 - Outline Consultation Plan and Timeline



**THE CITY OF EDINBURGH COUNCIL**  
**SCHEME FOR COMMUNITY COUNCILS**

**1. Introduction**

1.1 Community Councils were first established in Scotland by the Local Government (Scotland) Act 1973, with the Local Government etc. (Scotland) Act, 1994, which creating the current system of unitary local authorities, and providing, under Section 22, for the continuation of community councils. These acts provide the legal framework for community councils.

1.2 The City of Edinburgh Council Scheme for Community Councils (the Scheme)

[1.2.1](#) Establishes the governance framework under which community councils in the City of Edinburgh Council local authority area are to comply, and

[1.2.2](#) Forms the constitution of each community council.

**2. Statutory purposes**

2.1. The statutory purposes of the community councils established under the Scheme are set out in Section 51(2) of the Local Government (Scotland) Act 1973, as follows: -

*"In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable"*

**3. The role and responsibilities of community councils**

3.1 The general purpose of community councils is to act as voices for their local areas, articulating the views and concerns of individuals and groups on a wide range of issues of public concern, including making representations to the City of Edinburgh Council, other public sector bodies and private agencies on matters within their sphere of interest.

3.2 Community councils have a statutory right to be consulted on planning applications.

3.3 Community councils are competent objectors to all licence applications lodged with the City of Edinburgh Council in terms of the Civic Government (Scotland) Act 1982, which includes applications for House in Multiple Occupation licences.

3.4 Community councils are the key community representative bodies within the local community planning arrangements across the city of Edinburgh.

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- 3.5 Community councils may carry out other activities that are in the general interests of the communities they represent, provided that these activities fall within Section 3 of the Scheme.
- 3.6 Community councils should engage widely with their local communities to represent their views when engaging with the City of Edinburgh Council. It is essential that these views are demonstrated to be representative of the community, and each community council should expect to be able to explain why it has taken any particular position on behalf of its community. Community councils will endeavour to devise strategies to secure greater involvement by all sectors of their communities.
- 3.7 Community councils should be able to demonstrate how they are fulfilling their responsibilities as representative bodies by provision of an annual report and other forms of engagement such as newsletters, surveys, websites and use of social media.
- 3.8 In order to fulfil their responsibilities as effective and representative, community councils shall:
- 3.8.1 Inform the community of the work and decisions of the community council by posting agendas and minutes of meetings in public places, such as libraries, online and notice boards; and (subject to provisions contained within data protection legislation) provide contact details of community council members.
- 3.8.2 Circulate agendas and whenever possible draft minutes of community council meetings at least seven days prior to the date of a meeting to facilitate access by the community and circulation to the local authority, relevant elected members, relevant council officers and relevant parties.
- 3.8.3 Seek to broaden both representation and expertise by enlisting associate members onto the community council for specific projects/issues.
- 3.8.4 Make particular efforts to encourage young people and other under-represented groups to attend/participate in community council meetings and activities to ensure equality of opportunity in the way the community council carries out its functions.
- 3.8.5 Maintain proper financial records and present financial reports at community council meetings.
- 3.8.6 Liaise closely with the City of Edinburgh Council on any change of membership (e.g. resignations, co-option) and circumstances.
- 3.9 Overall, community councils should engage with and establish positive working relationships with the City of Edinburgh Council and other agencies. In carrying out their activities community councils must at all times adhere to the law and the Community Councillors' Code of Conduct, detailed in Schedule 3 to this scheme.
- 3.10 A community council shall be non-party political in all its activities.

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#### 4. Community council areas

4.1 Edinburgh is divided up into named community council areas and community councils may be established to serve and represent these areas identified in Schedule 1 to the Scheme.

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#### 5. Membership of community councils

##### Elected and co-opted members and nominated representatives of local interest groups

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5.1. The maximum numbers of elected and co-opted members and nominated representatives of local interest groups for each community council is specified in Schedule 1 to the Scheme. Provisions detailing eligibility of elected and nominated representatives are detailed at Section 6 below.

5.2. Elected and nominated representatives of local interest groups shall be entitled to vote, move motions or amendments and hold office.

5.3. An individual shall not be permitted to hold elected membership and nominated membership concurrently.

##### **Ex-officio representatives**

5.4. Local Authority Councillors, MPs, MSPs, and SYPs whose wards fall wholly or partly within the geographical area of the community council area shall be ex-officio members of the community council.

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5.5. Ex-officio representatives shall not be eligible to be elected, co-opted or to be nominated representatives of local interest groups and shall have no entitlement to vote, move motions or amendments or hold office.

##### **Associate representatives**

5.6 Associate representatives may be appointed by a community council where a need for individuals with particular skills or knowledge has been identified and agreed. Associate representatives have no entitlement to vote, move motions or amendments or hold office. They may serve for a fixed period as determined by the community council or for the term of the community council which has appointed them. Associate representatives may include, for example, someone with expertise in IT, communication or environmental issues.

#### 6. Community council elections

##### Eligibility for election

6.1 Candidates wishing to stand for election to a community council must reside in the community council boundary and be named on the Electoral Register for that area. The same criteria will apply to voters in any community council election.

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6.2 16 and 17 year olds residing in the community council area and named on the Electoral Register for that area and subject to the provisions in Section 5 above, are also entitled to both stand for the community council and vote in any election. Young people under the age of 16  $\frac{3}{4}$  may not appear on the electoral

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register so residency can be confirmed by other means such as school registration.

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6.3 Any elected community council member who no longer resides within the community council area will have their membership terminated from the date their residency ceases.

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6.4 Any individual who is elected to serve on this local authority, or the Scottish or UK parliament shall be ineligible to remain a community councillor, or to stand for election to a community council. Such persons, upon taking office, become *ex-officio* members of the community councils contained in whole or in part of their electoral constituency.

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### Nominations and elections

6.5 The first elections under the Scheme shall be held on a date to be determined by the City of Edinburgh Council. Subsequent elections will be held on a four-yearly-cycle on dates to be determined by the City of Edinburgh Council. Should community councils' election cycle fall in the year of Scottish local government or parliamentary elections, or another exceptional circumstance, the electoral proceedings will be held in the following year on a date to be determined by the City of Edinburgh Council.

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6.6 The City of Edinburgh Council may defer a requested election until the next community council election cycle, if this falls within the subsequent 12-month period.

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6.7 All elections will be administered by the City of Edinburgh Council.

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### Returning officer

6.8 The City of Edinburgh Council will approve an independent Returning Officer for community council elections. The independent Returning Officer must not be a current elected, co-opted or nominated member of a local interest group of the community council and once appointed shall be ineligible to stand for election to the community council.

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### Nominations for election

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6.9 Individuals seeking election to a community council must be nominated by a proposer and seconder, both of whom must be on the electoral register for the community council area. Each elector may propose one nominee and second one nominee. Nominations are required to be submitted with the candidate's consent. Self-nomination is not permitted.

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6.10 A nomination form must be completed and submitted on the date set down in the election timetable to the Returning Officer. No forms submitted after that date will be accepted.

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6.11 A nomination form must also be completed and submitted to the City of Edinburgh Council for all proposed co-opted members. The proposed

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[nomination must be submitted at least 10 working days in advance of the scheduled co-option to the community council.](#)

[6.12 Community councils are required to provide the City of Edinburgh Council with the following information for all elected or co-opted community councillors within 10 working days of the election or co-option:](#)

[6.12.1 Date elected or co-opted.](#)

[6.12.2 Forename and surname of community councillor.](#)

[6.12.3 Home address, including postcode](#)

[6.12.4 Email address for community councillor \(office bearers email addresses will be publicly displayed on the Council's website\). It is recommended that a generic email- is used.](#)

[6.12.5 Forename, surname and home address of proposer and seconder.](#)

[6.13 If a community councillor is elected to an office bearer position, the provisions outlined in 6.35 must also be completed.](#)

### Election process

[6.14 At the end of the nomination period:](#)

[6.14.1. Should the number of candidates validly nominated equal or exceed half, but be less than or equal to the total maximum permitted membership as specified for the community council area, the said candidates will be declared to be elected and no ballot shall be held.](#)

[6.14.2. Should the number of candidates validly nominated exceed the total maximum permitted membership as specified for the community council area, arrangements for a Poll shall be implemented. At the Poll, each voter shall be entitled to vote for candidates up to the number of vacancies on the community council.](#)

[6.14.3. Should the number of candidates elected, be below half of the total maximum permitted membership, as specified for the community council area, no community council will be established at that time. However, that does not preclude the local authority from issuing a second call for nominations for a community council area failing to meet the minimum membership requirement within 6 months of the closing date for the registration of the first call for nominations.](#)

[6.14.4. A further request from 20 or more electors to the City of Edinburgh Council to make arrangements for the establishment of a community council under the terms of Section 52 \(7\) of the Local Government \(Scotland\) Act 1973 can be submitted after a standstill period of six months.](#)

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Deleted: 1. If the number of candidates is more than half but less than the maximum permitted elected membership, as specified for the community council area in Schedule 1 of this scheme, the candidates will be declared elected and no ballot will be held. ...

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2. If the number of candidates exceeds the number of available places a ballot will take place. At the ballot each voter shall be entitled to vote for candidates up to the number of vacancies for elected members on the community council, but cast no more than one vote for each candidate. For example, if there are 26 candidates and 18 vacancies for elected members each voter can vote for up to 18 candidates but cast only one vote for each candidate. Should the number of candidates validly nominated exceed the total maximum permitted membership as specified for the community council area, arrangements for a Poll shall be implemented. At the Poll, each voter shall be entitled to vote for candidates up to the number of vacancies on the community council.¶

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**Method of election**

6.15 Elections shall be conducted by secret ballot of local electors, organised by the Returning Officer approved by the City of Edinburgh Council in accordance with the Scottish Local Government Election Rules but subject to modification and simplification as deemed necessary by the City of Edinburgh Council.

**Eligibility, appointment and role of nominated representatives of local interest groups**

6.16 Local interest groups registered with the City of Edinburgh Council can nominate representatives to community councils. If a local interest group operates in two or more community council areas, it may appoint representatives to all of those community councils. The nominated representative at each Community Council could be the same individual. Nominated representatives of local interest groups need not live within or appear on the electoral register for the community council area provided that they remain voluntary active members of the nominating local interest group.

6.17 The local interest group must be voluntary with a governing body that has a majority of unpaid (volunteer) members which does not distribute profit among its members and which provides services for public benefit not restricted to its members. The first appointments shall be made at a joint meeting of the interest groups organised by the Returning Officer in accordance with the procedures set out in Schedule 2 to this Scheme.

6.18 Nominated representatives of local interest groups shall cease to be members of the community council if they cease to be a member of the nominating local interest group.

6.19 Nominated representatives are appointed to represent the interests of their group on the community council and to reflect the views of the community through the community council.

6.20 If a community council member has a conflict of interest (private or personal) in any matter being considered by their community council they have a duty to declare this and withdraw from discussions, the decision-making process and the physical/virtual room until the matter is resolved. In Schedule 3 The Code of Conduct for Community Councillors outlines exceptions to this.

6.21 Nominated representatives of local interest groups shall have the same entitlements as elected and co-opted members including the ability to vote, move motions or amendments or to hold office.

**Filling of vacancies for elected members between elections**

6.22 Vacancies on a community council may arise when an elected community council member:

6.22.1 Submits their resignation;

6.22.2 Ceases to be resident within the community council area;

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6.22.3 Is suspended for a period exceeding a year or is expelled.

6.22.4 Unreasonably does not attend meetings for a period of six months. At the discretion of individual community councils, a period of leave of absence for community council members may be granted at any meeting of the community council.

6.22.5 Dies.

6.23 A temporary suspension of a community councillor for a period not exceeding one year will not result in a casual vacancy on the community council.

6.24 If vacancies arise on a community council between elections, which do not result in the number of community council members falling below the minimum as specified in Section 6.25 of the Scheme, it will be at the discretion of the community council whether to fill the vacancy.

6.25 Filling a vacancy can be undertaken either through the process of co-option to a maximum of one third of the total membership of the community council as governed by Section 6 of the Scheme. An extraordinary general meeting can also be held in order that the vacancy (and any other outstanding vacancies) can be filled, on the basis that such vacancies would be publicised, nominations invited and an election held where the number of candidates exceeded the number of places available. Such interim elections will be administered with permission and guidance from the City of Edinburgh Council.

6.26 Should circumstances arise that lead to the number of elected community council members to falling below half of the maximum permitted elected membership, the City of Edinburgh Council shall be informed and shall determine whether an interim election is required to be held. Such an election will not be held within six months of a planned community council election.

#### **Co-opting members to fill vacancies.**

6.27 Members who are co-opted through the vacancy process must be eligible for membership of the community council as detailed in Section 5.1 above. They must be elected onto the community council by a two-thirds majority of the voting members present. (For avoidance of doubt, these are elected members, co-opted members and nominated representatives of local interest groups.) Co-opted members shall have full voting rights, with the exception of voting on co-option of new members, and will serve until the next round of elections.

6.28 The number of co-opted members may not exceed a third of the maximum permitted elected community council membership.

6.29 If the number of co-opted members is to exceed a third of the maximum permitted elected community council membership approval must be granted by the City of Edinburgh Council.

#### **Election of office-bearers**

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6.30 At the first meeting of the community council after elections in the year when elections are held and at the Annual General Meeting in May or June in years when elections are not held, the community council shall appoint a Chair, Secretary, Treasurer and Engagement Officer.

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6.31 All office-bearers shall be elected for one year but shall be eligible for re-election without limitation of time.

6.32 Without the express approval of the City of Edinburgh Council, a member shall hold no more than two of the following offices at any one time: Chairperson, Secretary or Treasurer and shall not hold office on more than one community council.

6.33 Community councils may appoint employees from time to time provided that no member of a community council shall hold any paid office.

6.34 Community councils may reimburse office bearers, other members and employees for any reasonable expenses incurred in the performance of their duties.

6.35 Community councils are required to notify the City of Edinburgh Council within 10 working days of all Office Bearer appointments and/or resignations. The following information must be provided:

6.35.1 Position of office bearer

6.35.2 Forename and surname of office bearer

6.35.3 Home address, including postcode, of office bearer

6.35.4 Email address for office bearer (this will be publicly displayed on the Council's website). It is recommended that a generic email address is provided rather than a personal email address.

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## 7. Equality and diversity

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7.1 The Equality Act 2010 makes it unlawful to discriminate against persons or groups on the grounds of the protected characteristics of race, sex, gender recognition, disability, age, sexual orientation, marriage and civil partnership, pregnancy and maternity, and religion or belief.

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7.2 Recognition should be given to the contribution of everyone participating in the work of the community council. Community councils must comply with Equal Opportunities legislation and should recognise and value diversity in their membership and in their communities, ensuring that equality of opportunity be given to every resident to have their knowledge, opinion, skill and experience taken into account.

7.3 Consideration must also be given by the Community Council as to their meeting place, whether online or in-person. This must be in terms of accessibility and facilities for disabled users, as well as location, as far as practicable, to ensure that the needs of all members, visiting public or other additional members are met.

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## **8. Disqualification of membership**

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8.1 Disqualification of membership is automatic under the following circumstances:

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8.1.1 Relocation which renders invalid the residency qualification for membership.

8.1.2 Failure to attend any community council meeting, with or without submitting apologies, throughout a period of six months.

8.2 If absence is due to ill health or any other reasonable circumstance e.g. planned holidays, work shift patterns etc, a leave of absence not exceeding six months may be approved at the discretion of the community council.

8.3 Registered interest groups shall ensure that their nominated representatives conform to the attendance clause above and must remain voluntary, active members of the group.

8.4 The Independent Complaints Panel with ratification by the Council may take the decision to suspend or expel an individual from the position of community council member. This is governed by the Community Council Complaints Procedure.

## 9. Meetings

9.1 The first meeting of a community council following election and establishment will be called by the Returning Officer or by a Depute Returning Officer approved by the City of Edinburgh Council. The meeting will take place within 21 days of that date, or as soon as practicable thereafter. The frequency of meetings will be determined by each community council, subject to a minimum of one Annual General Meeting and six ordinary meetings being held each year.

9.2 The quorum for community council meetings shall be at least one third of the current voting membership of a community council or 3 voting members, whichever is the greater.

9.3 An outline of the conduct of business that community councils should adhere to when holding ordinary, special and annual general meetings is contained within Model Standing Orders in Schedule 4.

9.4 Dates, times and venues of regular meetings of the community council shall be fixed at the first meeting following ordinary elections and thereafter at its annual general meeting. This information must be supplied to the City of Edinburgh Council once agreed.

9.5 Special meetings shall require at least 10 days public notice, either called by the Chairperson or on the request of not less than one-half of the total number of community council members.

9.6 An officer of the City of Edinburgh Council has the discretion to call a meeting of the community council.

9.7 Notices calling meetings of the community council and its committees shall be posted prominently within the community council area before the date of any such meeting and, where possible, be advertised by other such suitable means e.g social media and applicable websites.

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- 9.8 Should the community council receive a common written request (petition), signed by at least 20 persons resident within the community council area, to convene a special meeting for a particular matter or matters to be debated, it shall hold such a meeting within 21 days of receipt of such a request and advertise it in the manner prescribed for special meetings called by the community council.
- 9.9 Copies of all minutes of meetings of the community council and of committees thereof shall be approved at the next prescribed meeting of the community council but the draft minute shall be circulated at least 7 days before the date of the meeting to community council members and the City of Edinburgh Council. [Approved minutes must be provided to the City of Edinburgh Council within 10 working days of approval.](#)
- 9.10 All meetings of the community council and its committees (subject to section 9.11 below) shall be open to members of the public. Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the community council under the guidance of the Chairperson.
- 9.11 The community council can meet to discuss items of business in private where it considers it appropriate to do so. Notice of such a meeting will be given to the public in the usual way. However, the Notice will record that the meeting, or a part thereof, is intended to be held in private. The decision to meet in private will be agreed by a majority vote (if required) at the start of the meeting or before the item under consideration is discussed.
- 9.12 The annual general meeting (AGM) must be held by community councils in the month of May or June with the exception of a City of Edinburgh Council election year when the appointment of office-bearers shall be deferred until the first meeting of the community council following the nomination and election period of the City of Edinburgh Council. As set out in Schedule 4 Model Standing Orders, the annual general meeting will have the purpose of receiving and considering the annual report of the community council including the engagement report, the appointment of office bearers, and the submission of the independently examined annual statement of accounts.
- 9.13 Community councils must supply their independently examined annual statement of accounts to the City of Edinburgh Council by the last working day of August each year. Where annual accounts are not submitted and received by the City of Edinburgh Council, Community Councils will not receive their annual administrative allowance, unless there are exceptional circumstances reasonably preventing provision. Guidance on the requirements for annual accounts is available publicly on the City of Edinburgh Council's website.
- 9.14 The City of Edinburgh Council shall be sent an annual calendar of the community council's prescribed meeting dates, times and venues. The community council must submit approved minutes of all meetings, the annual report, the engagement report, the annual financial statement and any other

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required information, that may from time to time be requested by the City of Edinburgh Council.

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9.15 When special meetings of the community council are to be held, the City of Edinburgh Council should be advised of the date, time, venue and subject(s) of debate of such meetings, at least 10 days in advance of the meeting date.

9.16 Procedural rules that community councils should adhere to when holding ordinary, special and annual general meetings are contained within the Model Standing Orders (Schedule 4).

## 10. Virtual Meetings

10.1 Community Councils may decide to take an in-person, online or hybrid approach to their meetings, and the platform to be used for any meeting is for the Community Council to decide.

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10.2 Virtual meetings may include members of the public where this can be accommodated, but this is not mandatory and for each Community Council to determine.

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10.3 Whether or not they are able to attend, proper provision must be made to afford members of the public the opportunity to address the Community Council as set out in the following paragraph.

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10.4 An Agenda for the meeting shall be published in the usual way and all Members of the Community Council and members of the public invited, in advance, to submit comments on any Agenda item to the Community Council's generic email address or by other appropriate means; such views to be considered by the Members dealing with the items of business. Comments may also be submitted during the meeting itself, but the ability to receive comments in advance will assist the Community Council in managing a remote meeting.

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10.5 Minutes of the meeting and details of any decisions taken must be recorded, in writing, in the usual way and made publicly available. Video or audio recording of meetings can only take place with the clear consent of all present, such consent to be recorded in the written minutes.

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## 11. Liaison with the City of Edinburgh Council

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11.1 In order to help facilitate the effective functioning of community councils, the City of Edinburgh Council will provide a point of contact for community councils, set out in the guidance notes.

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11.2 Community councils may make representations to the City of Edinburgh Council and other public and private agencies on matters for which they are responsible and which the community council considers to be of local interest. Representations in the case of statutory objections, such as planning or licensing matters should be made to the appropriate City of Edinburgh Council officer. On issues where a City of Edinburgh Council directorate/service area is

[consulting with community councils, representations should be made to the appropriate council officer.](#)

**11.3** [The City of Edinburgh Council and community councils shall actively seek to keep each other well-informed on matters of mutual interest.](#)

**11.4** Community councils shall provide copies of their agendas, [approved](#) minutes, signed annual accounts, an annual report on engagement activities and details of changes in membership to the Council via the Council's provided point of contact. Failure to submit the above may lead to a withholding of the community council's annual administrative grant.

## **12. Resourcing [community councils](#).**

**12.1** The Council shall provide [an annual](#) administrative [allowance](#) to community councils to assist with their operating costs. [Administrative allowances](#) are based on a standard lump sum payment plus an additional per capita contribution proportional to the population for that area.

**12.2** [The City of Edinburgh Council will review the level of additional per capita contribution proportional to the population for the community councils' annual administrative allowance at the start of each financial year.](#)

**12.3** Community councils are discouraged from accumulating surpluses at the end of the financial year amounting to twice the amount of [the annual administrative allowance](#) from the [City of Edinburgh Council](#), unless such surpluses are dedicated to [support administrative needs or specific](#) projects designed to elicit community opinion or [facilitate representation on](#) local issues.

**12.4** Each community council shall appoint a suitably qualified person to [review](#) the community council's accounts. [This should be someone who is independent from the community council with a financial background, though not necessarily a qualified accountant.](#)

**12.5** The financial year of community councils [must](#) be the same as that of the [City of Edinburgh Council](#) (i.e. 1 April to 31 March) and the [annual](#) audited accounts of the community council [must](#) be submitted for approval to the Annual General Meeting [following which they must be supplied to the City of Edinburgh by the last working day in August to a named official.](#)

**12.6** The named official may, at their discretion and in consultation with the Council's Chief Financial Officer, require the community council to produce such records, vouchers and account books, as may be required.

**12.7** Each community council shall establish a bank account [and](#) run a balanced budget.

**12.8** Any two of three authorised signatories, who must be office-bearers of the community council, may sign cheques [or make payments](#) on behalf of the community council. Authorised signatories may not be co-habitees or family members.

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12.9 Each community council shall have the power to secure resources for schemes, projects and all other purposes consistent with its functions.

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12.10 Each community council shall be eligible to apply for grants for suitable projects through the local authority's grant system.

12.11 Property and other assets belonging to the community council shall be vested in the Chair, Secretary and Treasurer of the community council and their successors in these respective offices.

12.12 The City of Edinburgh Council shall facilitate advice and assistance to community councils and arrange for the establishment of a training programme for community councils on: the duties and responsibilities of community council office bearers; the role of community councils; the functions of the City of Edinburgh Council; and other relevant topics.

### **13. Liability of Community Council Members**

13.1 Insurance is required for a Community Council to be operational. All Community Councils should arrange their own insurance.

### **14. Code of conduct**

14.1 The Code of Conduct in Schedule 3 to the Scheme sets out the standards and principles of conduct that individual community council members are required to adhere to in performance of their duties.

14.2 Failure of any individual to comply with the Code will be dealt with according to the Community Councillor Complaints Procedure.

14.3 Breaches of the Code should be reported to the City of Edinburgh Council's provided point of contact.

### **15. Community council boundaries**

15.1 Any request to change the boundaries and names of community councils must be made in writing to the Council Elections Manager who will arrange for the request to be submitted to the appropriate City of Edinburgh Council committee.

### **16. Dissolution of a community council**

16.1 A community council may take the decision to dissolve in extraordinary circumstances. This decision will be decided by a simple majority of those eligible to vote and present and voting.

16.2 In the event of a vote of the community councillors that results in a majority not being achieved, the Chairperson shall have a casting vote.

16.3 If a community council fails to hold a meeting for a period of three consecutive prescribed meeting dates; or its membership falls below the prescribed minimum for a period of three consecutive prescribed meeting dates, during which time the community council fails to address the situation, the City of Edinburgh Council may take action to dissolve that community council.

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16.4 The community council must inform the City of Edinburgh Council immediately of any intentions to dissolve and work with City of Edinburgh Council officials to complete advised dissolution activities until notified complete and dissolved by the City of Edinburgh Council.

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Schedule 1

THE CITY OF EDINBURGH COUNCIL - COMMUNITY COUNCILS

	Name of Council	Maximum Elected and co-opted Members	Nominated Members of Local Interest Groups	Maximum Members
1	Balerno	12	6	<u>18</u>
2	Colinton	12	6	<u>18</u>
3	Corstorphine & Carrick Knowe	<u>10</u>	<u>5</u>	<u>15</u>
4	Craigtinny/ Meadowbank	14	7	<u>21</u>
5	Craigleith/ Blackhall	12	6	<u>18</u>
6	Craiglockhart	<u>12</u>	<u>16</u>	<u>18</u>
7	Craigmillar	<u>14</u>	<u>7</u>	<u>21</u>
8	Cramond and Barnton	<u>14</u>	7	<u>21</u>
9	Currie	10	5	<u>15</u>
10	<u>Drylaw/Telford</u>	<u>10</u>	<u>5</u>	<u>15</u>
11	<u>East Craigs/West Craigs</u>	<u>10</u>	<u>5</u>	<u>15</u>
12	Fairmilehead	10	5	<u>15</u>
13	Firrhill	12	6	<u>18</u>
14	Gilmerton, <u>Moredun &amp; South House</u>	16	8	<u>24</u>
15	Gorgie/Dalry	14	7	<u>21</u>
16	Grange/ Prestonfield	16	8	<u>24</u>
17	Granton and District	<u>14</u>	<u>7</u>	<u>21</u>
<u>18</u>	<u>Gyle</u>	<u>10</u>	<u>5</u>	<u>15</u>
<u>19</u>	Hutchison/ Chesser	10	5	<u>15</u>

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<del>20</del>	Juniper Green/Baberton Mains	<del>12</del>	<del>6</del>	<del>18</del>
<del>21</del>	Kirkliston	10	5	15
<del>22</del>	Leith Central	16	8	24
<del>23</del>	Leith Harbour and Newhaven	<del>14</del>	<del>7</del>	<del>21</del>
<del>24</del>	Leith Links	12	6	18
<del>25</del>	Liberton and District	12	6	18
<del>26</del>	Longstone	14	7	21
<del>27</del>	Marchmont and Sciennes	14	7	21
<del>28</del>	Merchiston	16	8	24
<del>29</del>	Morningside	14	7	21
<del>30</del>	Muirhouse/ Salvesen	<del>10</del>	<del>5</del>	<del>15</del>
<del>31</del>	Murrayfield	12	6	18
<del>32</del>	New Town/ Broughton	16	8	24
<del>33</del>	Northfield/ Willowbrae	14	7	21
<del>34</del>	Old Town	12	6	18
<del>35</del>	Portobello	14	7	21
<del>36</del>	Queensferry and District	<del>12</del>	6	<del>18</del>
<del>37</del>	Ratho and District	10	5	15
<del>38</del>	Sighthill, Broomhouse and Parkhead	<del>12</del>	<del>6</del>	<del>18</del>
<del>39</del>	Davidson Mains & Silverknowes	<del>12</del>	<del>6</del>	<del>18</del>
<del>40</del>	Southside	12	6	18
<del>41</del>	Stenhouse, Saughton Mains and Whitson	12	6	18
<del>42</del>	Stockbridge/ Inverleith	14	7	21

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43	Tollcross	12	6	18
44	Trinity	12	6	18
45	West End	12	6	18
46	West Pilton/ West Granton	10	5	15
47	Wester Hailes	10	5	15

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Schedule 2

The City of Edinburgh Council  
Community Councils

Procedure for the appointment of nominated representatives from local interest groups

1. The maximum number of nominated representatives from local interest groups for each community council is listed in Schedule 1.
2. Local interest groups must first apply to be registered with the City of Edinburgh Council (the Council). The approved forms will be available from the City of Edinburgh Council. Registration for community council purposes will be accepted from any local interest group provided it complies with the following criteria:
  - 2.1 The organisation must be a voluntary group that has been in operation for at least 12 months prior to the notice of election.
  - 2.2 The organisation must be a properly constituted group with a publicly available constitution, the objects of which explains how it provides services for public benefit not restricted to its members.
  - 2.3 The organisation must have a committee that (after the first year) is elected at an AGM and has a minimum of three members.
3. The Council will determine the eligibility of the groups seeking registration. Where registration is refused, reasons will be provided.
4. Where a local interest group seeks to be registered for more than one community council area because its interest extends into those areas, it may apply to be registered as a local interest group in each area. This application will be considered by the City of Edinburgh Council.
5. Local interest groups may register with the City of Edinburgh Council at any time of the year. The Council will notify the relevant community council(s) when an application for registration has been received and will inform the community council(s) when an appointment has been approved.
6. Before an election local interest groups must reapply to be registered as approved groups. After the Notice of Election has been published only those applications from local interest groups registered by the closing date for delivery of nomination papers for elected members, and subsequently approved by the Council, will be accepted.
7. Should the number of nominations exceed the number of places for nominated representatives of local interest groups on the community council, then a joint meeting for the appointment of nominated representatives of local interest groups will be held.

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Where a group's local interest extends into more than one community council area, it may apply to be registered as local interest groups in each area. This application will be considered by the Council.

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8. The date, time and place of the joint meeting of registered local interest groups will be fixed by the Returning Officer subject to the meeting taking place before the first meeting of the community council following the nomination and election period.

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9. The Chair of the Joint Meeting will be the Returning Officer duly appointed by the Council.

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10. Each registered local interest group will be entitled to send one voluntary representative to the Joint Meeting.

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11. Each registered local interest group will be entitled to nominate one person for election as a nominated representative for the community council. This person must be a named individual. No political party or sectarian affiliations may appear on the nomination paper or on the voting paper.

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12. The representatives of the local interest groups and the elected members of the community council will vote by ballot up to the number of places to be filled; e.g. 12 nominations for 7 places - each representative may vote for 7 persons out of 12 nominations, with only one vote for each individual.

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13. Should the number of registered local interest groups be less than the maximum number of places for nominated members then the community council can subsequently approve further eligible groups, registered and approved by the Council until the full quota has been achieved.

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14. The named representatives from local interest groups subsequently elected will become full members of the community council, with entitlement to hold office and vote in business and constitutional matters.

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15. On occasion, a nominated representative from a local interest group may not be able to attend a community council meeting. On these occasions the nominated representative may arrange for a casual substitute to attend a meeting in their place. Any casual substitution of a named representative by another representative from the local interest group will not have entitlement to hold office and vote on community council business and will have an observer status.

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16. Any request for permanent substitution by the local interest group should be made in writing to the Council with details of the named individual who is to become the new local interest group representative. Such members will have entitlement to vote and hold office.

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17. If it comes to the attention of the Council that the following may apply:

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17.1. a local interest group has ceased to operate,

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17.2. a local interest group has ceased to meet the criteria for registration, or

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17.3. the purposes for which a local interest group was set up are no longer relevant or no longer apply,

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18. The City of Edinburgh Council will notify the local interest group if it is required to resubmit its registration forms and accompanying documents. In the event that

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the Council concludes that any of the above provisions [17.1](#) to [17.3](#) apply, or the local interest group fails to resubmit relevant documentation on request, the local interest group may be de-registered by the Council, in which case its nominated representative will cease to be a member of the community council.

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The City of Edinburgh Council  
Code of Conduct for Community Councillors

1. Introduction and enforcement

1.1 The Code of Conduct for Community Councillors (the Code) is based largely on the Code of Conduct for City of Edinburgh Council elected members and relevant public bodies as provided for in The Ethical Standards in Public Life etc (Scotland) Act 2000.

1.2 Community councillors, as representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in [this Code of Conduct](#).

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1.3 The Code [of Conduct](#) and its principles, shall apply to all community councillors and those representing the community council.

1.4 The practical application of these rules is a matter for your judgement but if in any doubt as to how they should be applied you should seek advice from the Chairperson or other office bearer of the community council or from [the City of Edinburgh Council \(the Council\)](#).

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1.5 You may be appointed or nominated by your community council to serve as a member of another representative body. You should ensure that the Code is observed when carrying out the duties of the other body.

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1.6 The Community Councillor Complaints Procedure sets out provisions for dealing with alleged breaches of this Code and for the sanctions that can be applied in such an event.

2. Duties

2.1 The following general principles are those upon which the Code is based. These should be used for guidance and interpretation by community councillors in all community council activities.

**Service to the community**

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2.2 As a community councillor you have a duty to act in the interests of the local community [that you have been elected, co-opted or selected \(in the case of nominated representatives of local interest groups\) to represent](#).

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2.3 You also have a duty to act in accordance with the Scheme for Community Councils (the Scheme) as set out by the Council under the terms of the Local Government (Scotland) Act 1973 [and all associated good practice and guidance materials as supplied or signposted to by the City of Edinburgh Council](#).

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2.4 Wherever possible you should establish and reflect, through the community council, the views of the community as a whole on any issue, irrespective of personal opinion.

2.5 You should ensure that you are, within reason, accessible to your local community and local residents. Various mechanisms to allow the general community to express their views, i.e. websites, suggestion boxes, surveys, opinion polls, should, where possible, be made available.

**Selflessness**

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2.6 You should take decisions solely in terms of the interest of the community that you represent. You must not use your position as a community councillor to gain financial, material, political or other personal benefit for yourself, family or friends.

**Honesty and Integrity**

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2.7 You have a duty to act honestly. If you have any significant private and/or personal interests in a matter for the community council, you have a duty to declare this and withdraw from discussions and the decision-making process with regard to that matter.

2.8 You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community.

**Gifts and Hospitality**

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2.9 You must not accept gifts or hospitality. The offer and refusal of any gifts or hospitality with a value above £10 must always be reported to and noted by the secretary of the community council.

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**Objectivity**

2.10 In carrying out public business, including award of grants or decisions regarding planning applications, you should make decisions on merit and on the basis of information which is publicly known.

2.11 You are free to have political and/or religious affiliations; however, you must ensure that you represent the interests of your community and community council and not the interests of a political party or religious affiliation.

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**Accountability**

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2.12 You are accountable for the decisions and actions that you take on behalf of your community through the community council. You must ensure that the community council uses its resources prudently and in accordance with the law. Any expenses, allowances, or facilities provided for use in your duties as a community councillor must be used strictly for those duties and no other purpose. When your tenure as a community councillor ceases, you are required to return any applicable monies or assets to the community council or the City of Edinburgh Council in the event of dissolution.

2.13 Community councillors will individually and collectively ensure that the business of the community council is conducted according to the Scheme, the Code, good practice or guidance provided/signposted by the City of Edinburgh Council.

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2.14 Any breach of the Scheme and Code may be reported to the City of Edinburgh Council to determine what action, if necessary, should be taken. This may include referral to the Community Councillor Complaints Panel.

#### **Openness**

2.15 You have a duty to ensure that your decisions, actions and representations reflect the wishes and views of the community you represent. You should be open and able to justify your decisions, actions and representations when acting as a member of a community council.

#### **Leadership**

2.16 You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the community council and its members in representing the views and needs of the local area. You must also promote social inclusion and challenge discrimination in any form.

#### **Respect and General Conduct**

2.17 You **must** behave openly and honestly, treating another community council members in a positive, respectful and non-discriminatory manner. Similarly, you **must** treat ex-officio community council members, staff from City of Edinburgh Council and other agencies as well as members of the community with respect.

2.18 Recognition **must** be given to the contribution of everyone participating in the work of the community council. Equality of opportunity should be given to every participant to have their knowledge, opinions, skills and experience taken into account with all barriers to participation removed.

2.19 You **must** ensure that confidential material, including details about individuals, is handled **in line with data protection requirements and** with dignity and discretion and is not used for personal or malicious purposes.

2.20 You **must** be supportive of the office bearers on the community council and refrain from trying to undermine their confidence or authority. **It is unacceptable** for community councillors to make personal remarks **or attacks**, **or otherwise** humiliate other members either at meetings or non-members or in other settings such as internet forums and social media.

### **3. Conduct and behaviour**

#### **Conduct at meetings**

3.1 You must respect the Chair, fellow community councillors and any members of the public or partnership organisations that are present during meetings of the community council and its sub-committees or of any bodies where you have been appointed by, or are representative of your community council or community councils in general. You must comply with rulings from the Chair in the conduct of the business of these meetings.

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### **Conduct in public**

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- 3.2 In conducting yourself in public (including online) you must respect community councillors and key stakeholder organisations (such as the Council and Police Scotland). Community councillors should take note that their activity in public may be a breach of the provisions of this code if they are identifiable as a community councillor.
- 3.3 If you have dealings with the media, members of the public or others not directly involved in your community council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the community council.
- 3.4 You should not act in such a way as to bring yourself or the community council into disrepute through your actions, discussion or communications.
- 3.5 Furthermore, any individual found to be responsible for anonymous activities (such as letter writing, blogging or other online activities) that would otherwise be a breach of the provisions of this Code will consequently have breached the Code.

### **Bullying and harassment**

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- 3.6 Bullying or harassment is completely unacceptable and will be considered to be a breach of the Code.
- 3.7 Harassment is any unwelcome behaviour or conduct which has no legitimate purpose and which makes someone feel offended, humiliated, intimidated, frightened and/or uncomfortable. Harassment can be experienced directly or indirectly and can occur as an isolated incident or as a course of persistent behaviour.
- 3.8 Harassment can take the form of unwelcome physical contact; inappropriate remarks or questioning; intrusive questioning; and the sending of unwelcome emails, messages or notes. This is by no means an exhaustive list.
- 3.9 Bullying is inappropriate and unwelcome behaviour which is offensive and intimidating, and which makes an individual or group feel undermined, humiliated or insulted. It is the impact of the behaviour rather than the intent which is the key.
- 3.10 Bullying can arise as a result of an individual misusing their power and can occur through all means of communication. Bullying can be a pattern of behaviour or a one-off serious incident that becomes objectionable or intimidating. This can include the unwelcome physical, verbal or non-verbal conduct; intimidatory behaviour; disparaging, ridiculing or mocking comments and remarks; physical violence; deliberately excluding an individual from conversations or activities in which they have a right or legitimate expectation to participate. This list is not exhaustive.



4. **Financial probity**

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- 4.1 High standards of financial probity should be demonstrated by all those who are responsible for administering or receiving funds on behalf of the community council.
- 4.2 Office bearers must ensure that proper accounting records are kept for the community council bank account(s).
- 4.3 Inability to demonstrate proper stewardship of funds or operate in a transparent manner will be deemed a breach of the Code.

5. **Interests which require declaration**

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- 5.1. The key principles of the Code are given practical effect by the requirement for you to declare interests at meetings which you attend.
- 5.2. Interest which require to be declared may be financial or non-financial. Most of the interests to be declared will be your personal interests but, on occasion, you will have to consider whether the interests of other persons require you to make a declaration.
- 5.3. It is your responsibility to make decisions about whether you have to declare an interest or make a judgement as to whether a declared interest prevents you from taking part in any discussions or voting. You are in the best position to assess your personal circumstances and to judge how these circumstances affect your role as a community councillor in regard to a particular matter.
- 5.4. In deciding whether to declare an interest you should always comply with the objective test which is whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as community councillor.
- 5.5. After declaring an interest you must withdraw from the meeting room until discussion of and voting on the relevant item where you have a declarable interest is concluded, other than in the following circumstances:

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5.5.1 The interest is in relation to your appointment as an associate member of the community council or nominated member of a local interest group. In this case an exemption applies.

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5.5.2 The interest is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

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MODEL STANDING ORDERS

1. Meetings (all held in public)

(a) Ordinary meetings of the COMMUNITY COUNCIL shall be held in the months of ..... [to be entered]. Special Meetings may be called at any time on the instructions of the Chairperson of the community council; on the request of not less than one-half of the total number of COMMUNITY COUNCIL members; or the receipt of a common written request (petition), signed by at least 20 persons, resident within the COMMUNITY COUNCIL area, to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting, which special meeting shall be held within 21 days of the receipt of the request made to the Secretary of the COMMUNITY COUNCIL. Annual general meetings (AGM) are held annually in the month May or June. Extraordinary General Meetings can be held in any month.

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(b) The notice of ordinary and annual general meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and the City of Edinburgh Council by the Secretary of the COMMUNITY COUNCIL, at least 10 days before the date fixed for the meeting.

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2. Minutes

Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL should be circulated at least 7 days before the date of the meeting and distributed in accordance with Section 3 of the Scheme of Community Councils and shall, following their approval, be signed at the next meeting of the COMMUNITY COUNCIL by the person presiding thereat and retained for future reference and a copy must be provided to the City of Edinburgh Council within 10 working days.

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3. Quorum

A quorum shall consist of one-third of the current membership of the COMMUNITY COUNCIL or 3 voting members, whichever is the greater.

A member who has declared an interest in an item of business and has left the meeting may not be counted in the quorum for that item of business. If less than a quorum of the Community Council is entitled to vote on an item due to declaration of interests that item cannot be dealt with at the meeting.

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4. Order of Business

(i) Ordinary Meeting

The order of business at every ordinary meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.
- (c) Any other item of business, which the Chairperson has directed, should be considered.
- (d) Any other competent business.
- (e) Questions from the floor.
- (f) Chairperson to declare date of next meeting and close meeting.

**(ii) Annual General Meeting (AGM)**

It will not be uncommon that the COMMUNITY COUNCIL has arranged for an ordinary meeting of the COMMUNITY COUNCIL to begin at the close of the annual general meeting to enable any outstanding reporting on business matters to be heard; and for COMMUNITY COUNCIL members and members of the public to have an opportunity to bring matters to the attention of the COMMUNITY COUNCIL, possibly for inclusion on a future agenda.

The order of business at every annual general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last annual general meeting of the COMMUNITY COUNCIL shall be submitted for adoption.
- (c) Chairperson's Annual Report (and questions from the floor).
- (d) Secretary's Annual Report (and questions from the floor).
- (e) Treasurer's submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- (f) Engagement Officer's Annual Report (and questions from the floor)
- (g) Demit of current office bearers and subsequent election of office bearers.
- (h) Chairperson to declare date of next annual general meeting and close meeting.

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**(iii) Extraordinary General Meeting (EGM)**

The order of business at every extraordinary general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Business for debate, as described in the calling notice for the special meeting.
- (c) Chairperson to close meeting.

#### 5. Order of Debate

- (a) The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and his/her ruling shall be final and shall not be open to discussion. In particular, the Chairperson shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4. i (e) above. The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chairperson shall have the power, in the event of disorder arising at any meeting, to adjourn the COMMUNITY COUNCIL meeting to a time he/she may then or afterwards fix.
- (b) Every motion or amendment shall be moved and seconded.
- (c) After a mover of a motion has been called on by the Chairperson to reply no other members shall speak to the question.
- (d) A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- (e) A motion or amendment which is contrary to a previous decision of the COMMUNITY COUNCIL shall not be competent within six months of that decision unless notice has been given of the proposed item in the summons for the meeting and the COMMUNITY COUNCIL agrees the decision was based on erroneous, incorrect or incomplete information.

#### 6. Voting

- (a) Voting shall be taken by a show of hands, roll call or by electronic voting of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.
- (b) The Chairperson of a meeting of the COMMUNITY COUNCIL shall have a deliberative vote and in the event of equal number of votes the Chairperson shall exercise a casting vote.

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(c) If there are equal numbers of votes, the Chairperson will not have a casting vote except where the vote relates to appointing a member of the Community Council to any particular office or committee. In this case, the decision will be by lot.

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## 7. Alteration of Standing Orders

A proposal to alter these Model Standing Orders may be proposed to the City of Edinburgh Council to be altered or added to at any time by the COMMUNITY COUNCIL provided that notice of motion to that effect is given at the meeting of the COMMUNITY COUNCIL previous to that at which the motion is discussed. The City of Edinburgh Council shall have final discretion on any proposed change.

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## 8. Committees

The COMMUNITY COUNCIL may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

Any committees formed by the COMMUNITY COUNCIL will be subject to Model Standing Orders 1, 2, 3, 5, 6 and 7.

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## 9. Suspension of Model Standing Orders

These Model Standing Orders shall not be suspended except at a meeting at which three-quarters of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.

Community Council (CC)	General Description of Proposed Boundary Amendment(s)
<p><b>IMPORTANT: The general descriptions are not an exhaustive explanation of each proposed amendment. It is strongly recommended that the general descriptions are viewed in conjunction with the supplied and corresponding maps available in this appendix.</b></p> <p><b>If clarity is required, please contact <a href="mailto:community.councils@edinburgh.gov.uk">community.councils@edinburgh.gov.uk</a></b></p>	
<p><b>1. Granton and District CC</b></p>	<p>The proposed boundary amendment involves the removal of Ferryfield area from Trinity CC which is proposed to be subsumed by Granton and District CC.</p>
<p><b>2. Trinity CC</b></p>	<p>The proposed boundary amendment involves the removal of Ferryfield area from Trinity CC which is proposed to be subsumed by Granton and District CC.</p>
<p><b>3. New Town and Broughton CC</b></p>	<ol style="list-style-type: none"> <li>1. The proposed boundary amendment involves moving the boundary line for New Town and Broughton CC to subsume an area of Stockbridge and Inverleith CC comprising of a section of Picardy Circus extending towards part of St Stephen Street.</li> <li>2. The proposed boundary amendment involves moving the boundary line for New Town and Broughton CC to extend along Henderson Row, moving north including a section of Dundas Street towards Glenogle Road. The area removed from the above amendment is proposed to be subsumed by Stockbridge and Inverleith CC.</li> </ol>
<p><b>4. Stockbridge and Inverleith CC.</b></p>	<ol style="list-style-type: none"> <li>1. The proposed boundary amendment involves moving the boundary line for New Town and Broughton CC to subsume an area of Stockbridge and Inverleith CC comprising of a section of Picardy Circus extending towards part of St Stephen Street.</li> <li>2. The proposed boundary amendment involves moving the boundary line for New Town and Broughton CC to extend along Henderson Row, moving north including a section of Dundas Street towards Glenogle Road. The area removed from the above amendment is proposed to be subsumed by Stockbridge and Inverleith CC.</li> <li>3. The proposed boundary amendment involves the area from Belgrave Crescent heading north to Buckingham Terrace to be removed in its entirety from West End CC and to be subsumed by Stockbridge and Inverleith CC.</li> </ol>

<p><b>5. Sighthill, Broomhouse and Parkhead CC</b></p>	<ol style="list-style-type: none"> <li>1. The proposed boundary amendment involves moving the boundary line for Sighthill, Broomhouse and Parkhead CC to continue west along Murrayburn Road joining Murrayburn Drive. The area removed is to be subsumed by Westerhailes CC.</li> <li>2. The proposed boundary amendment involves continuing the boundary line southward down Saughton Road across the roundabout on Calder Road and continuing along Longstone Road to connect at Park Head Drive. The area removed is to be subsumed by Longstone CC.</li> </ol>
<p><b>6. Westerhailes CC</b></p>	<p>The proposed boundary amendment involves moving the boundary line for Westerhailes CC to continue the boundary line west along Murrayburn Road joining Murrayburn Drive.</p>
<p><b>7. Longstone CC</b></p>	<p>The proposed boundary amendment involves continuing the boundary line southward down Saughton Road across the roundabout on Calder Road and continuing along Longstone Road to connect at Park Head Drive. The area removed is to be subsumed by Longstone CC.</p>
<p><b>8. Portobello CC</b></p>	<ol style="list-style-type: none"> <li>1. The proposed boundary amendment involves the removal of an area from Northfield and Willowbrae CC to be subsumed by Portobello CC. The boundary is proposed to be amended to continue west and then northbound along Milton Road West, continuing through the Figgate Park ending close to Baileyfield Road.</li> <li>2. The proposed boundary amendment involves the removal of an area from Portobello CC to be subsumed by Craigmillar CC. The boundary is proposed to be amended from the Edinburgh Road to follow the Brunstane Burn from east to west until it reaches the Gilberstoun area and proceeds south until it meets Niddrie Junction (South).</li> </ol>
<p><b>9. Craigmillar CC</b></p>	<p>The proposed boundary amendment involves the removal of an area from Portobello CC to be subsumed by Craigmillar CC. The boundary is proposed to be amended from the Edinburgh Road to follow the Brunstane Burn from east to west until it reaches the Gilberstoun area and proceeds south until it meets Niddrie Junction (South).</p>
<p><b>10. Northfield and Willowbrae CC</b></p>	<p>The proposed boundary amendment involves the removal of an area from Northfield and Willowbrae CC to be subsumed by Portobello CC. The boundary is proposed to be amended to continue west and then northbound along Milton Road West, continuing through the Figgate Park ending close to Baileyfield Road.</p>
<p><b>11. Tollcross CC</b></p>	<ol style="list-style-type: none"> <li>1. The proposed boundary amendment involves the removal of an area from Tollcross CC and to be subsumed by Merchiston CC. The boundary is proposed</li> </ol>

	<p>to be amended to continue north from Gilmore Park crossing Fountainbridge and continuing up through McEwen Square to join the West Approach Road.</p> <p>2. The proposed boundary amendment involves the removal of an area from Tollcross CC to be subsumed by West End CC. The proposal also involves the addition of an area from West End CC to be subsumed by Tollcross CC. The boundary is proposed to be amended to continue south on Lothian Road then turn east on towards Morrison Street.</p>
<b>12. Merchiston CC</b>	The proposed boundary amendment involves the removal of an area from Tollcross CC to be subsumed by Merchiston CC. The boundary is proposed to be amended to continue north from Gilmore Park crossing Fountainbridge and continuing up through McEwen Square to join the West Approach Road.
<b>13. Gilmerton, Moredun and Southhouse CC</b>	<p>1. The proposal involves the renaming of Gilmerton and Inch CC to be renamed Gilmerton, Moredun and Southhouse CC.</p> <p>2. The proposed boundary amendment involves the removal of the Inch neighbourhood from Gilmerton and Inch CC to be subsumed by Liberton and District CC. The boundary is proposed to be amended to go north at Gilmerton Road to proceed northeast on to Kingston Avenue and join Old Dalkeith Road.</p>
<b>14. Liberton and District CC</b>	The proposed boundary amendment involves the removal of the Inch neighbourhood from Gilmerton and Inch CC to be subsumed by Liberton and District CC. The boundary is proposed to be amended at Goods Corner and continue north up Liberton Road then north-east along Lady Road encompassing Cameron Toll and the railway line ending approximately before Craigmillar Court. The proposed boundary is then proposed to head south to include Peffermill Playing Fields and Craigmillar Castle Park before joining Old Dalkeith Road approximately adjacent to Ravenswood Avenue and head south down Old Dalkeith Road before continuing west along Kingston Avenue, ending at Gilmerton Road.
<b>15.1 Corstorphine and Carrick Knowe CC</b>  <b>15.2 Gyle CC</b>  <b>15.3 East and West Craigs CC</b>	The proposed boundary amendment involves the creation of three new Community Councils which would be established from the existing and combined boundaries of Drum Brae CC and Corstorphine CC. The three new Community Councils all have defined boundary areas and are proposed to be named: Corstorphine and Carrick Knowe CC, Gyle CC and East and West Craigs CC.





<b>16. Kirkliston CC</b>	The proposed boundary amendment involves Kirkliston CC subsuming the area of Hallyards Cottages from Ratho and District CC.
<b>17. Ratho and District CC</b>	The proposed boundary amendment involves Kirkliston CC subsuming the area of Hallyards Cottages from Ratho and District CC.
<b>18. Cramond and Barnton CC</b>	<ol style="list-style-type: none"> <li>1. The proposed boundary amendment involves the removal of an area from Cramond and Barnton CC to be subsumed by the proposed renamed Davidson's Mains and Silverknowes CC. The boundary is proposed to be amended at Cramond Road South and proceed along Gamekeepers Road, head south towards Barnton Avenue encompassing the golf course and Oak Plantation until rejoining at Queensferry Road.</li> <li>2. The proposed boundary amendment involves the removal of an area from Queensferry and District CC to be subsumed by Cramond and Barnton CC. It is proposed that the Craigiehall area is to be subsumed by Cramond and Barnton CC.</li> </ol>
<b>19. Davidson's Mains and Silverknowes CC</b>	<ol style="list-style-type: none"> <li>1. The proposal involves the renaming of Silverknowes CC to be renamed Davidson's Mains and Silverknowes CC.</li> <li>2. The proposed boundary amendment involves the removal of an area from Cramond and Barnton CC to be subsumed by the proposed renamed Davidson's Mains and Silverknowes CC. The boundary is proposed to be amended at Cramond Road South and proceed along Gamekeepers Road, head south towards Barnton Avenue encompassing the golf course and Oak Plantation until rejoining at Queensferry Road.</li> </ol>
<b>20. Queensferry and District CC</b>	The proposed boundary amendment involves the removal of an area from Queensferry and District CC to be subsumed by Cramond and Barnton CC. It is proposed that the Craigiehall area is to be subsumed by Cramond and Barnton CC.
<b>21. West End CC</b>	<ol style="list-style-type: none"> <li>1. The proposed boundary amendment involves the removal of an area from West End CC to be subsumed by Stockbridge and Inverleith CC. The proposed amendment involves the area from Belgrave Crescent extending north to Buckingham Terrace.</li> <li>2. The proposed boundary amendment involves the removal of an area from Tollcross CC to be subsumed by West End CC. The proposal also involves the addition of an area from West End CC to be subsumed by Tollcross CC. The boundary is proposed to be amended to continue south on Lothian Road then turn east on towards Morrison Street.</li> </ol>

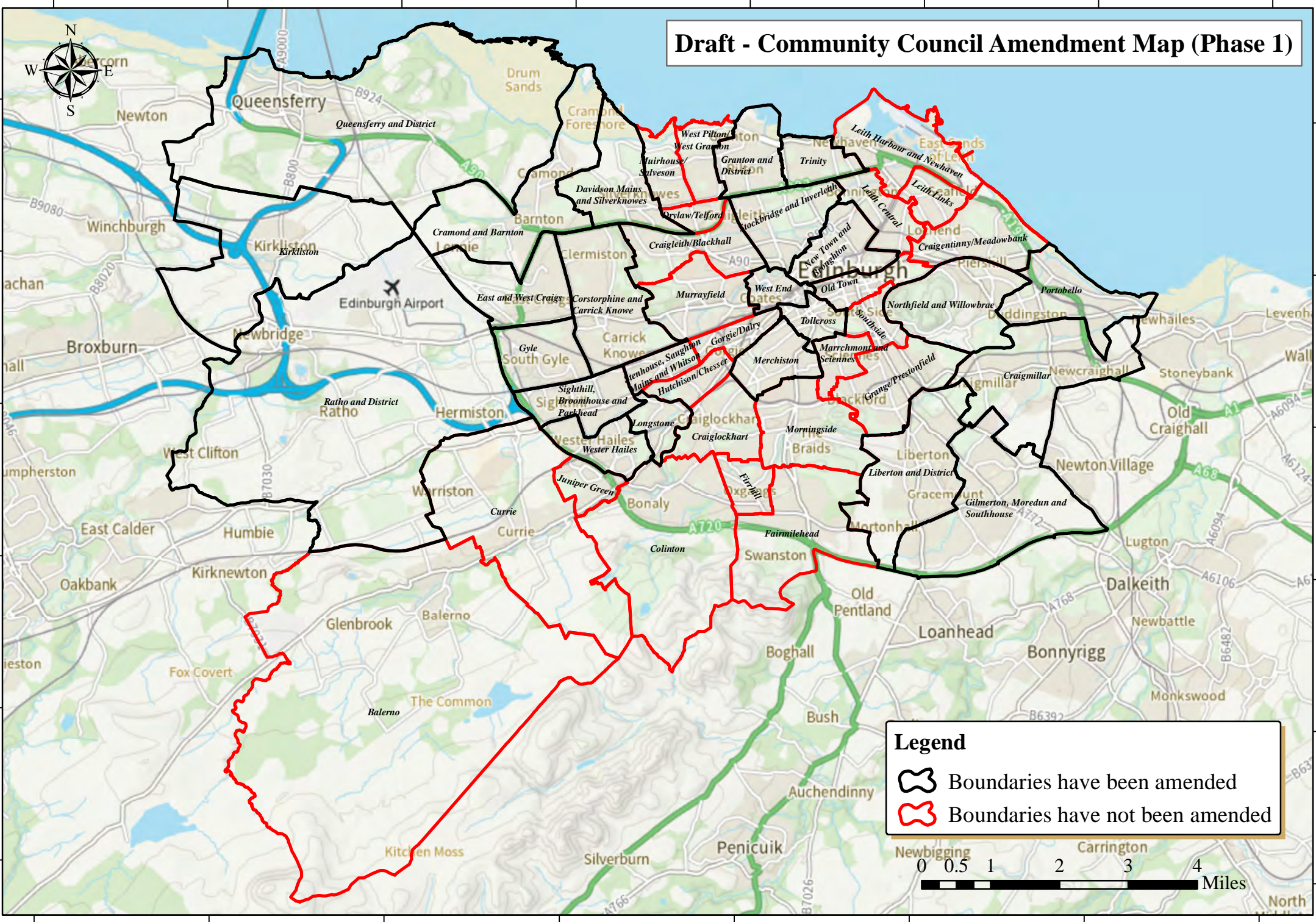
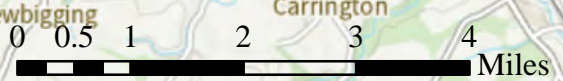


# Draft - Community Council Amendment Map (Phase 1)

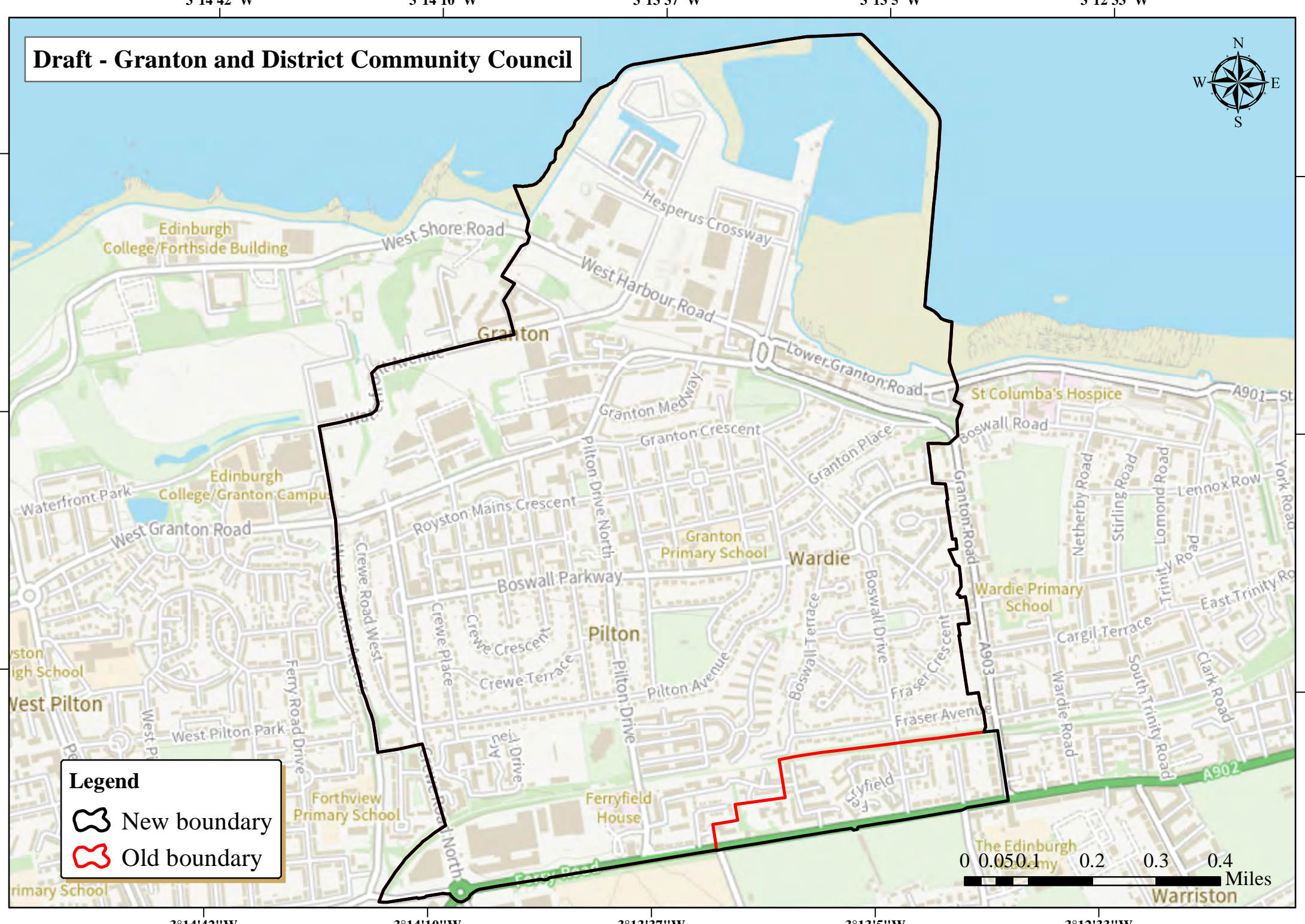
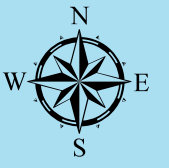


**Legend**

-  Boundaries have been amended
-  Boundaries have not been amended

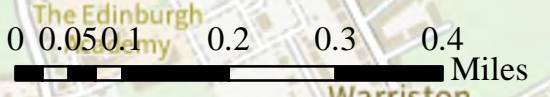


# Draft - Granton and District Community Council

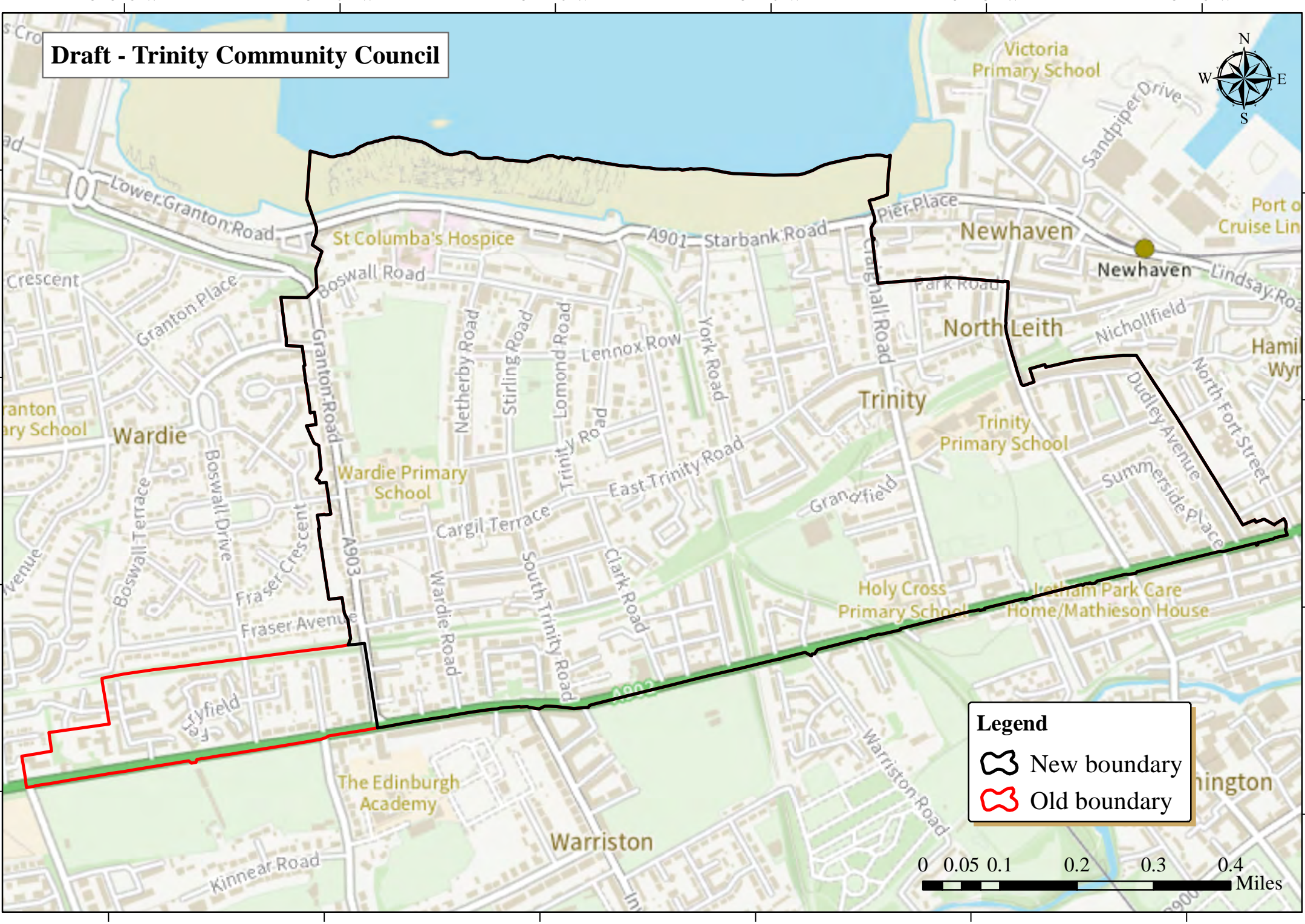


**Legend**



- New boundary
- Old boundary

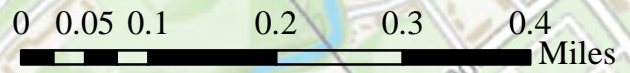


**Draft - Trinity Community Council**



**Legend**



-  New boundary
-  Old boundary

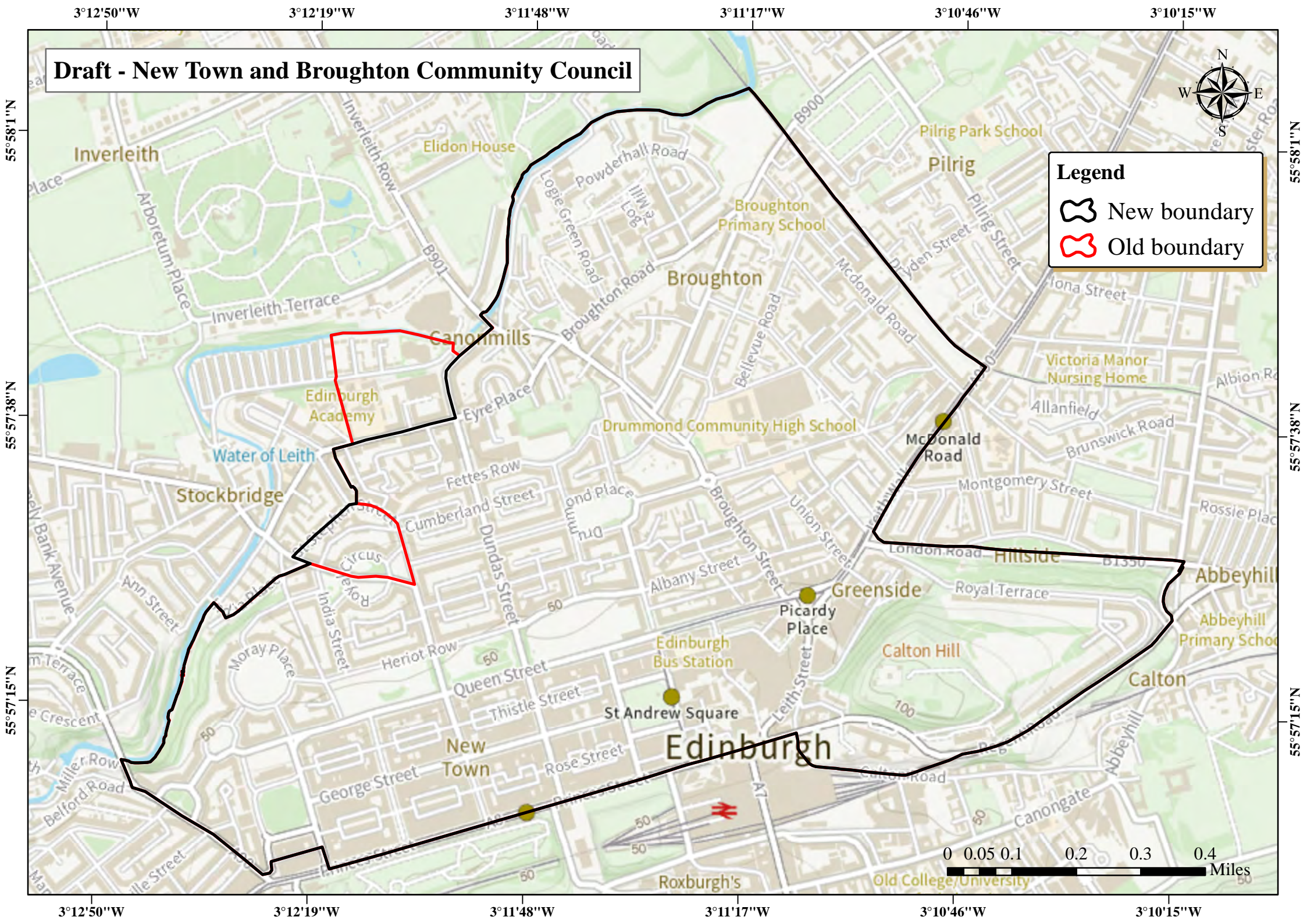


# Draft - New Town and Broughton Community Council



**Legend**



-  New boundary
-  Old boundary

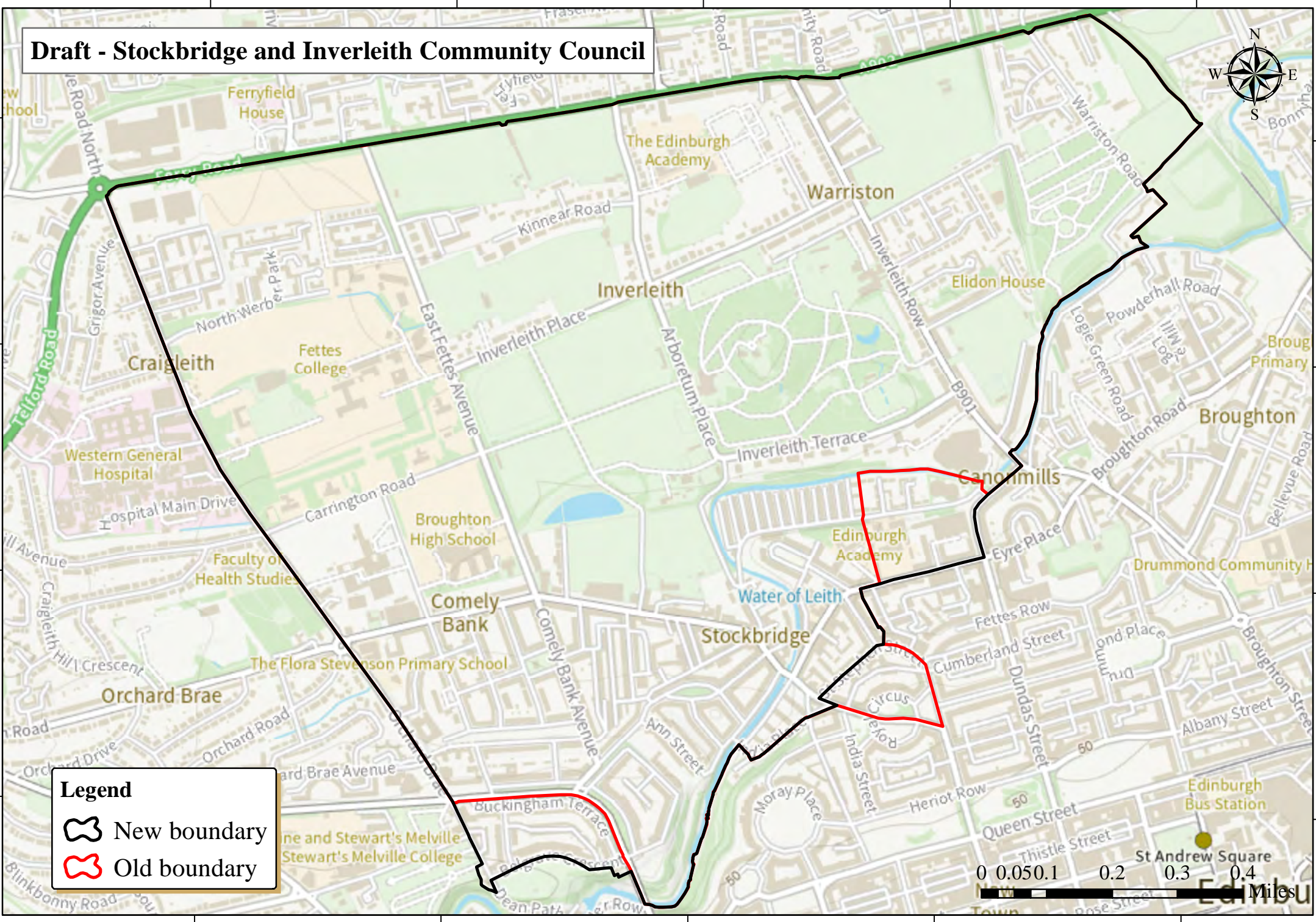
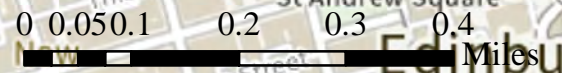


# Draft - Stockbridge and Inverleith Community Council



**Legend**



-  New boundary
-  Old boundary

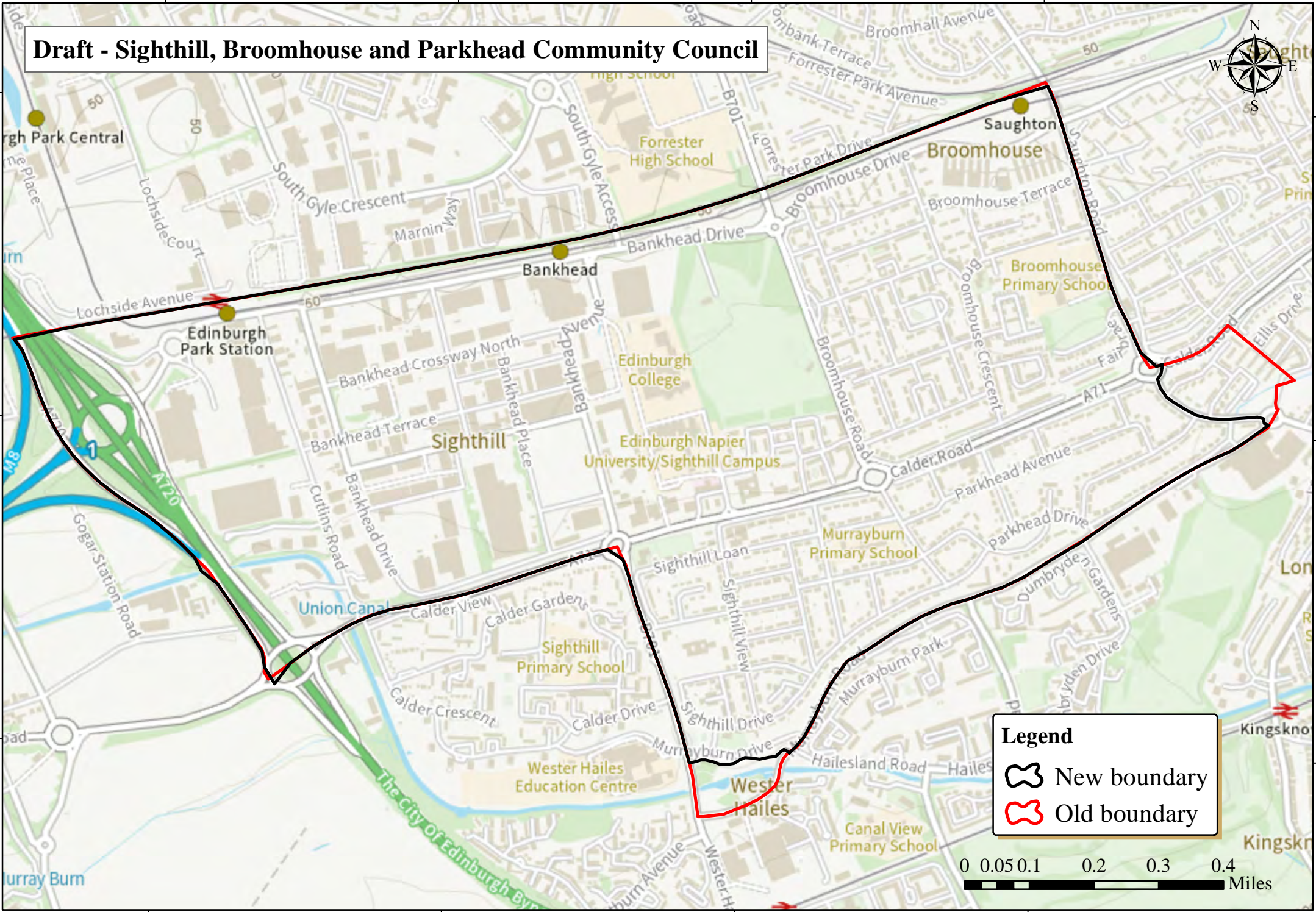
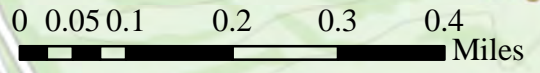


# Draft - Sighthill, Broomhouse and Parkhead Community Council



**Legend**

-  New boundary
-  Old boundary



3°18'30"W      3°17'48"W      3°17'6"W      3°16'24"W

55°55'56"N

55°55'56"N

55°55'30"N

55°55'30"N

55°55'4"N

55°55'4"N



3°18'30"W      3°17'48"W      3°17'6"W      3°16'24"W

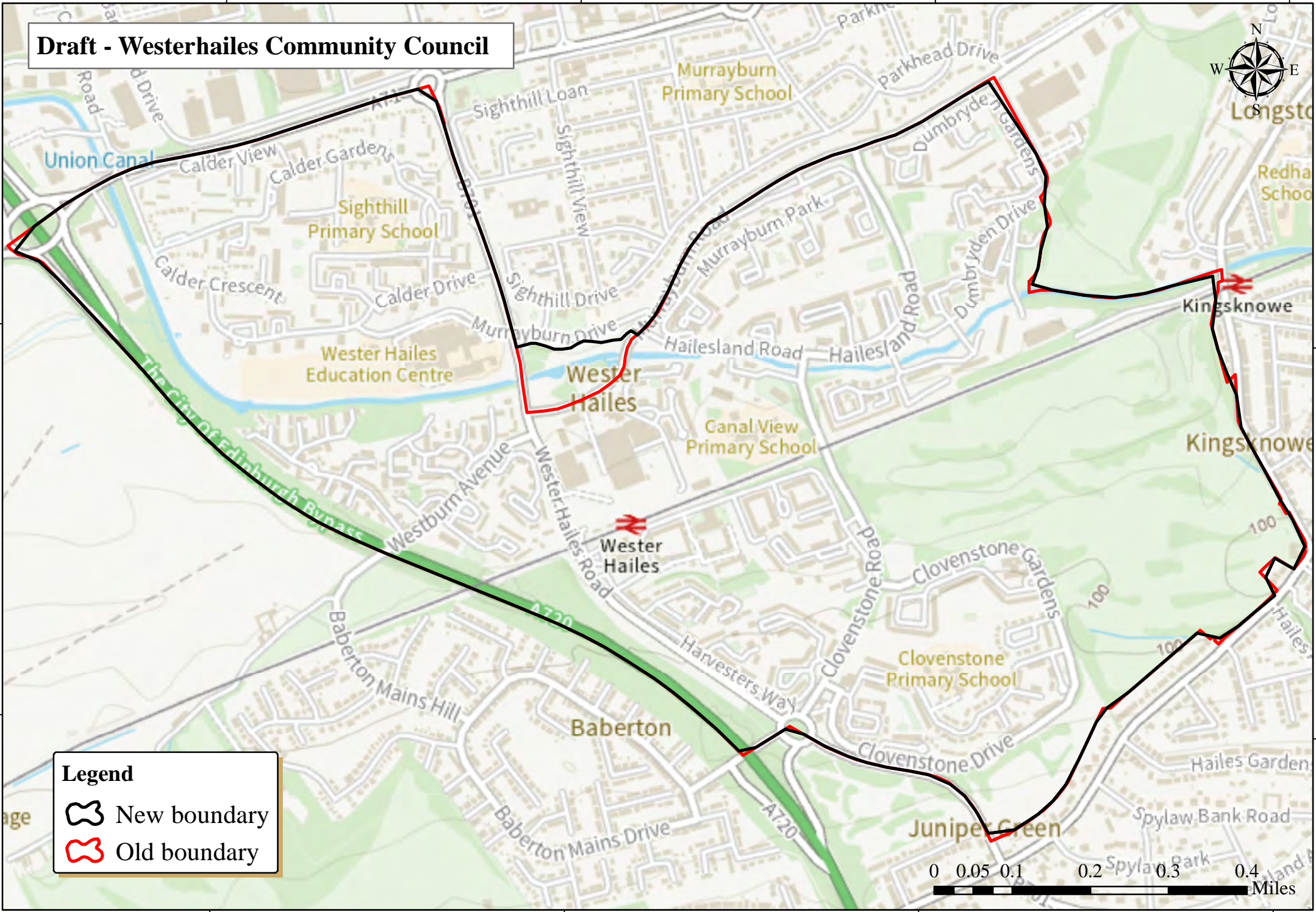
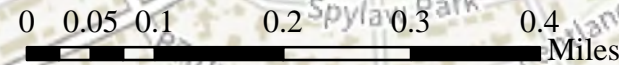


# Draft - Westerhailes Community Council



## Legend

-  New boundary
-  Old boundary



3°15'49"W

3°15'10"W

# Draft - Longstone Community Council



55°55'40"N

55°55'40"N

55°55'20"N

55°55'20"N

55°55'0"N

55°55'0"N

55°54'40"N

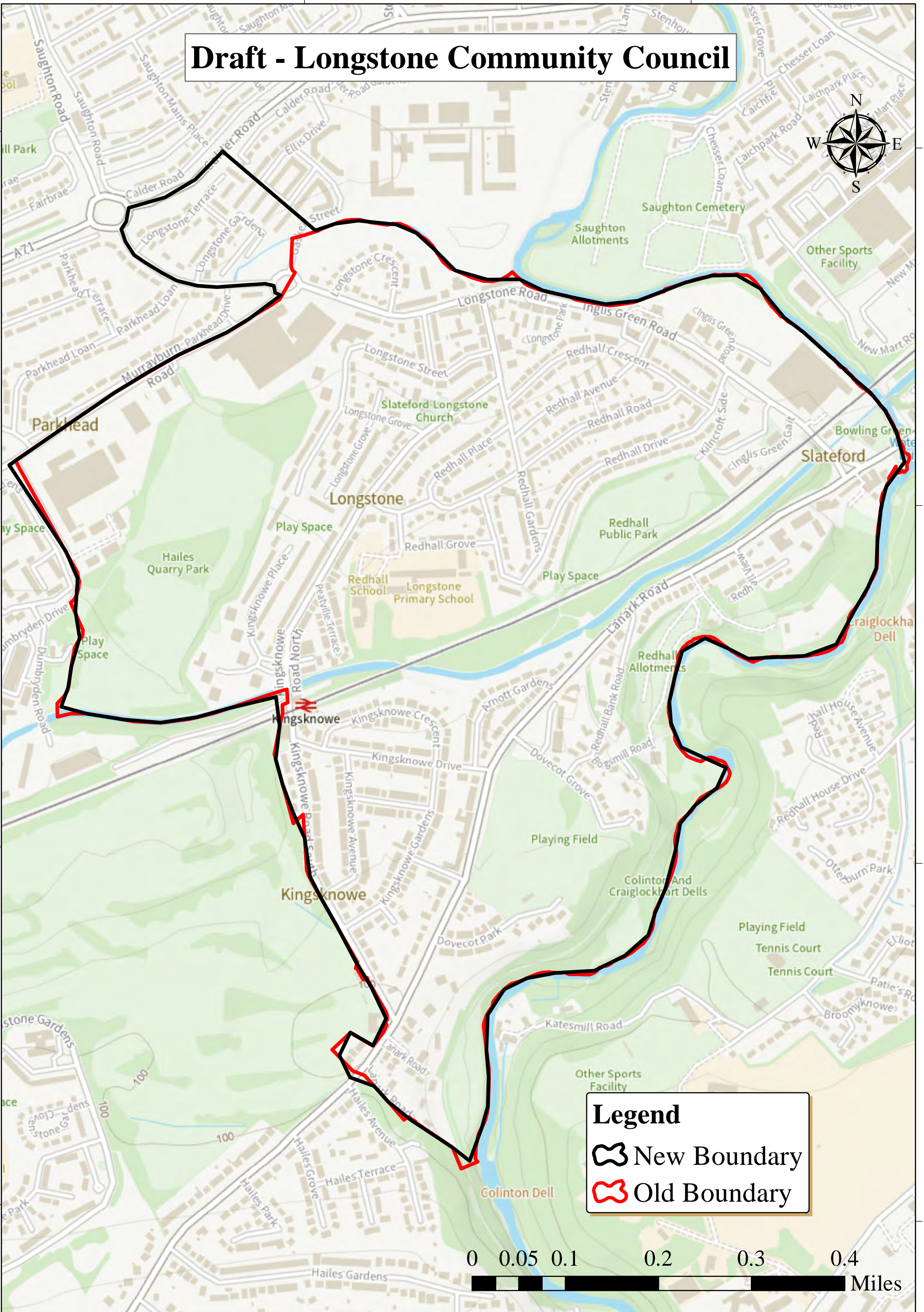
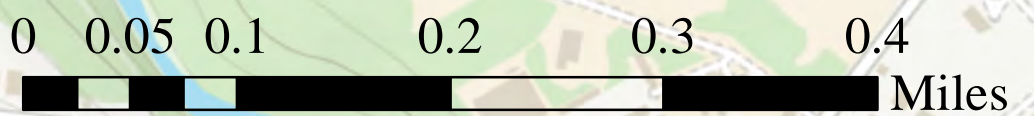
55°54'40"N

3°15'49"W

3°15'10"W

## Legend



-  New Boundary
-  Old Boundary

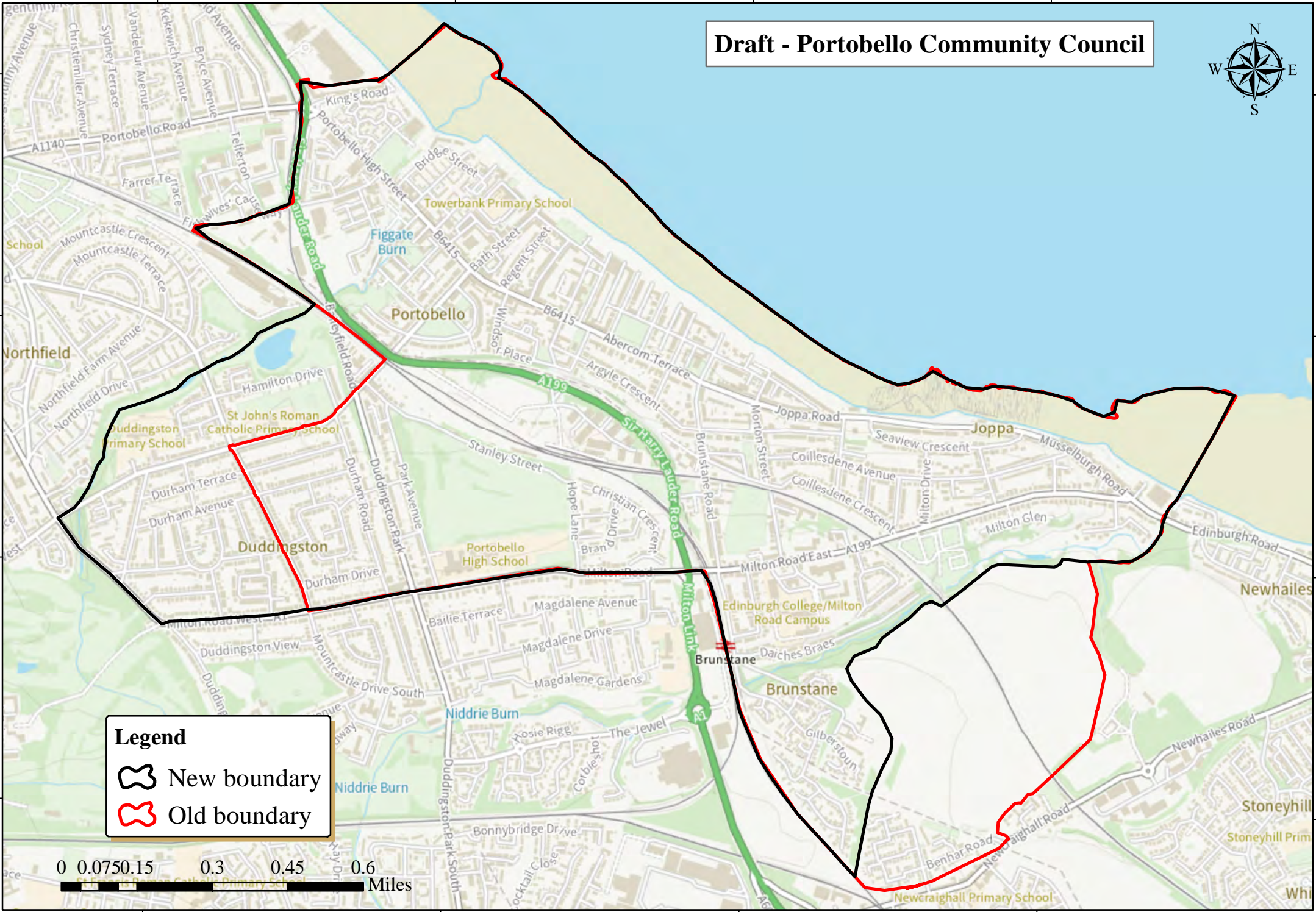


# Draft - Portobello Community Council



**Legend**

-  New boundary
-  Old boundary



3°7'45"W 3°6'50"W 3°5'55"W 3°5'0"W

55°57'30"N 55°57'15"N 55°56'40"N 55°56'15"N

Northfield  
Duddingston  
Portobello  
Brunstane  
Joppa  
Newhailes  
Stoneyhill

St John's Roman Catholic Primary School  
Towerbank Primary School  
Portobello High School  
Edinburgh College/Milton Road Campus  
Newcraighall Primary School

Figgate Burn  
Niddrie Burn

A1140  
A199  
A3

King's Road  
Portobello High Street  
Bridge Street  
Bath Street  
Regent Street  
Windsor Place  
Abercom Terrace  
Argyle Crescent  
Brunstane Road  
Milton Road East  
Milton Road West  
Milton Glen  
Edinburgh Road  
Newhailes Road

Northfield Farm Avenue  
Northfield Drive  
Durham Terrace  
Durham Avenue  
Durham Drive  
Duddingston Park  
Park Avenue  
Duddingston Road  
Duddingston View  
Mountcastle Drive South  
Bonnybridge Drive  
The Jewel  
Gilberston  
Benhar Road  
Newcraighall Road



Hamilton Drive  
Durham Drive  
Magdalene Avenue  
Magdalene Drive  
Magdalene Gardens  
Xosie Rigg  
Corbie Shot  
Benhar Road  
Newcraighall Road

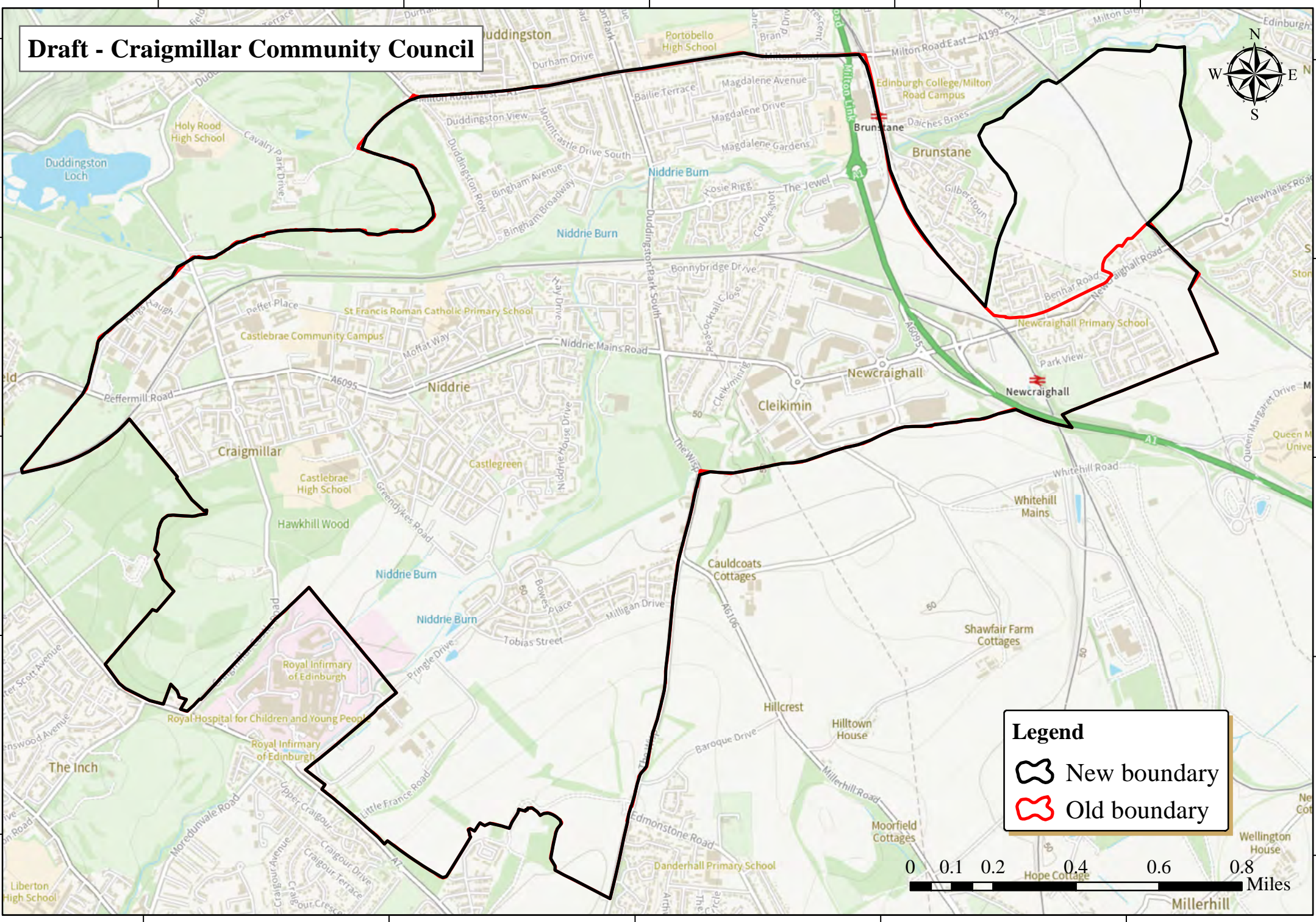
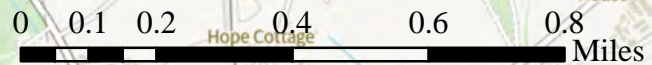
Stoneyhill Primary School

# Draft - Craigmillar Community Council



**Legend**

-  New boundary
-  Old boundary



3°8'40"W      3°7'45"W      3°6'50"W      3°5'55"W      3°5'0"W

55°56'40"N  
55°56'15"N  
55°55'50"N  
55°55'25"N  
55°55'0"N



55°56'40"N  
55°56'15"N  
55°55'50"N  
55°55'25"N  
55°55'0"N

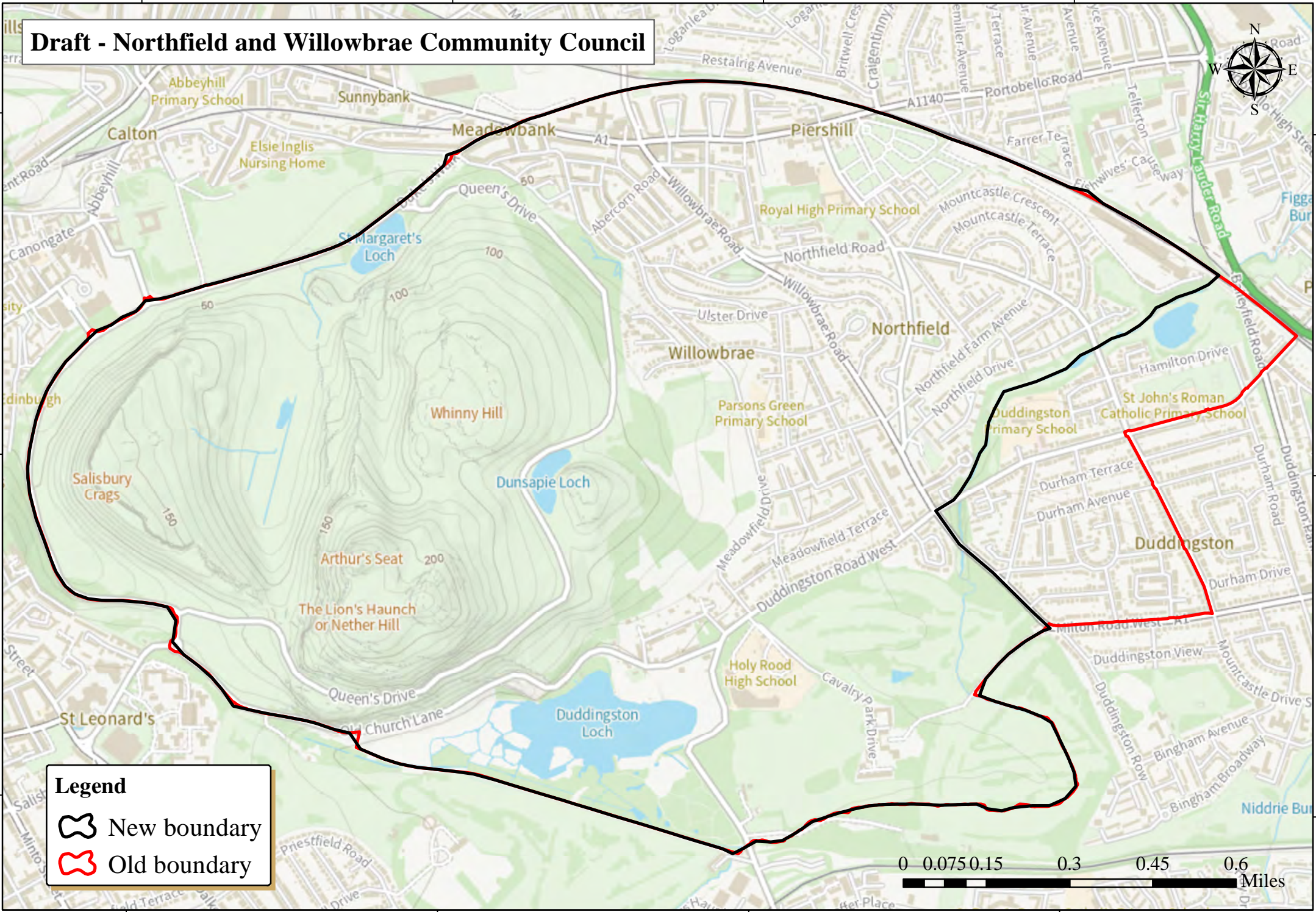
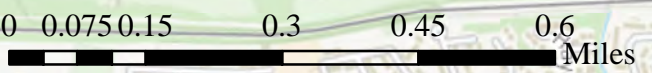
3°8'40"W      3°7'45"W      3°6'50"W      3°5'55"W      3°5'0"W

# Draft - Northfield and Willowbrae Community Council



**Legend**



-  New boundary
-  Old boundary

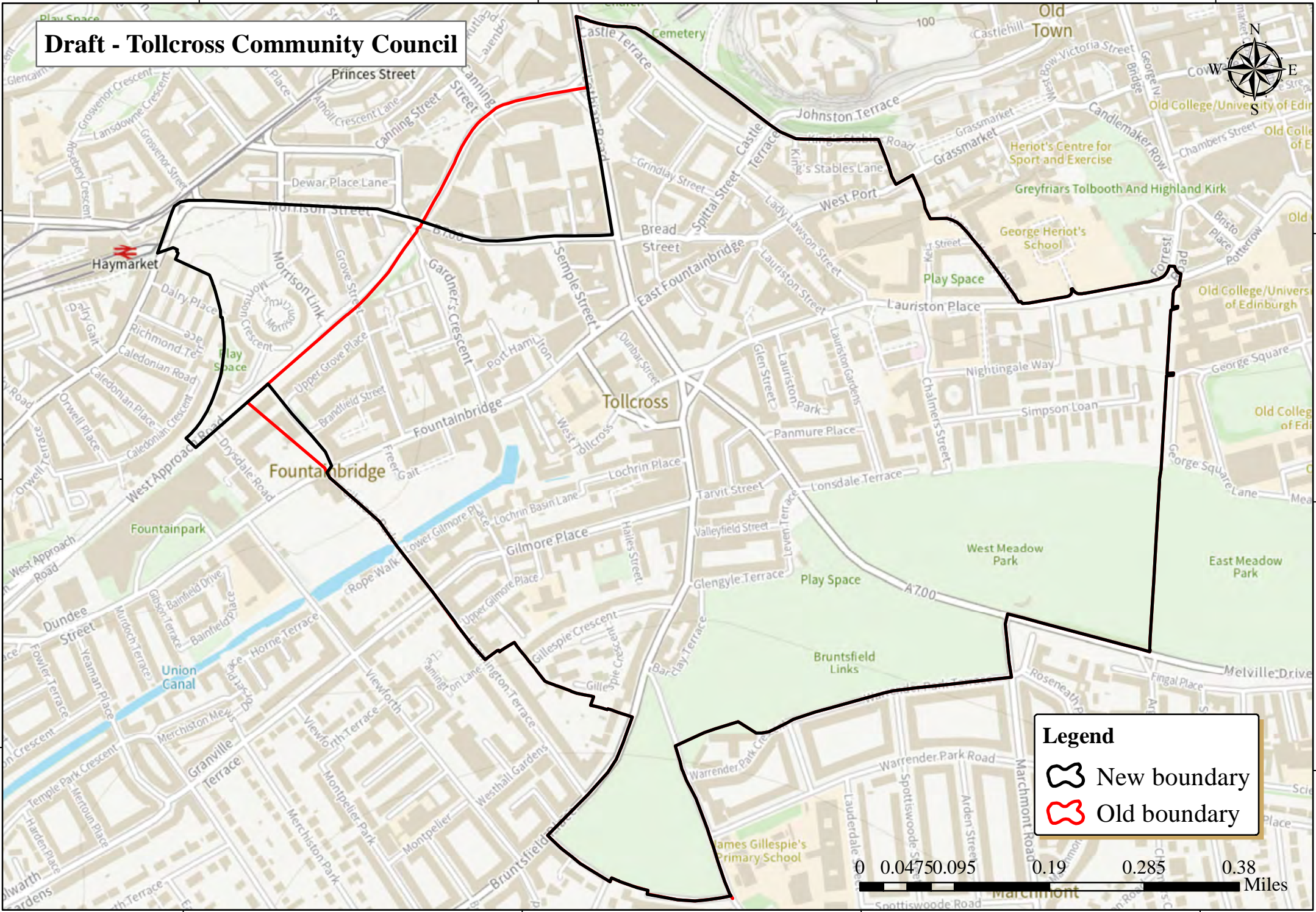


# Draft - Tollcross Community Council



**Legend**

-  New boundary
-  Old boundary



3°12'54"W

3°12'22"W

3°11'51"W

3°11'19"W

55°56'46"N

55°56'46"N

55°56'32"N

55°56'32"N

55°56'18"N

55°56'18"N

3°12'54"W

3°12'22"W



3°11'51"W

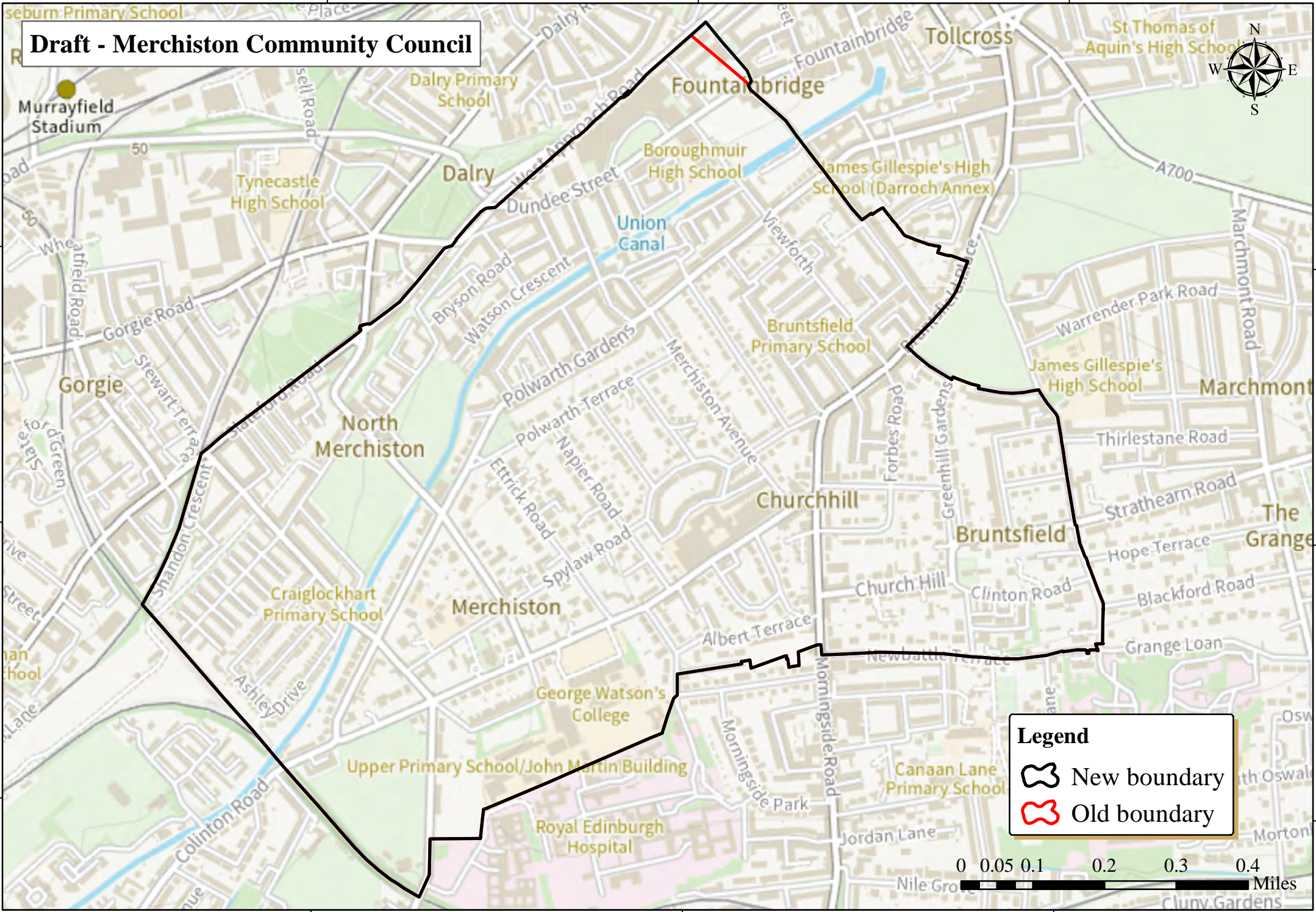
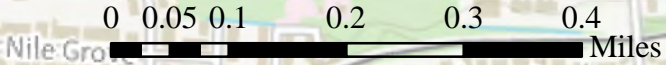
3°11'19"W

# Draft - Merchiston Community Council



**Legend**

-  New boundary
-  Old boundary



3°13'36"W

3°12'48"W

3°12'0"W

55°56'20"N

55°56'20"N

55°56'0"N

55°56'0"N

55°55'40"N

55°55'40"N

3°13'36"W



3°12'48"W

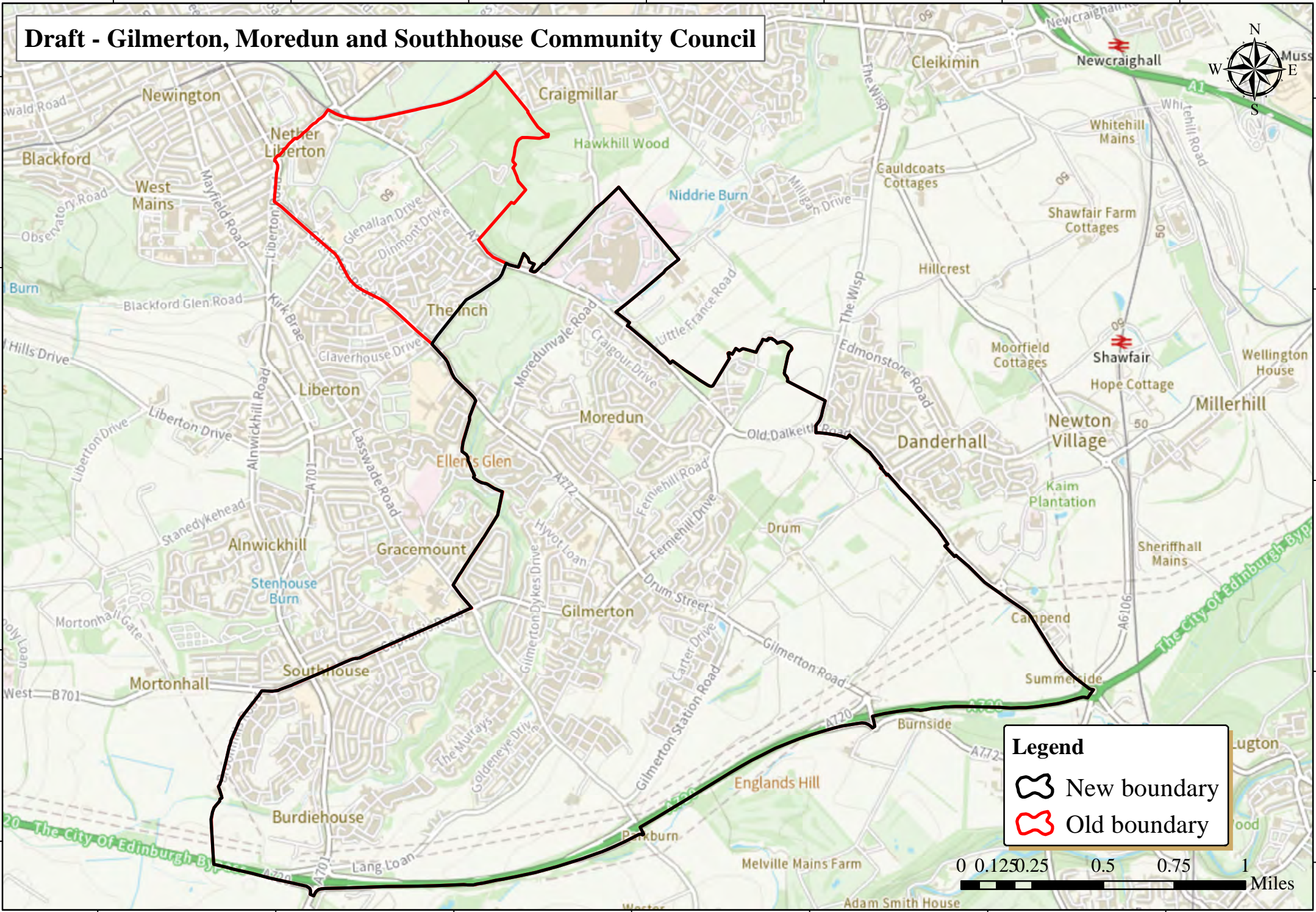
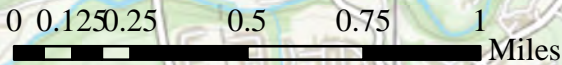
3°12'0"W

# Draft - Gilmerton, Moredun and Southhouse Community Council



**Legend**

-  New boundary
-  Old boundary





3°11'12"W

3°10'24"W

3°9'36"W

3°8'48"W

# Draft - Liberton and District Community Council



55°55'44"N

55°55'44"N

55°55'12"N

55°55'12"N

55°54'40"N

55°54'40"N

55°54'8"N

55°54'8"N

55°53'36"N

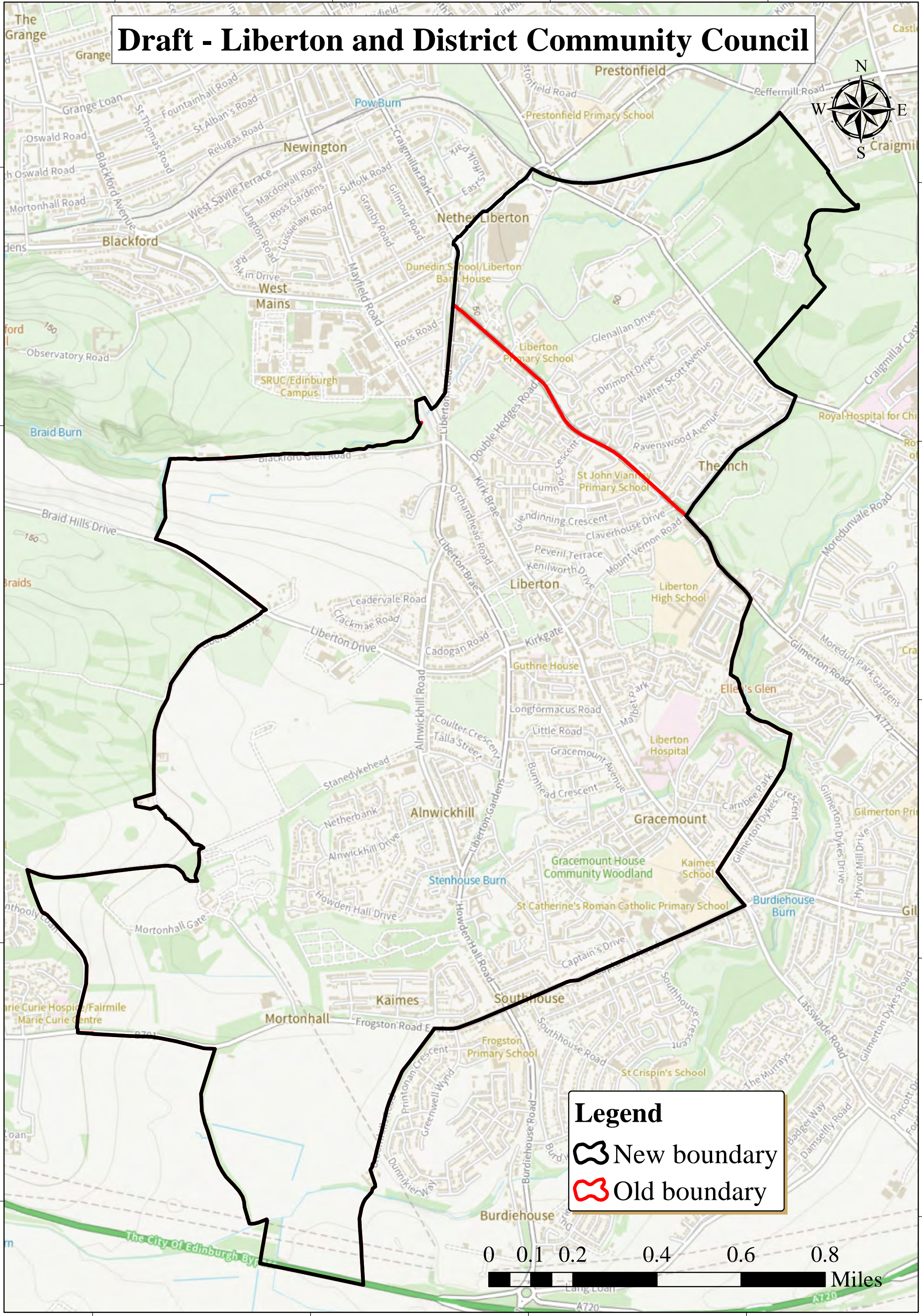
55°53'36"N

3°11'12"W



3°10'24"W

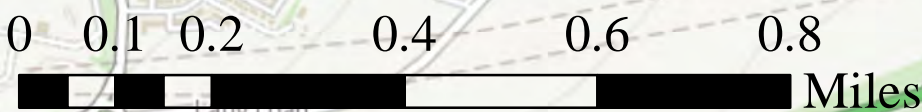
3°9'36"W

3°8'48"W



**Legend**



-  New boundary
-  Old boundary

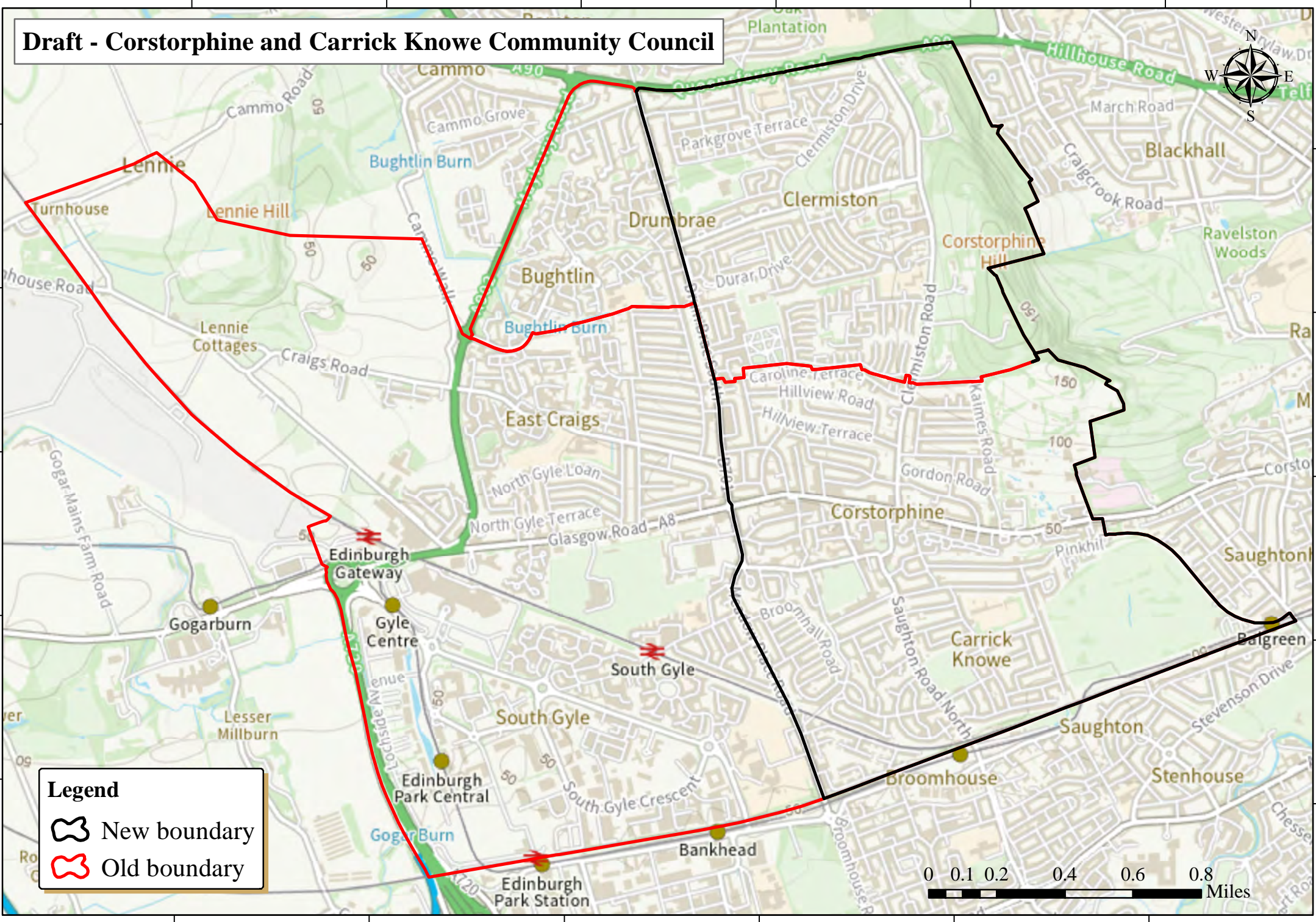
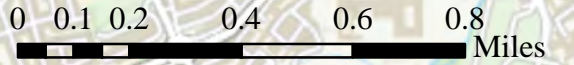


# Draft - Corstorphine and Carrick Knowe Community Council



**Legend**



-  New boundary
-  Old boundary

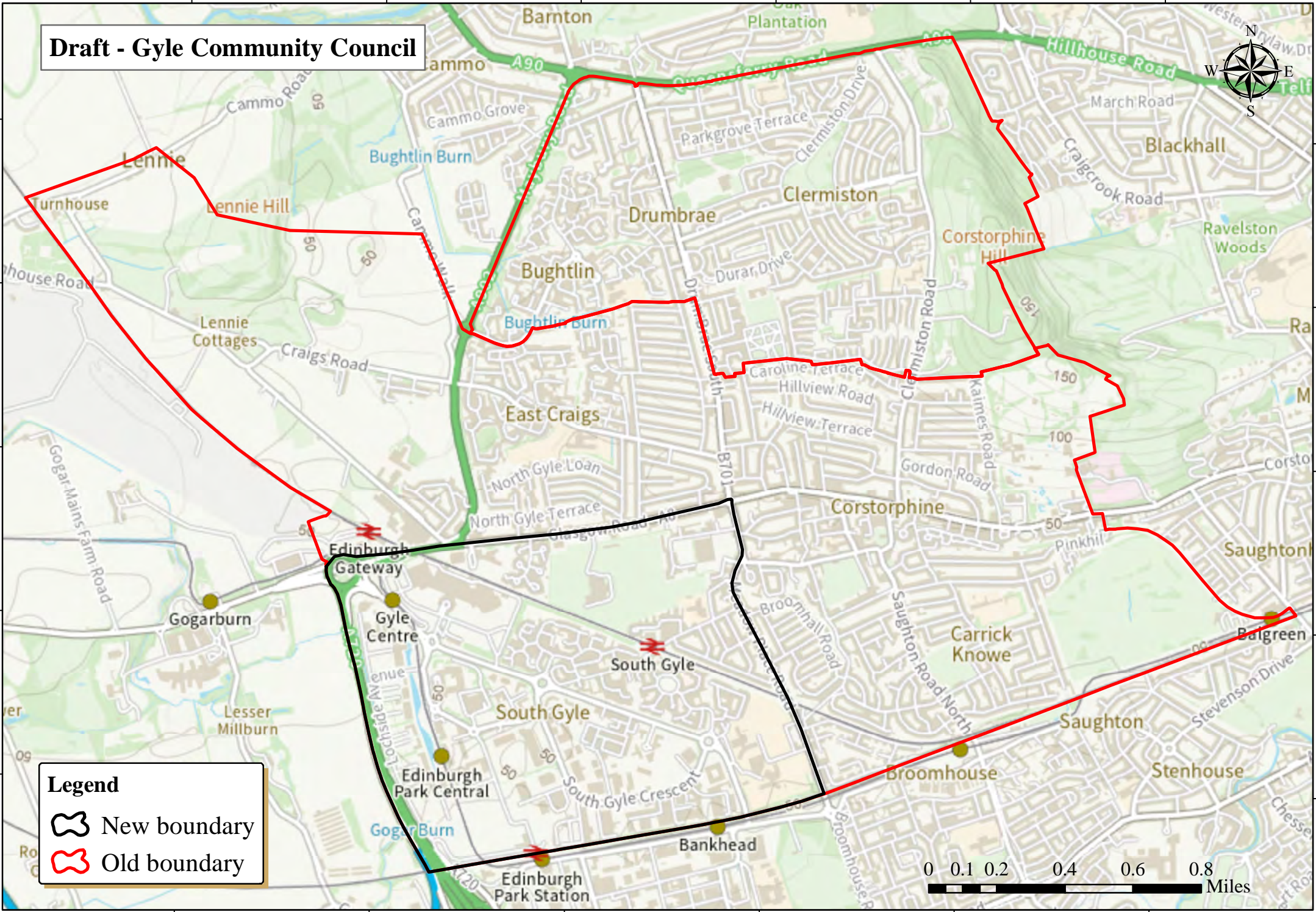
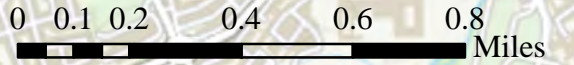


# Draft - Gyle Community Council



**Legend**



-  New boundary
-  Old boundary

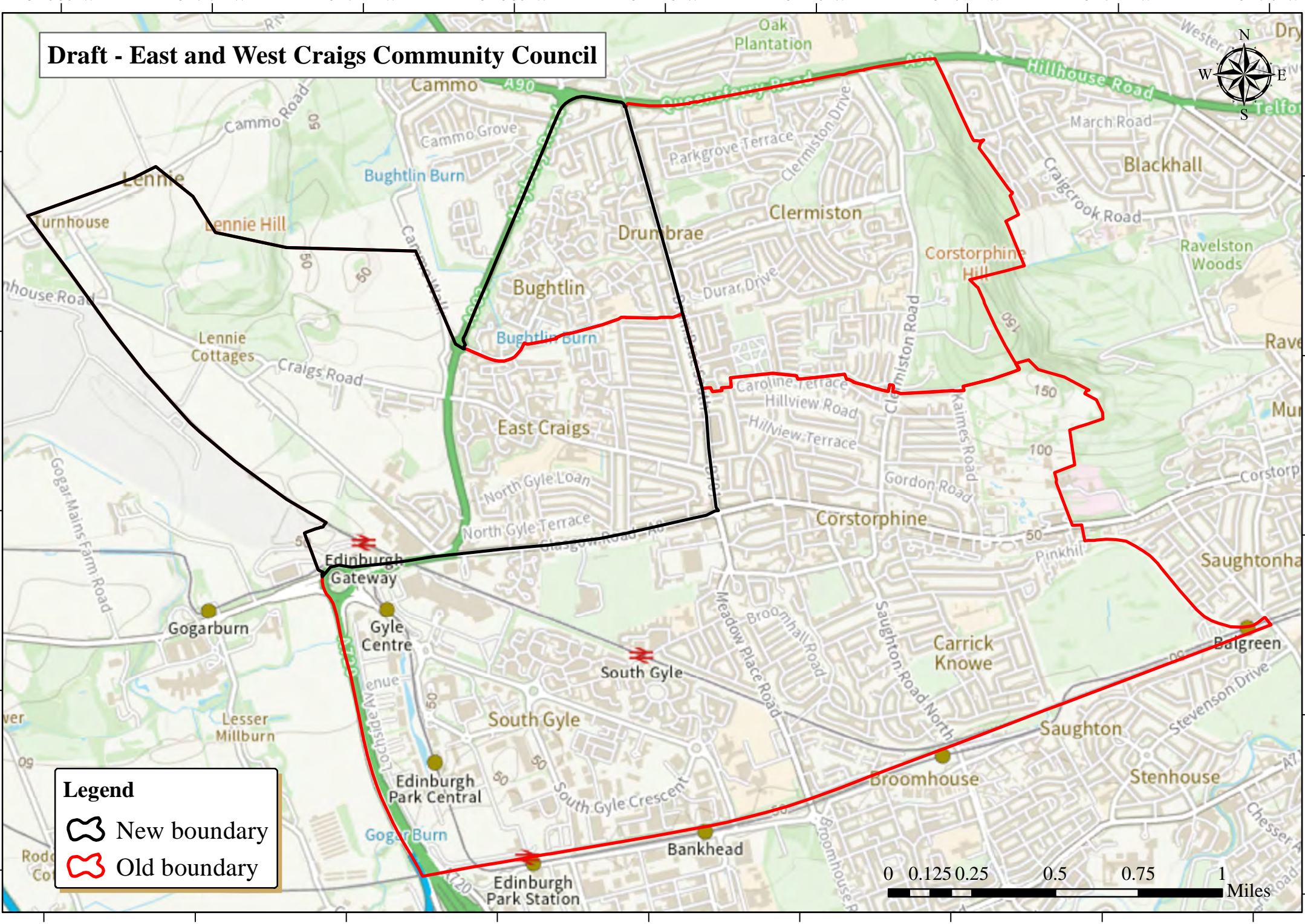


# Draft - East and West Craigs Community Council



**Legend**



-  New boundary
-  Old boundary

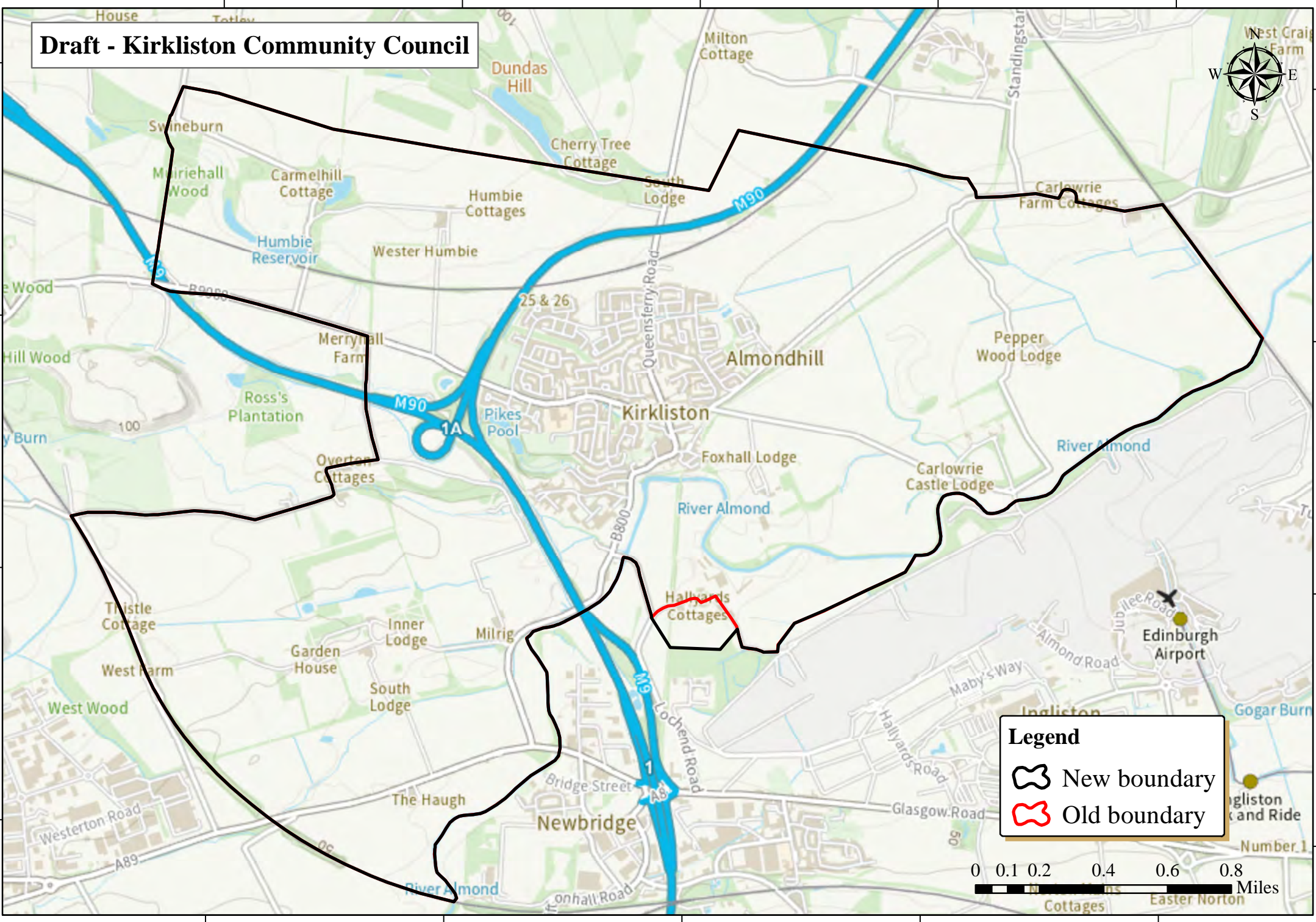
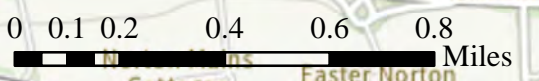


# Draft - Kirkliston Community Council

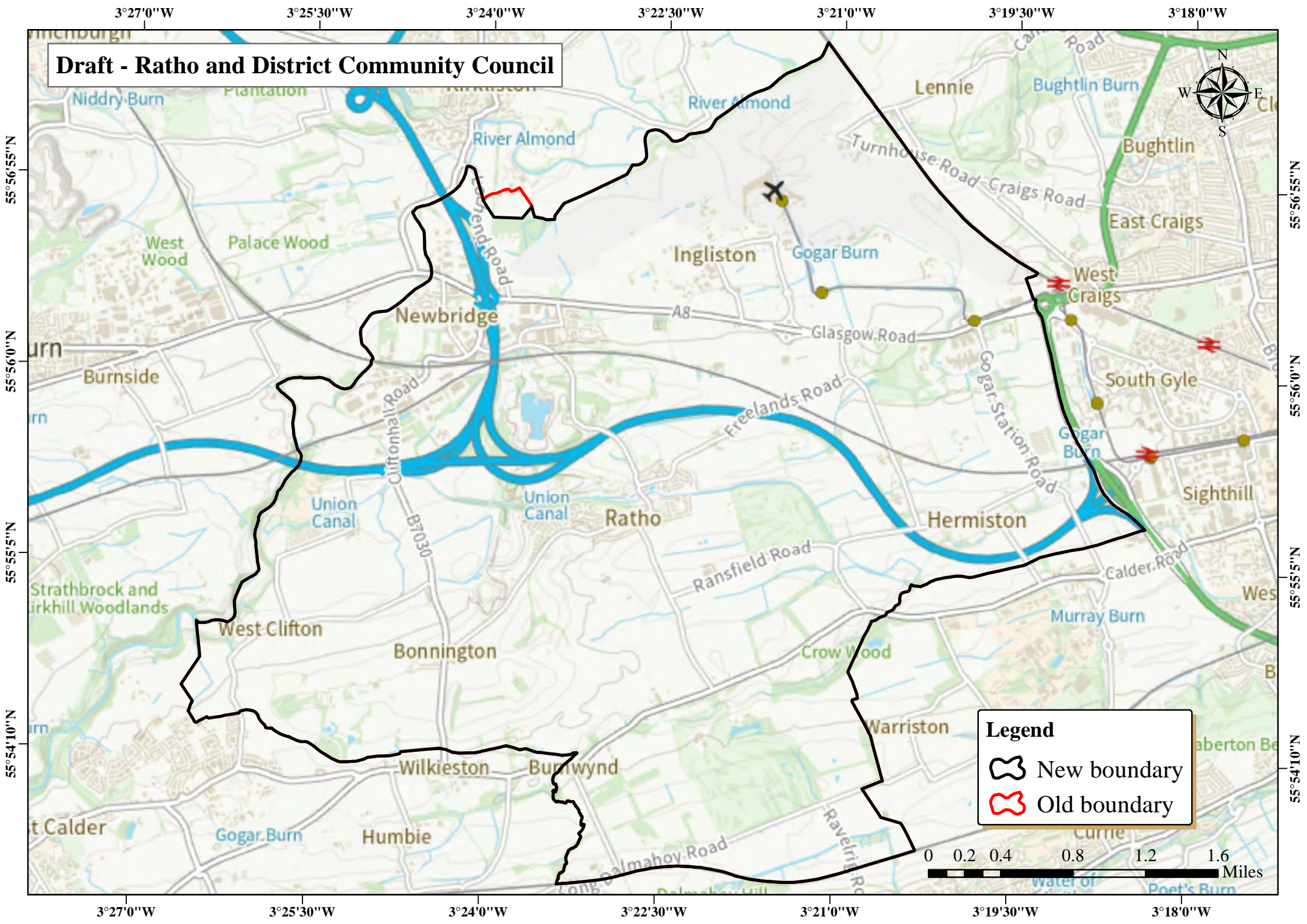


**Legend**

-  New boundary
-  Old boundary





# Draft - Ratho and District Community Council

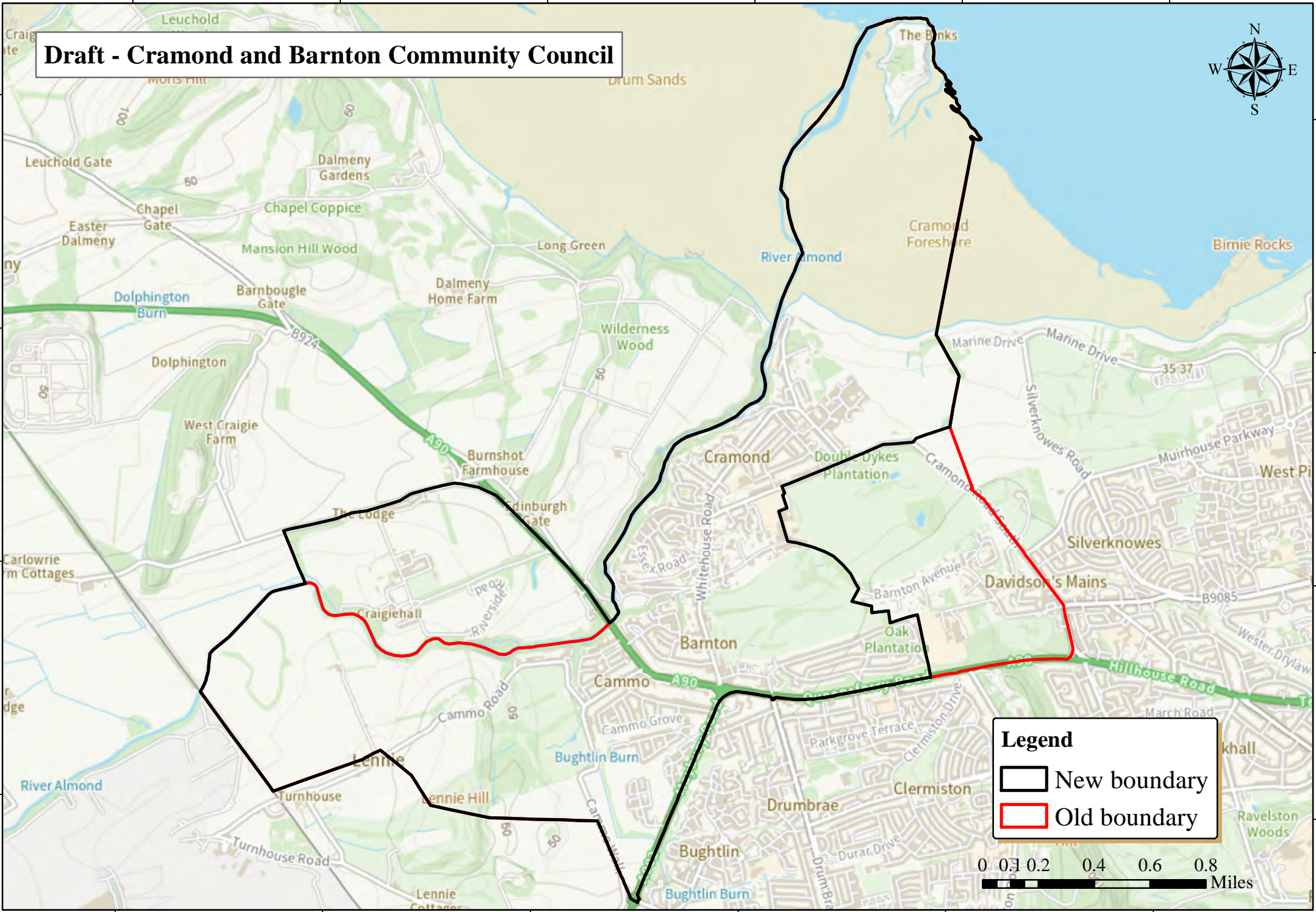
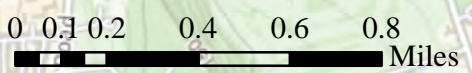


# Draft - Cramond and Barnton Community Council

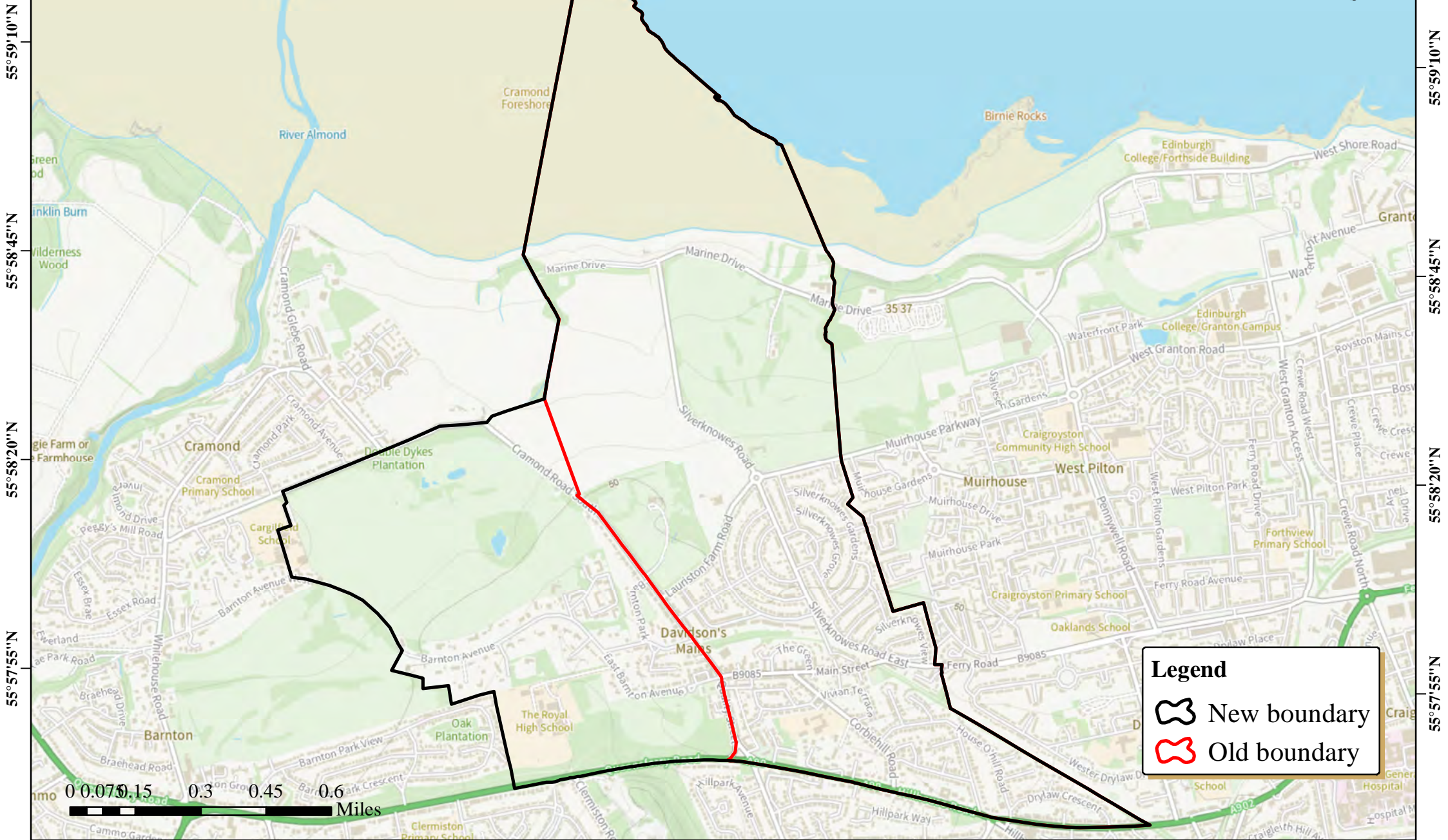


**Legend**



-  New boundary
-  Old boundary



# Draft - Davidson's Mains and Silverknowes Community Council



**Legend**

-  New boundary
-  Old boundary



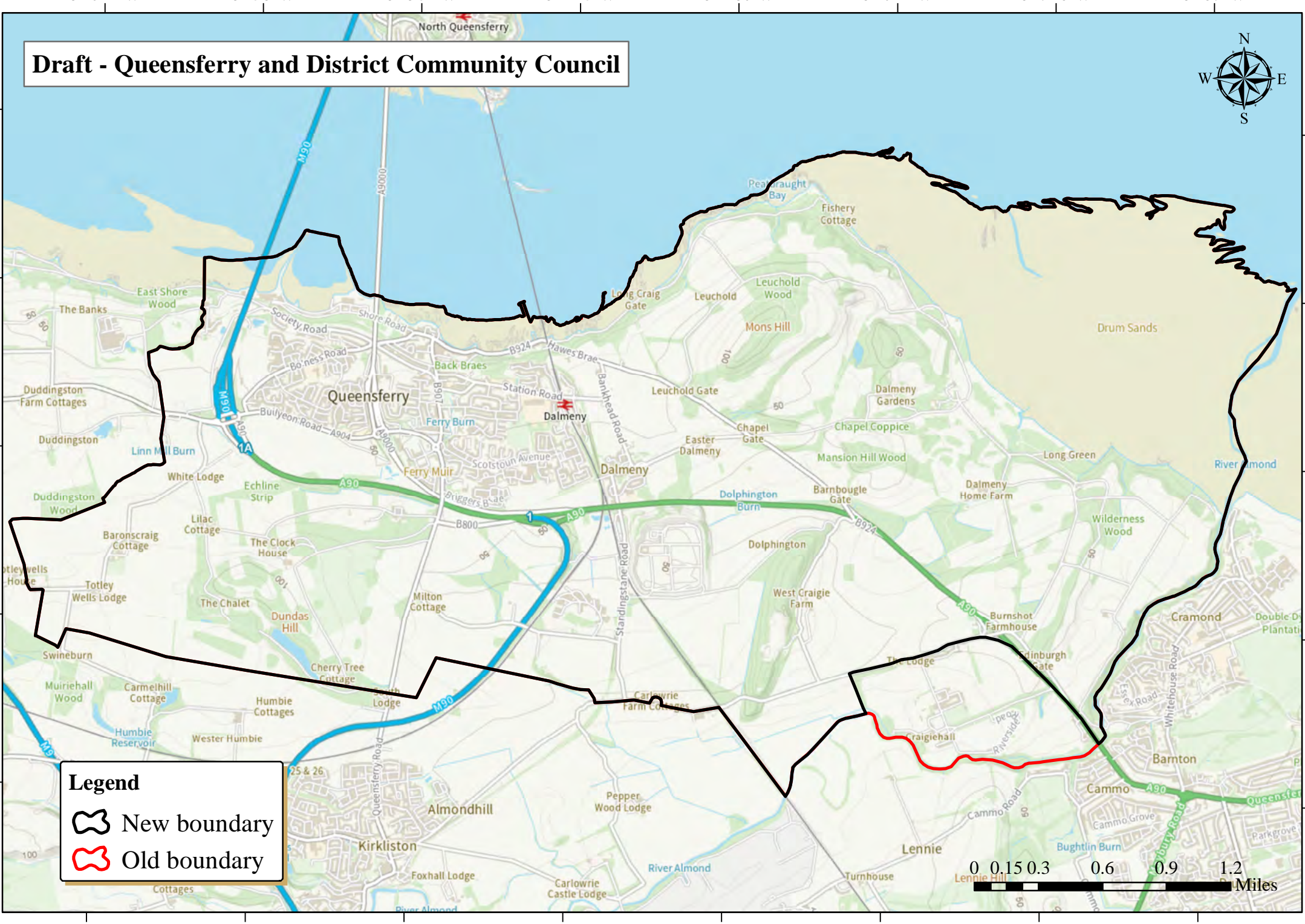
3°18'24"W 3°17'36"W 3°16'48"W 3°16'0"W 3°15'12"W 3°14'24"W

55°59'10"N  
55°58'45"N  
55°58'20"N  
55°57'55"N



55°59'10"N  
55°58'45"N  
55°58'20"N  
55°57'55"N

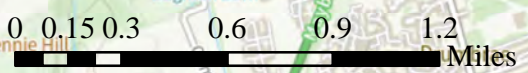


# Draft - Queensferry and District Community Council





**Legend**

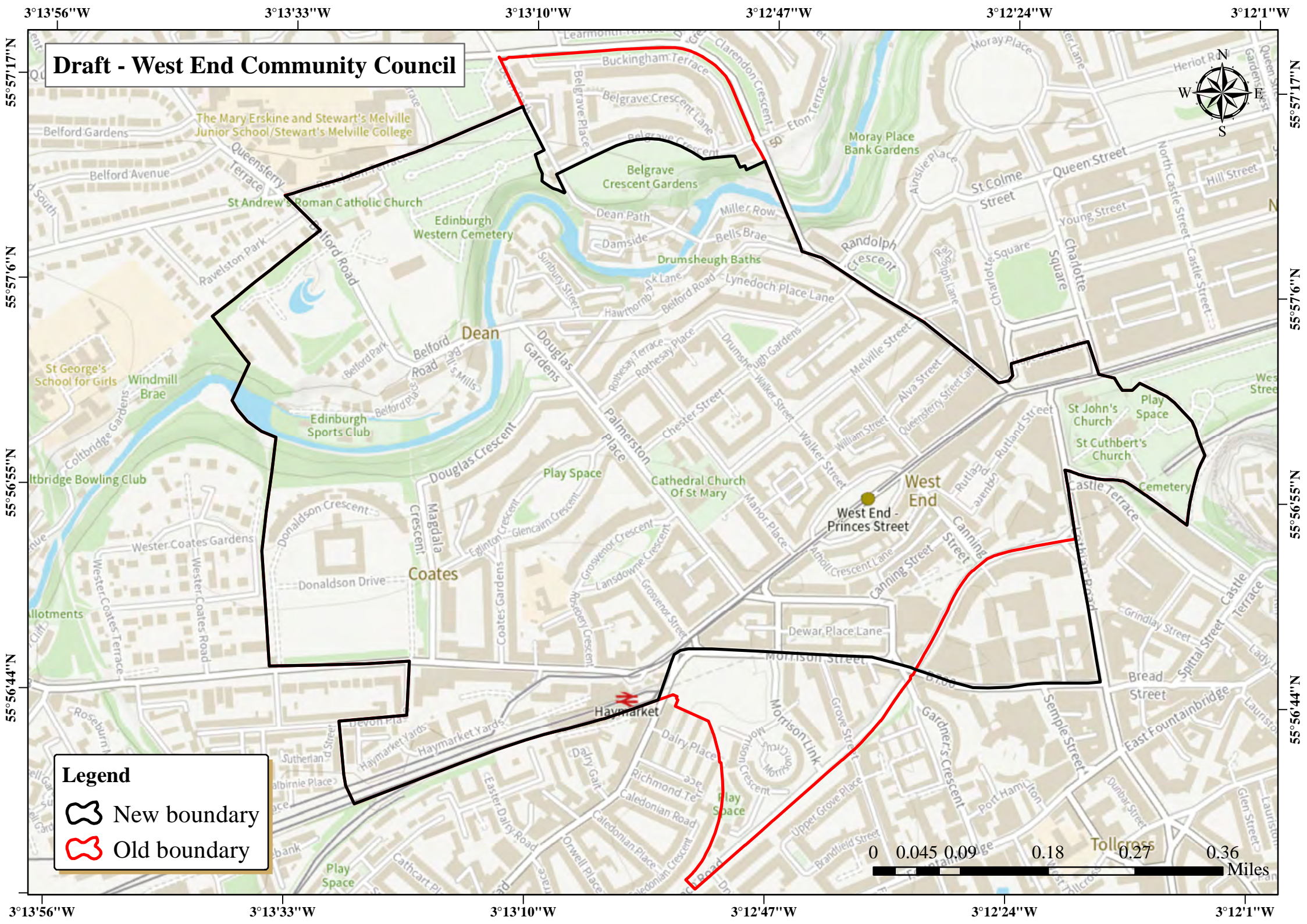
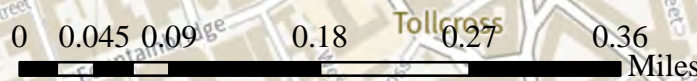
-  New boundary
-  Old boundary



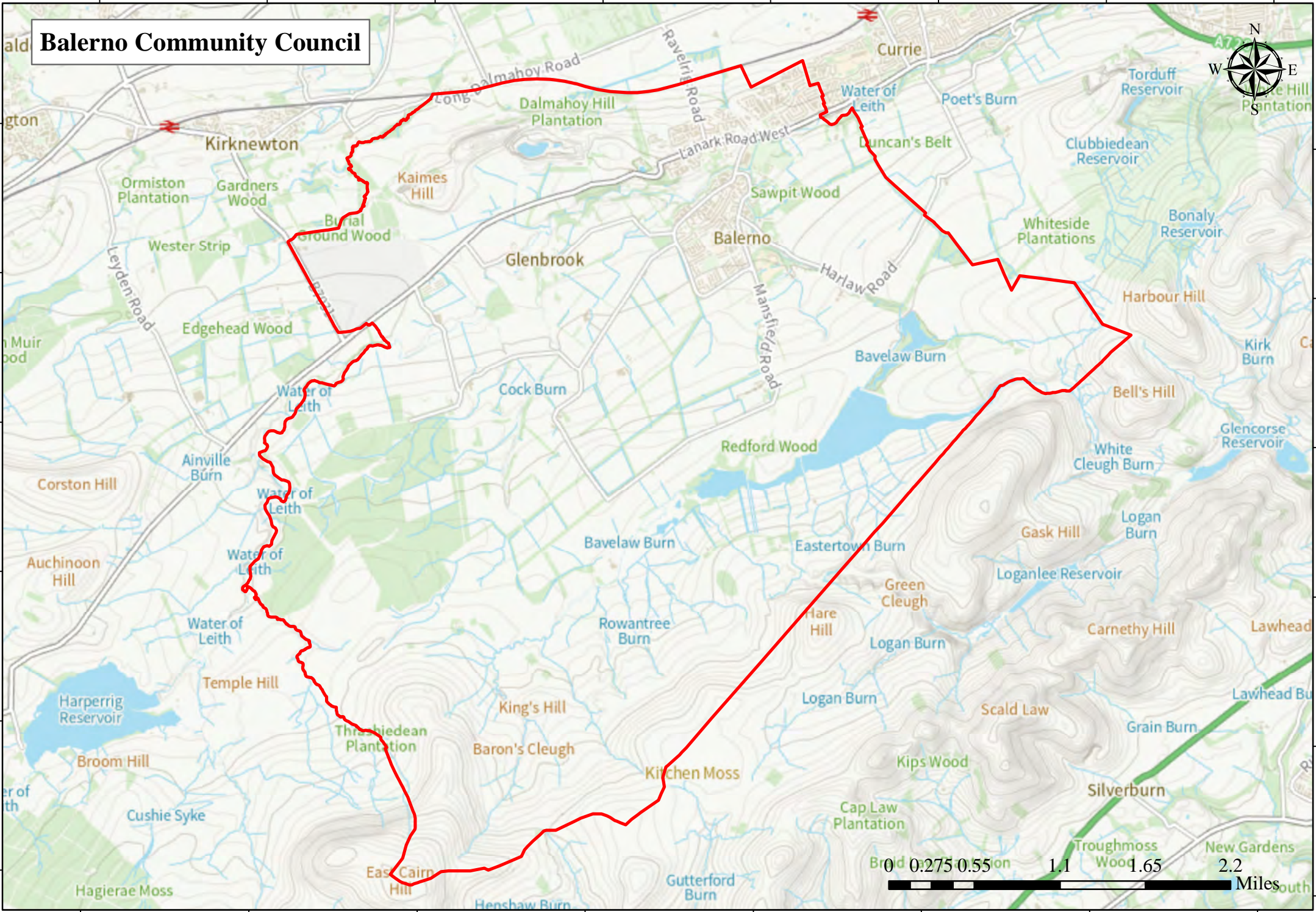
# Draft - West End Community Council



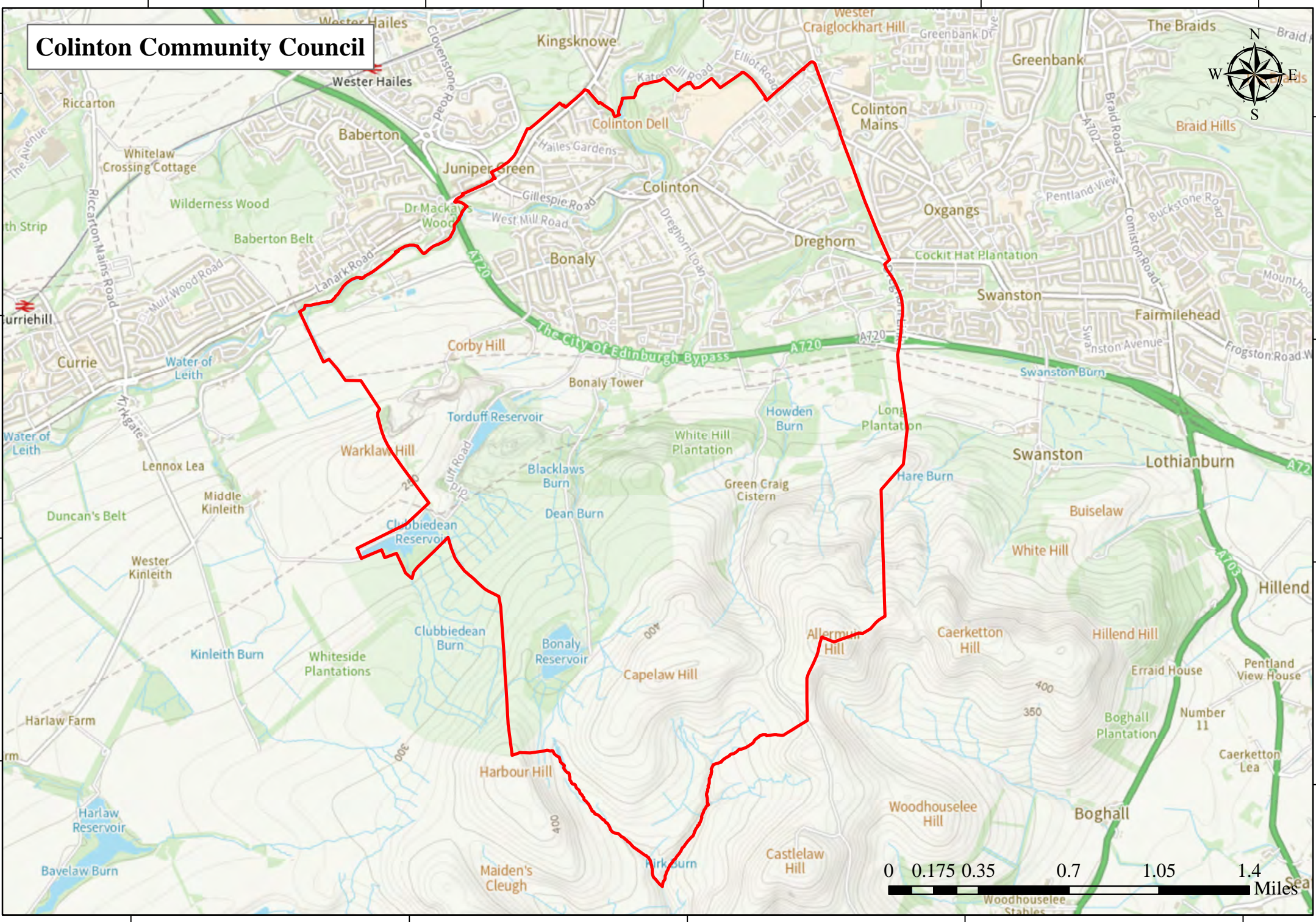
- Legend**
-  New boundary
  -  Old boundary



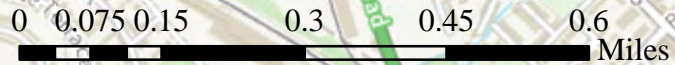
# Balerno Community Council



# Colinton Community Council



# Craigentinny and Meadowbank Community Council

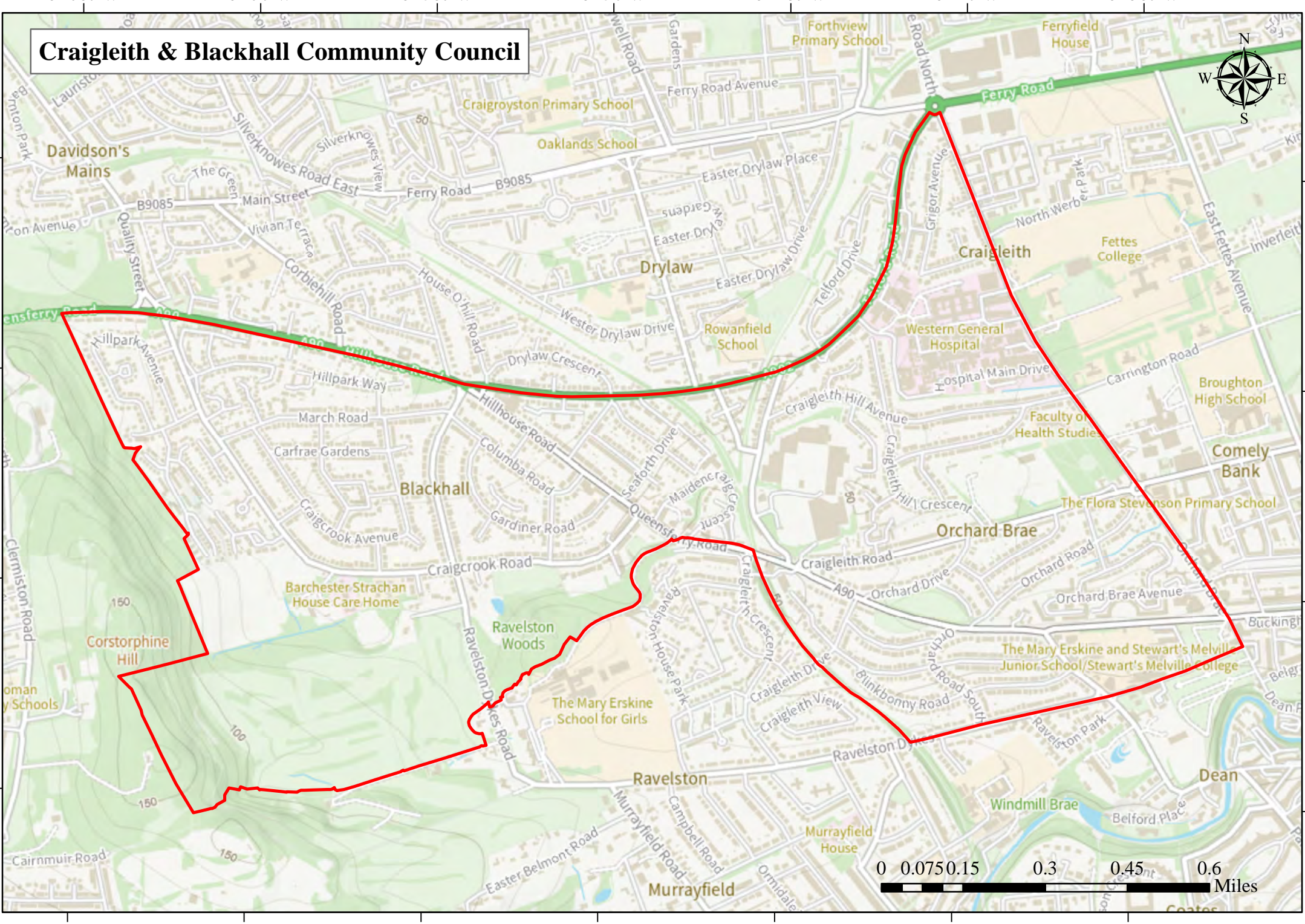
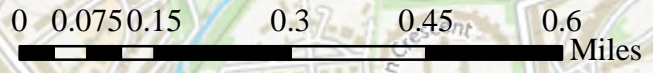


3°10'0"W 3°9'30"W 3°9'0"W 3°8'30"W 3°8'0"W 3°7'30"W 3°7'0"W

55°58'20"N  
55°58'0"N  
55°57'40"N  
55°57'20"N

55°58'20"N  
55°58'0"N  
55°57'40"N  
55°57'20"N

# Craigleith & Blackhall Community Council

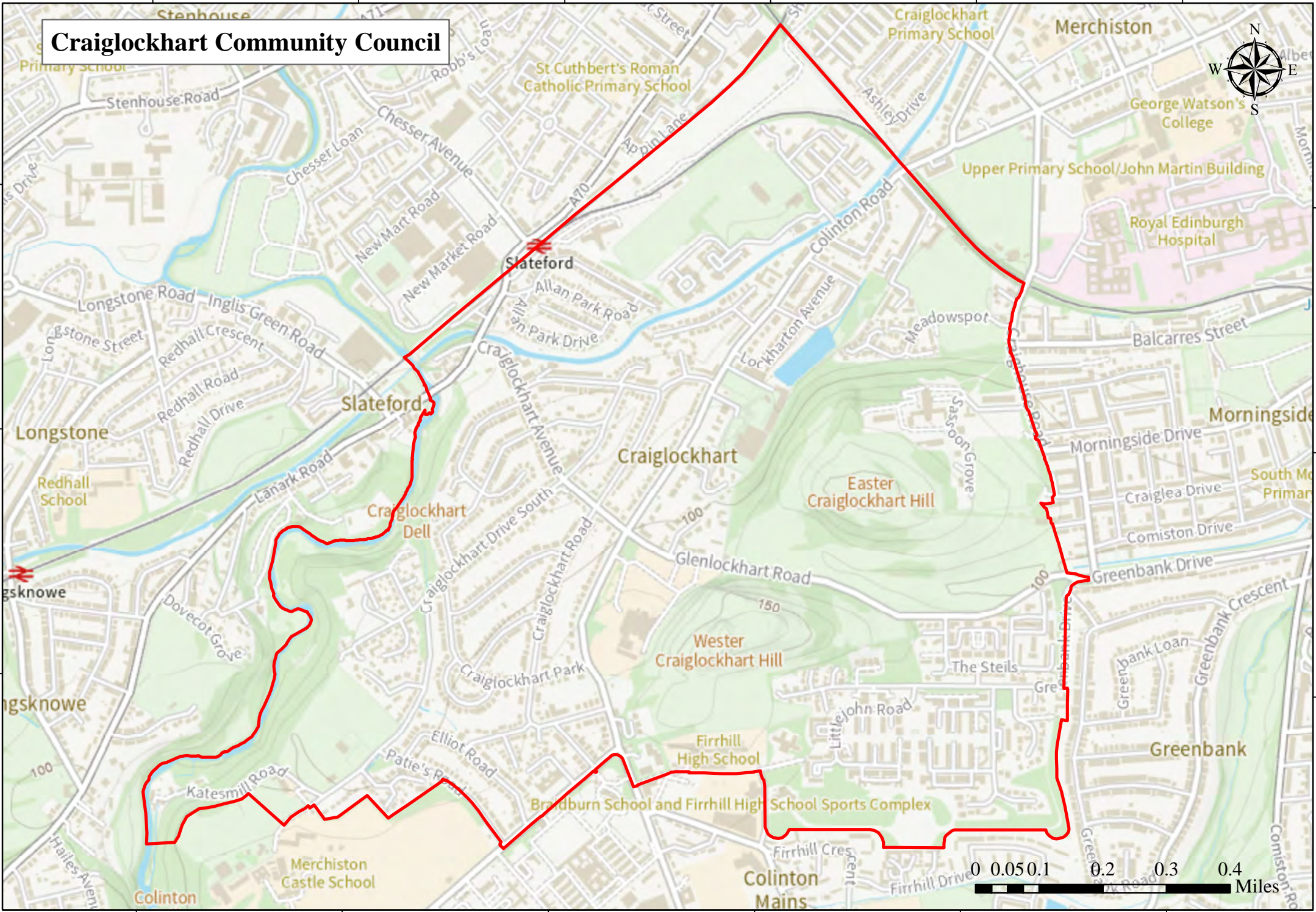


3°16'30"W 3°16'0"W 3°15'30"W 3°15'0"W 3°14'30"W 3°14'0"W 3°13'30"W

55°58'0"N  
55°57'40"N  
55°57'20"N  
55°57'0"N

55°58'0"N  
55°57'40"N  
55°57'20"N  
55°57'0"N

# Craiglockhart Community Council



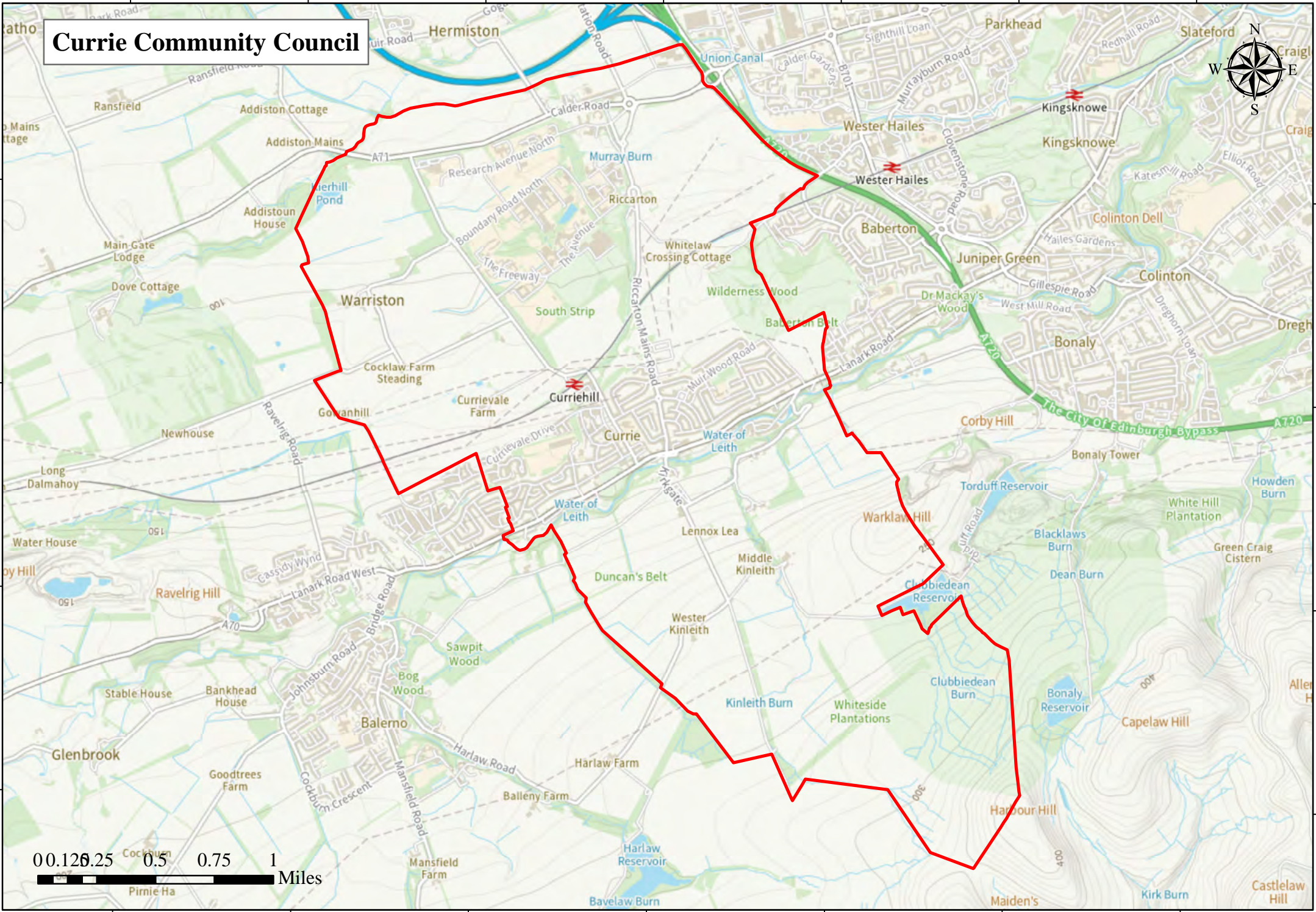
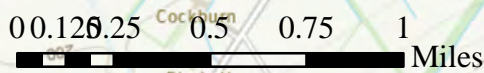
3°15'30"W    3°15'0"W    3°14'30"W    3°14'0"W    3°13'30"W    3°13'0"W

55°55'40"N  
55°55'20"N  
55°55'0"N

55°55'40"N  
55°55'20"N  
55°55'0"N

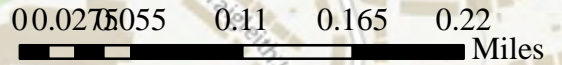
3°15'30"W    3°15'0"W    3°14'30"W    3°14'0"W    3°13'30"W    3°13'0"W

# Currie Community Council

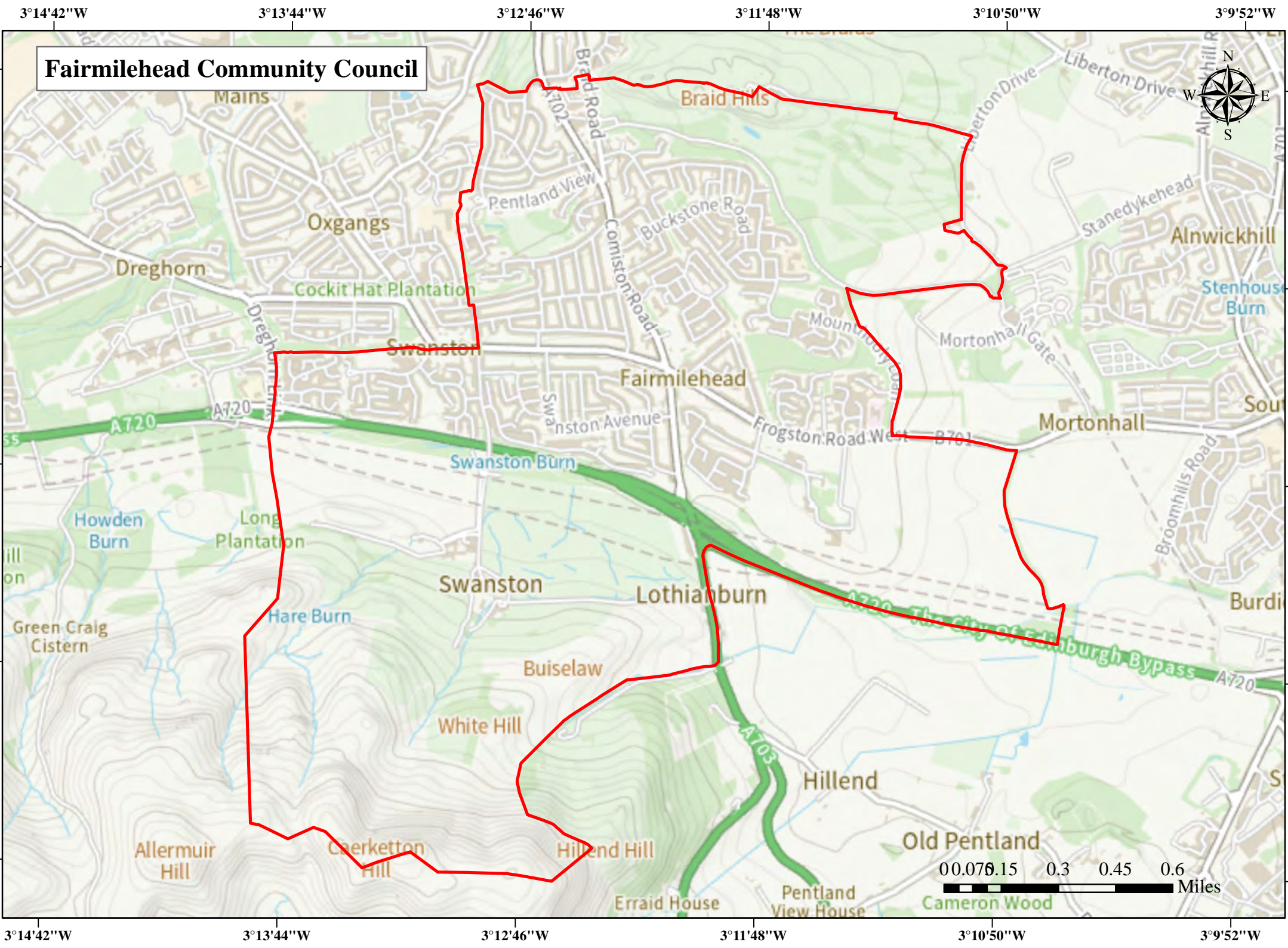
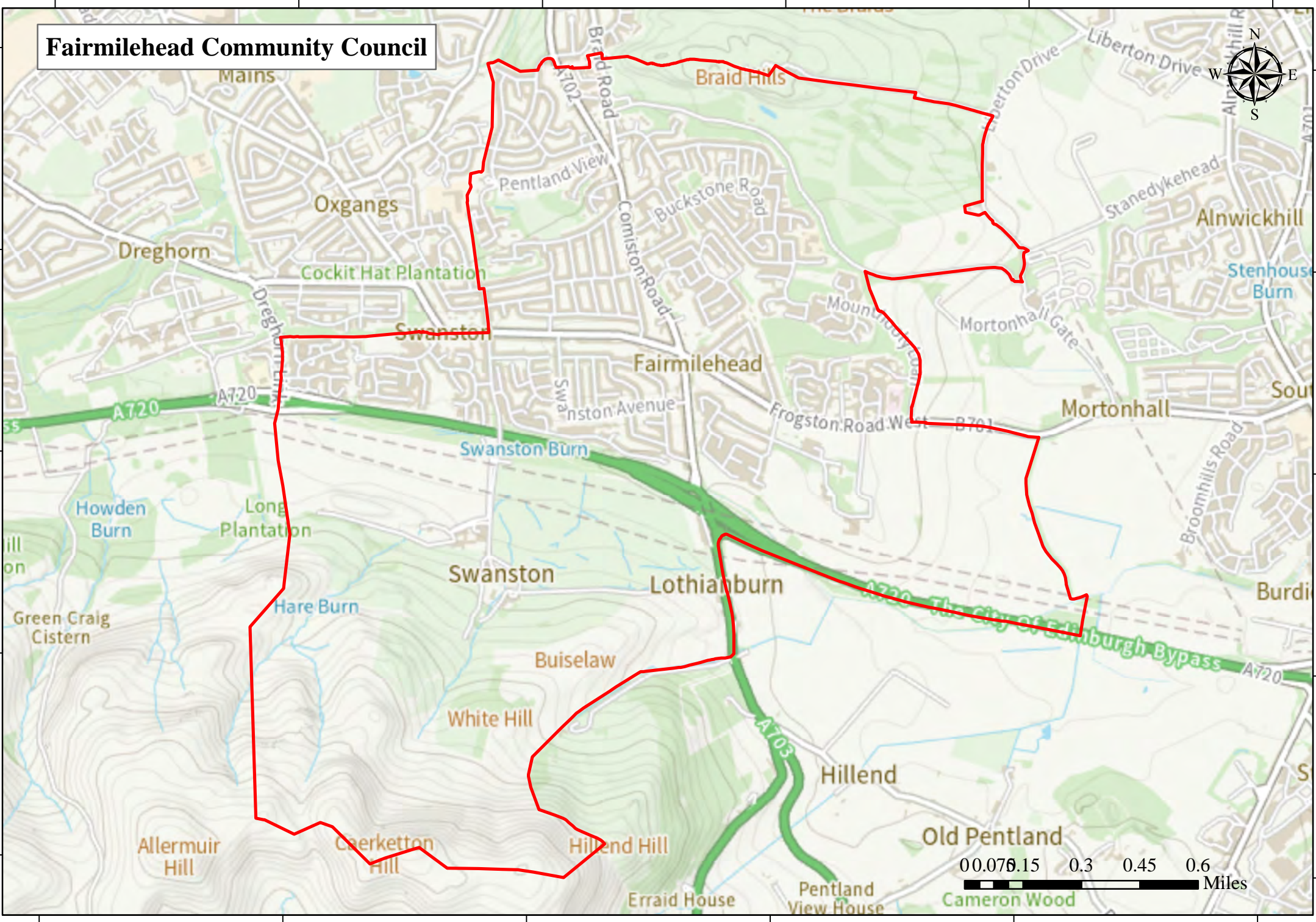
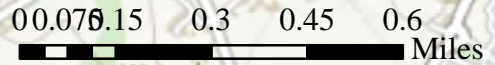




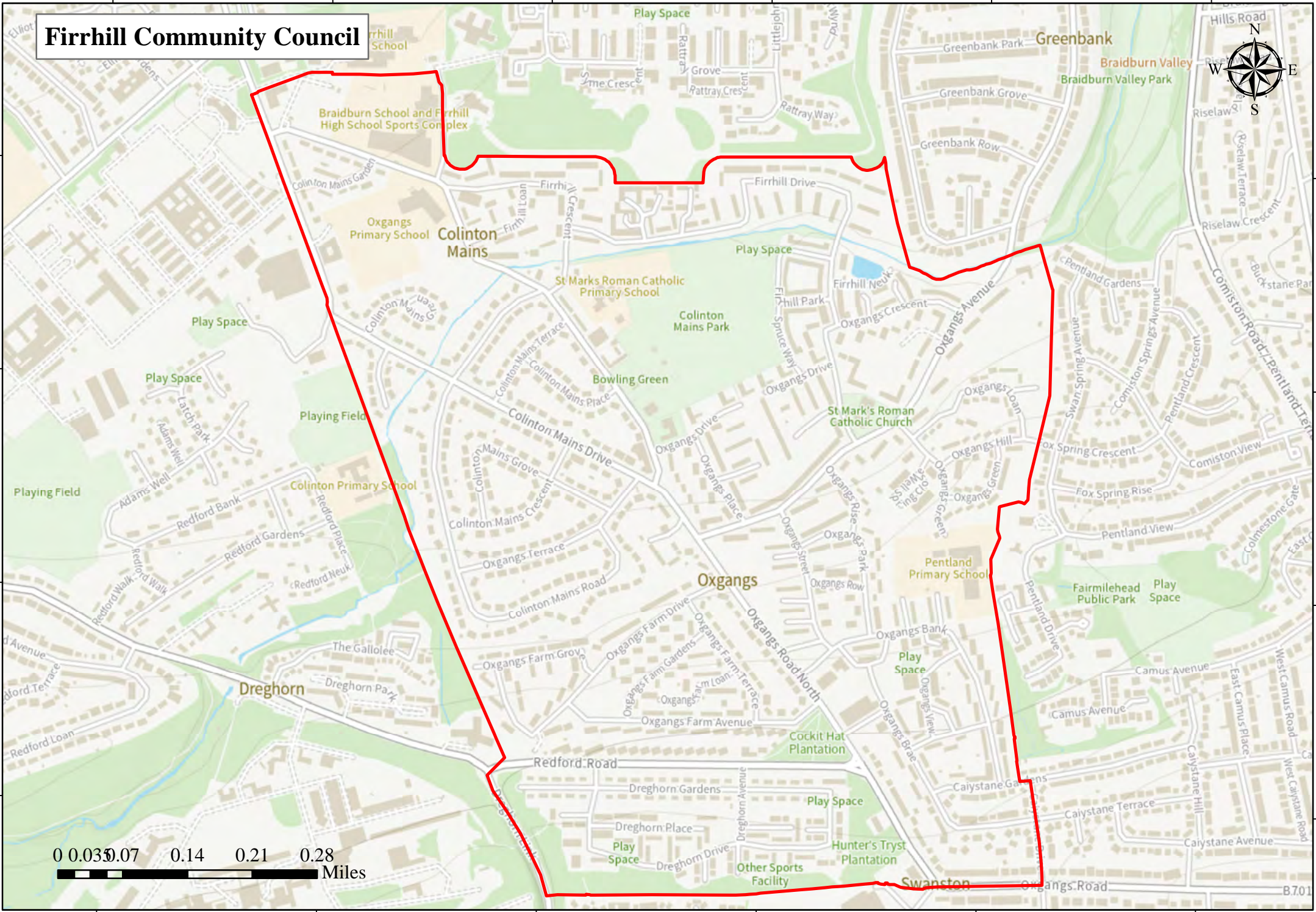
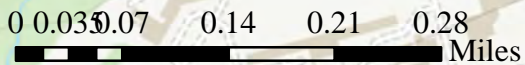
# Drylaw and Telford Community Council



# Fairmilehead Community Council



# Firrhill Community Council

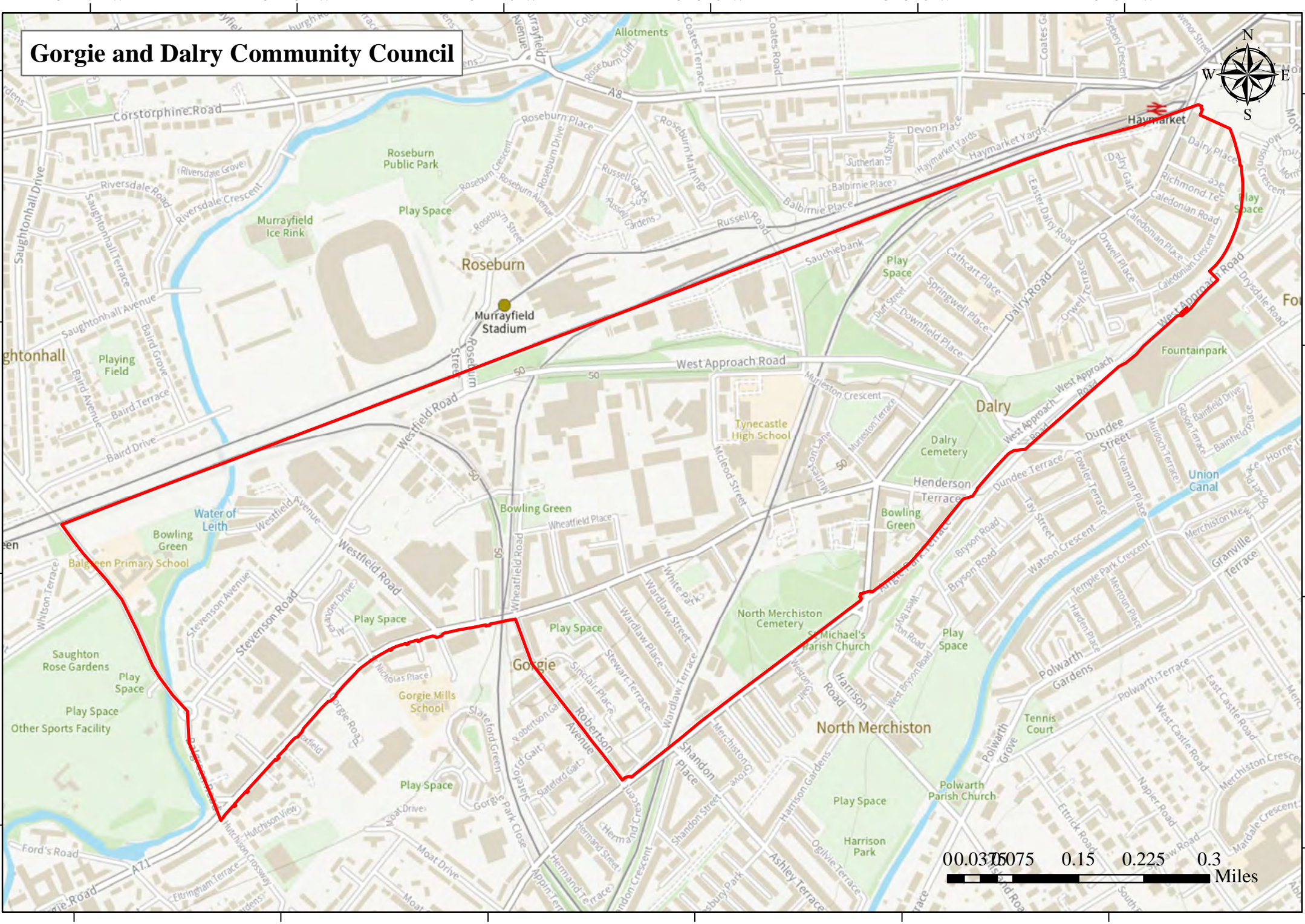
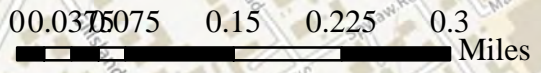


3°14'32"W      3°14'10"W      3°13'48"W      3°13'26"W      3°13'4"W      3°12'42"W

55°54'48"N  
55°54'36"N  
55°54'24"N  
55°54'12"N

55°54'48"N  
55°54'36"N  
55°54'24"N  
55°54'12"N

# Gorgie and Dalry Community Council

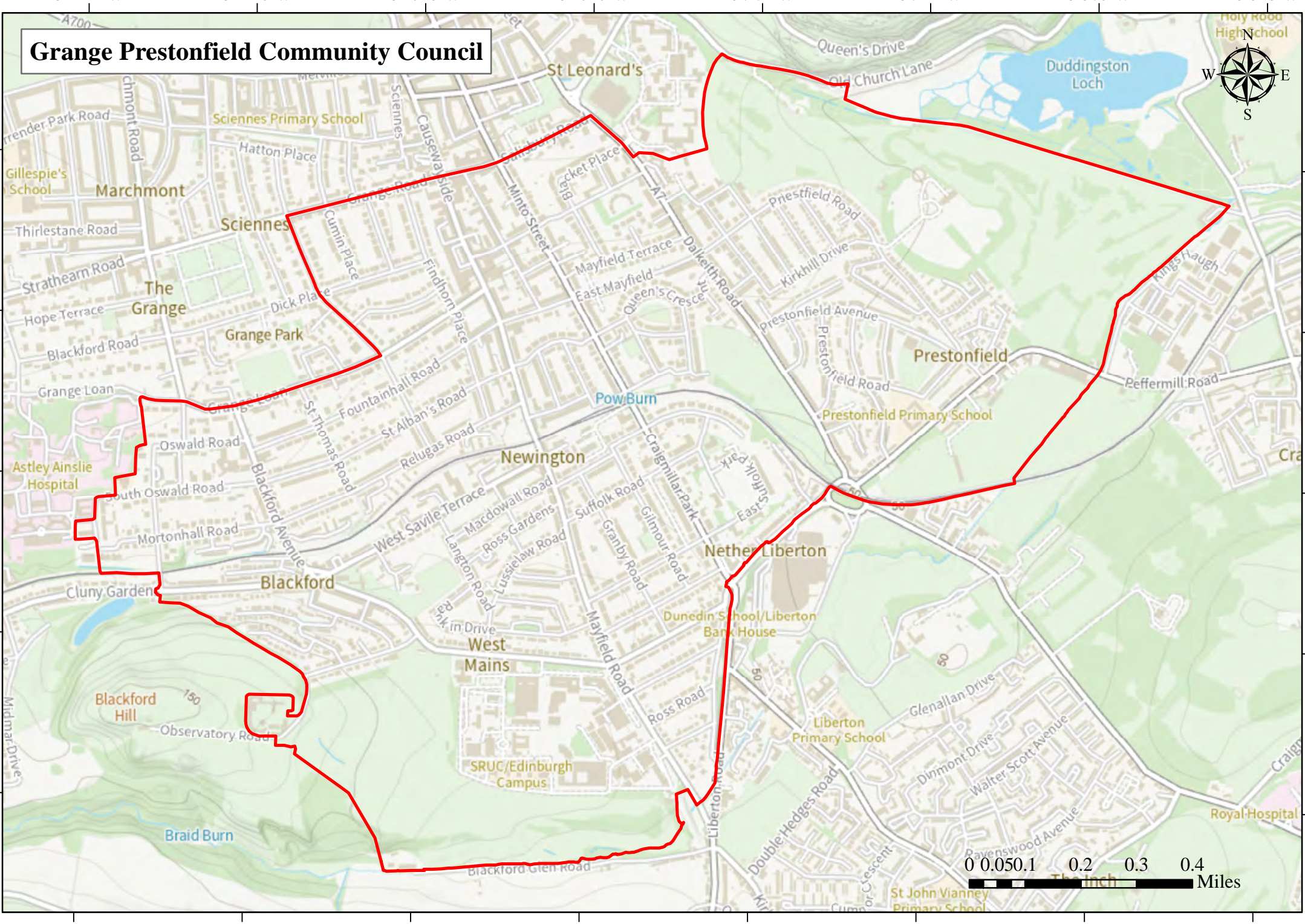


3°14'54"W 3°14'32"W 3°14'10"W 3°13'48"W 3°13'26"W 3°13'4"W

55°56'45"N  
55°56'30"N  
55°56'15"N  
55°56'0"N

55°56'45"N  
55°56'30"N  
55°56'15"N  
55°56'0"N

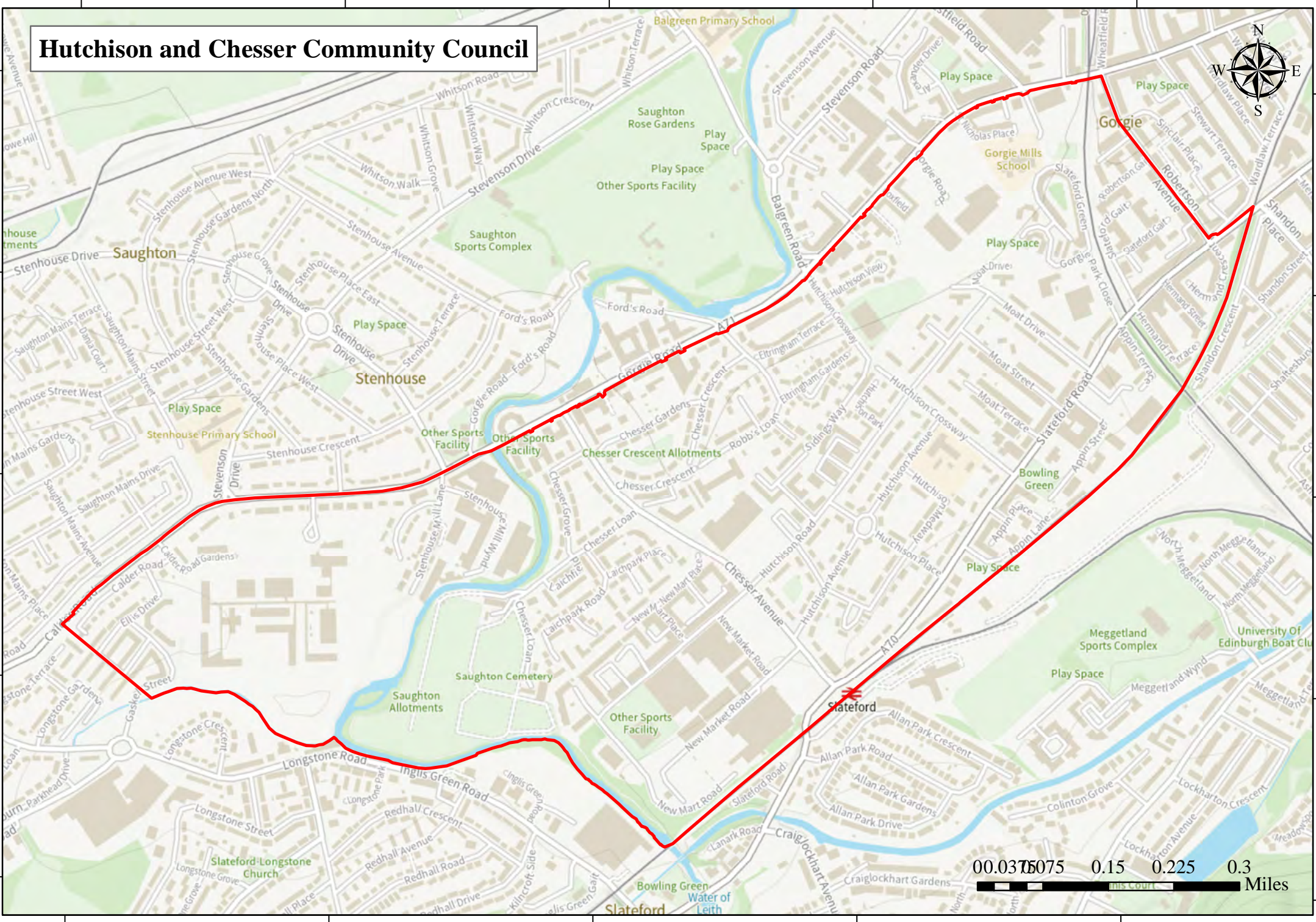
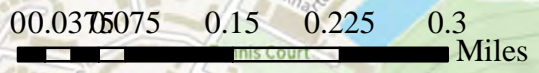
# Grange Prestonfield Community Council



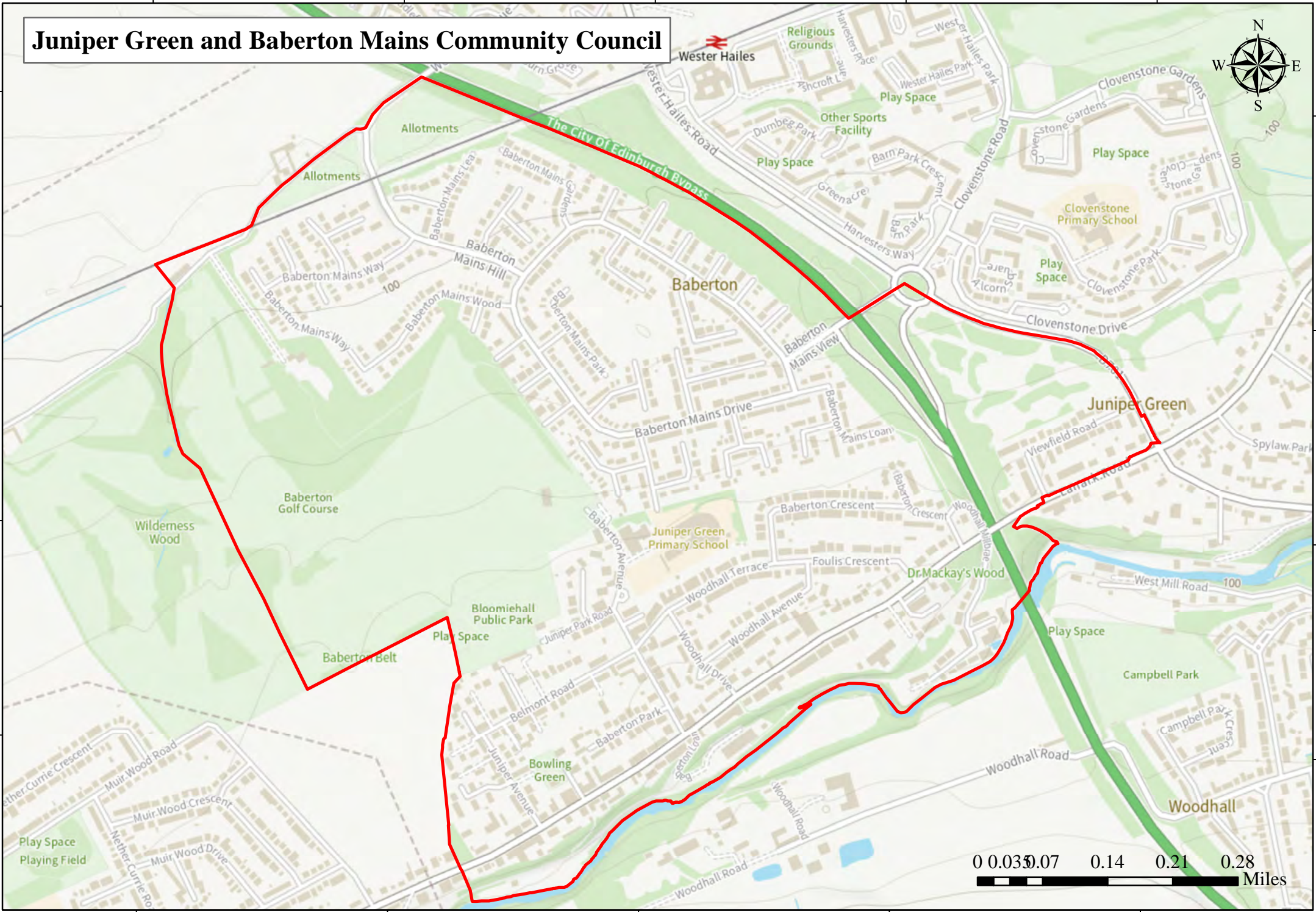
3°11'44"W 3°11'16"W 3°10'48"W 3°10'20"W 3°9'52"W 3°9'24"W 3°8'56"W 3°8'28"W

55°56'15"N  
55°56'0"N  
55°55'45"N  
55°55'30"N  
55°55'15"N

# Hutchison and Chesser Community Council



# Juniper Green and Baberton Mains Community Council



0 0.03 0.07 0.14 0.21 0.28 Miles

3°17'55"W

3°17'30"W

3°17'5"W

3°16'40"W

3°16'15"W

55°54'48"N

55°54'48"N

55°54'36"N

55°54'36"N

55°54'24"N

55°54'24"N

55°54'12"N

55°54'12"N

3°17'55"W

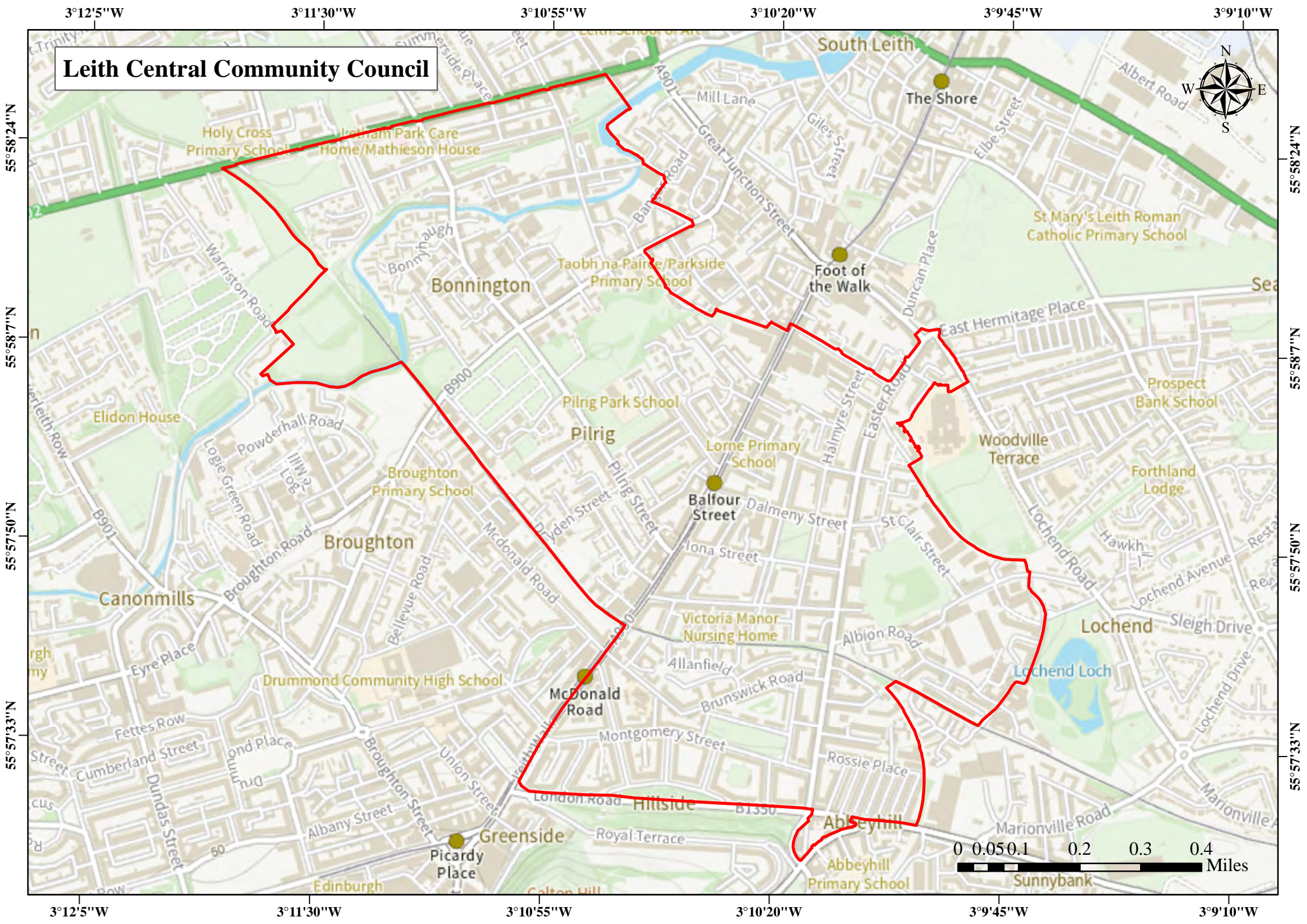
3°17'30"W

3°17'5"W

3°16'40"W

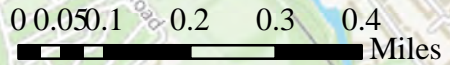
3°16'15"W

# Leith Central Community Council





# Leith Harbour and Newhaven Community Council

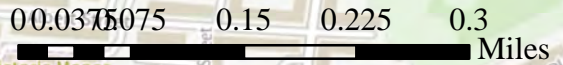


3°11'30"W 3°10'55"W 3°10'20"W 3°9'45"W 3°9'10"W 3°8'35"W

55°59'24"N  
55°59'06"N  
55°58'48"N  
55°58'30"N  
55°58'12"N

55°59'24"N  
55°59'06"N  
55°58'48"N  
55°58'30"N  
55°58'12"N

# Leith Links Community Council

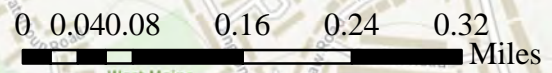
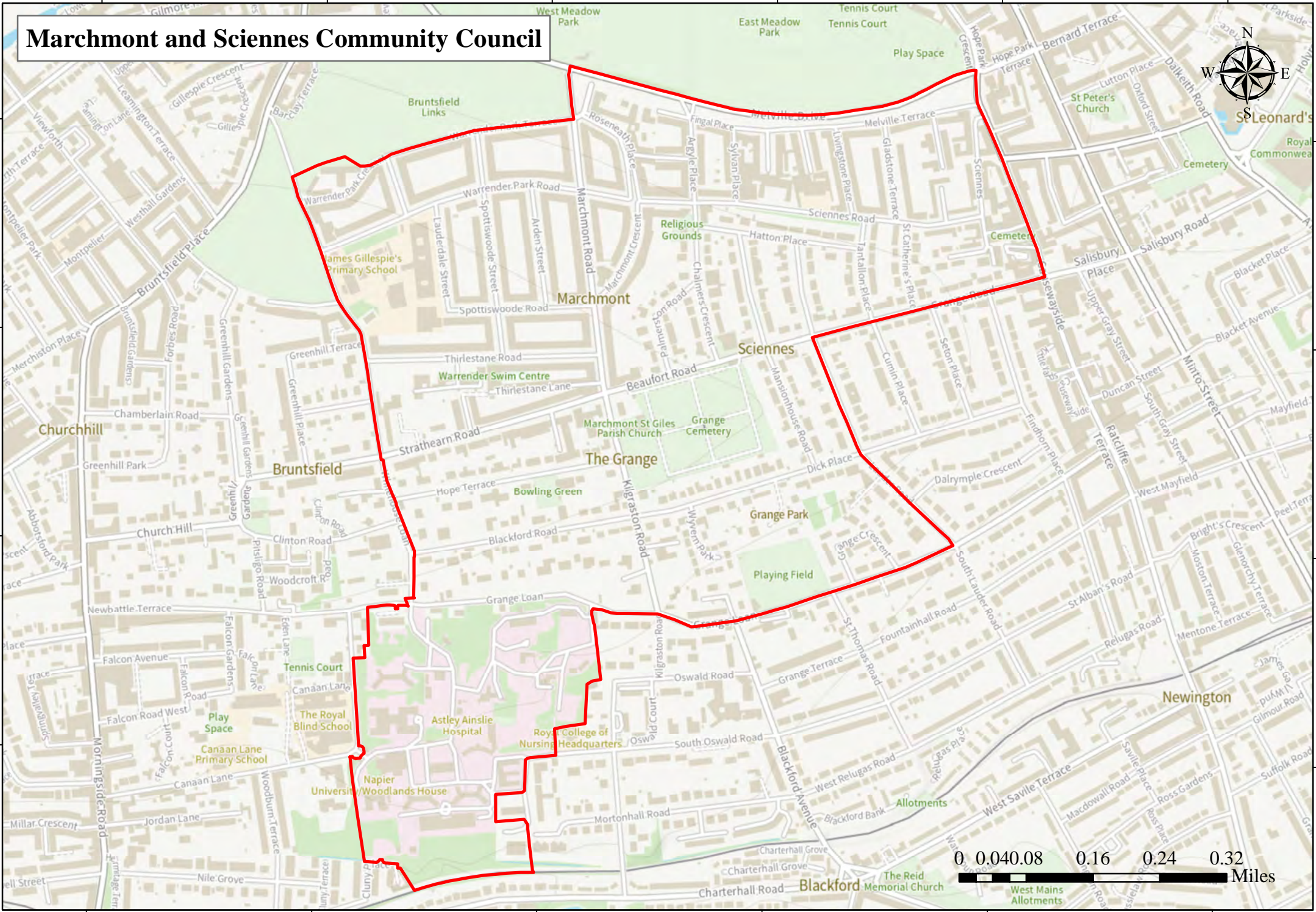


3°10'20"W      3°9'52"W      3°9'24"W      3°8'56"W      3°8'28"W

55°58'24"N  
55°58'13"N  
55°58'1"N  
55°57'50"N

55°58'24"N  
55°58'13"N  
55°58'1"N  
55°57'50"N

# Marchmont and Sciennes Community Council

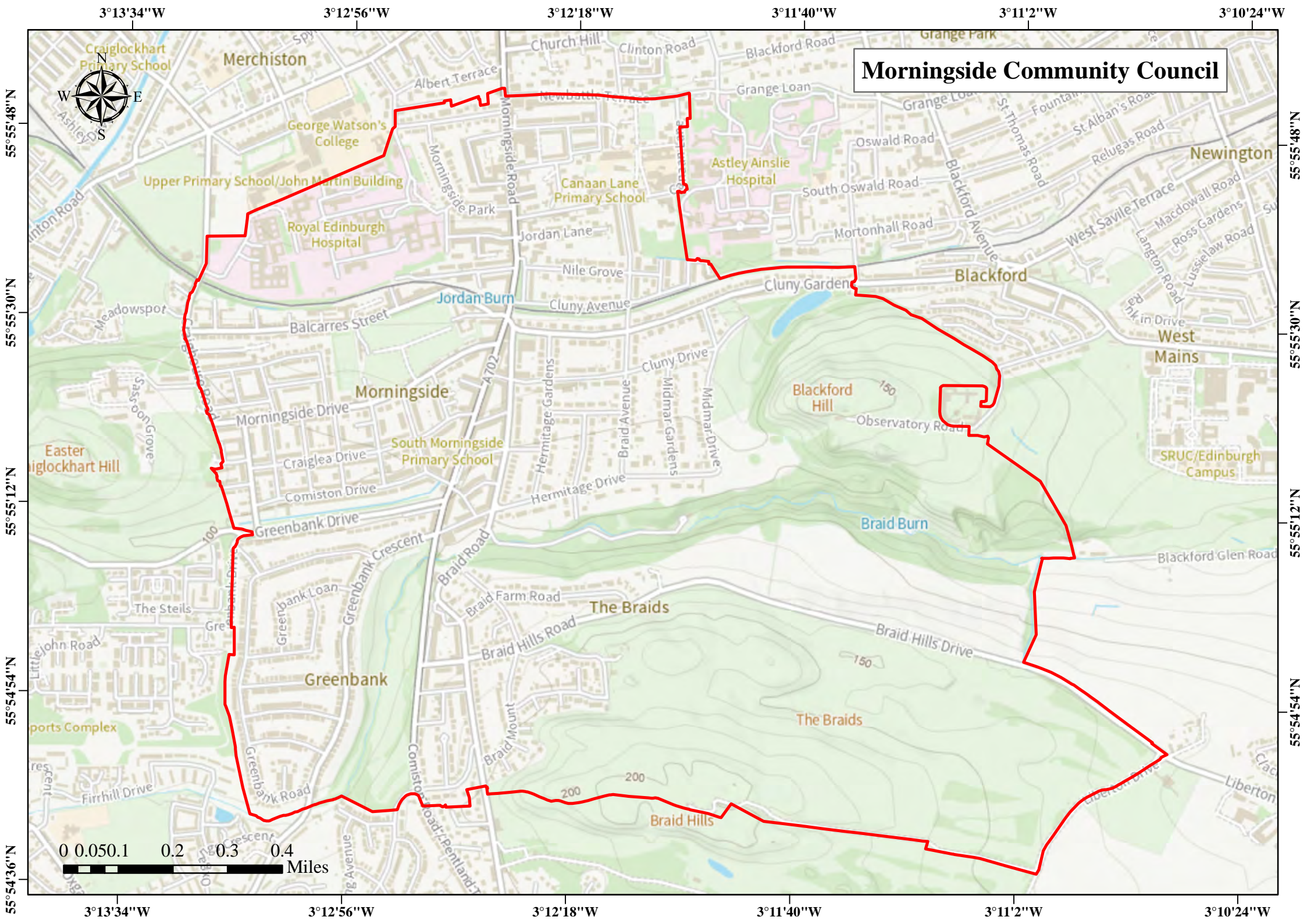


3°12'30"W      3°12'5"W      3°11'40"W      3°11'15"W      3°10'50"W      3°10'25"W

55°56'22"N  
55°56'9"N  
55°55'56"N  
55°55'43"N

55°56'22"N  
55°56'9"N  
55°55'56"N  
55°55'43"N

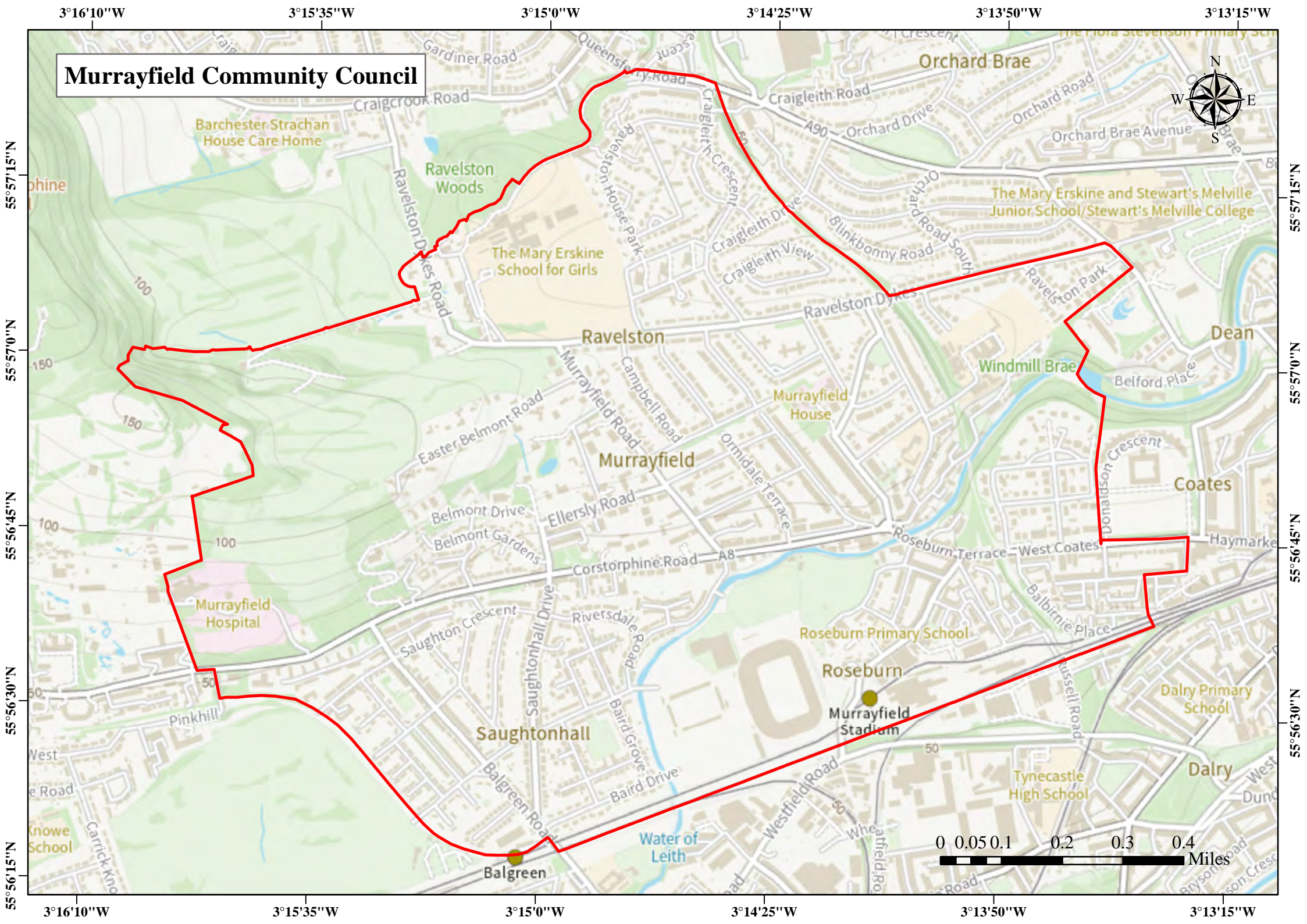
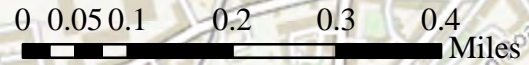
# Morningside Community Council



# Muirhouse and Salveson Community Council



# Murrayfield Community Council



**Murrayfield Community Council**

Barchester Strachan House Care Home

Ravelston Woods

The Mary Erskine School for Girls

Orchard Brae

The Mary Erskine and Stewart's Melville Junior School/Stewart's Melville College

Ravelston

Murrayfield

Windmill Brae

Dean

Coates

Murrayfield Hospital

Saughtonhall

Roseburn

Murrayfield Stadium

Roseburn Primary School

Dalry Primary School

Tynecastle High School

Dalry

Balgreen

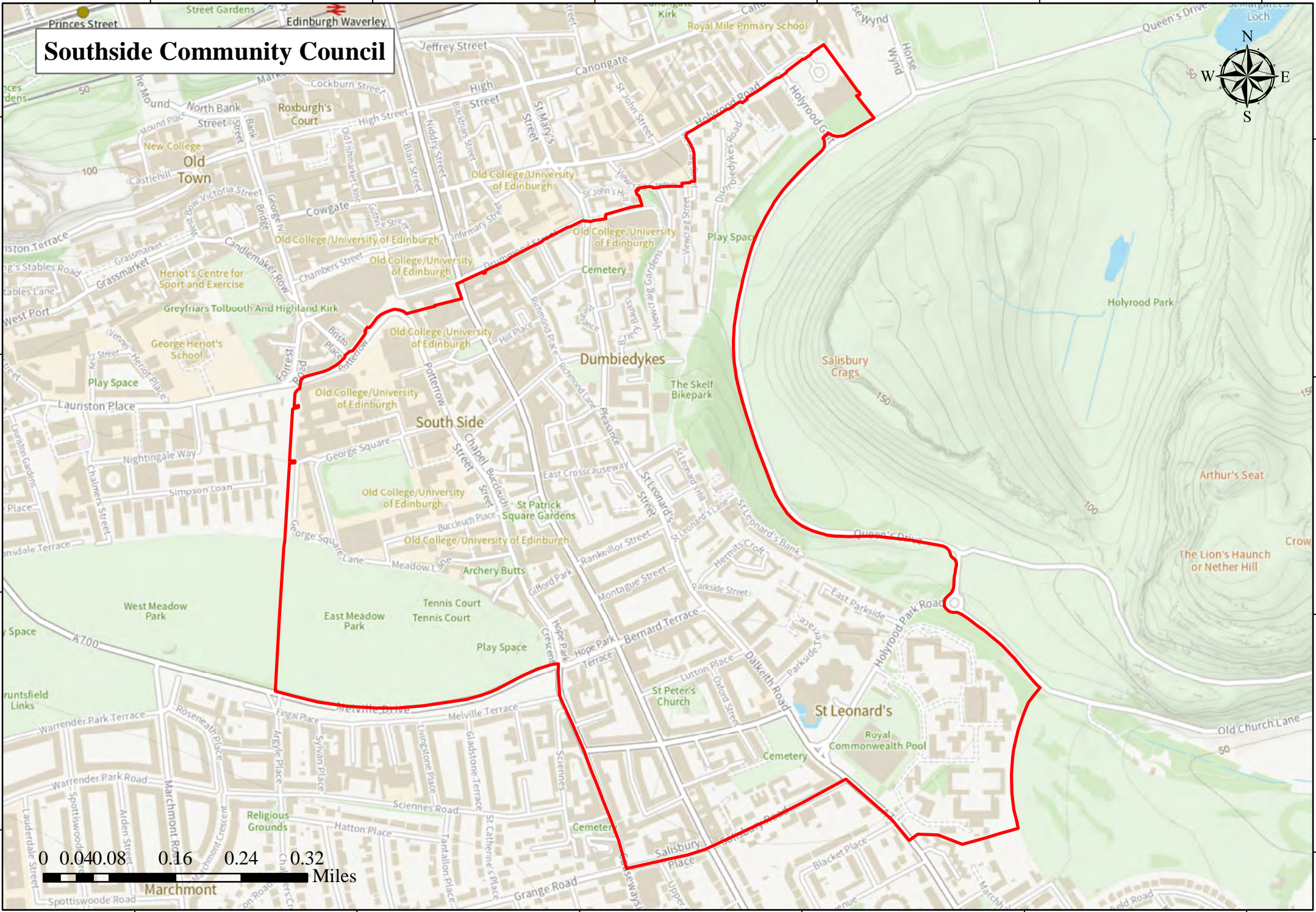
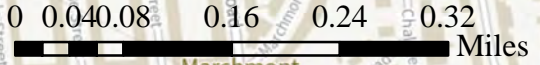
Water of Leith

0 0.05 0.1 0.2 0.3 0.4 Miles

# Old Town Community Council



# Southside Community Council



55°57'0"N

55°56'45"N

55°56'30"N

55°56'15"N

55°57'0"N

55°56'45"N

55°56'30"N

55°56'15"N

3°11'40"W

3°11'15"W

3°10'50"W

3°10'25"W

3°10'0"W

3°9'35"W

3°11'40"W

3°11'15"W

3°10'50"W

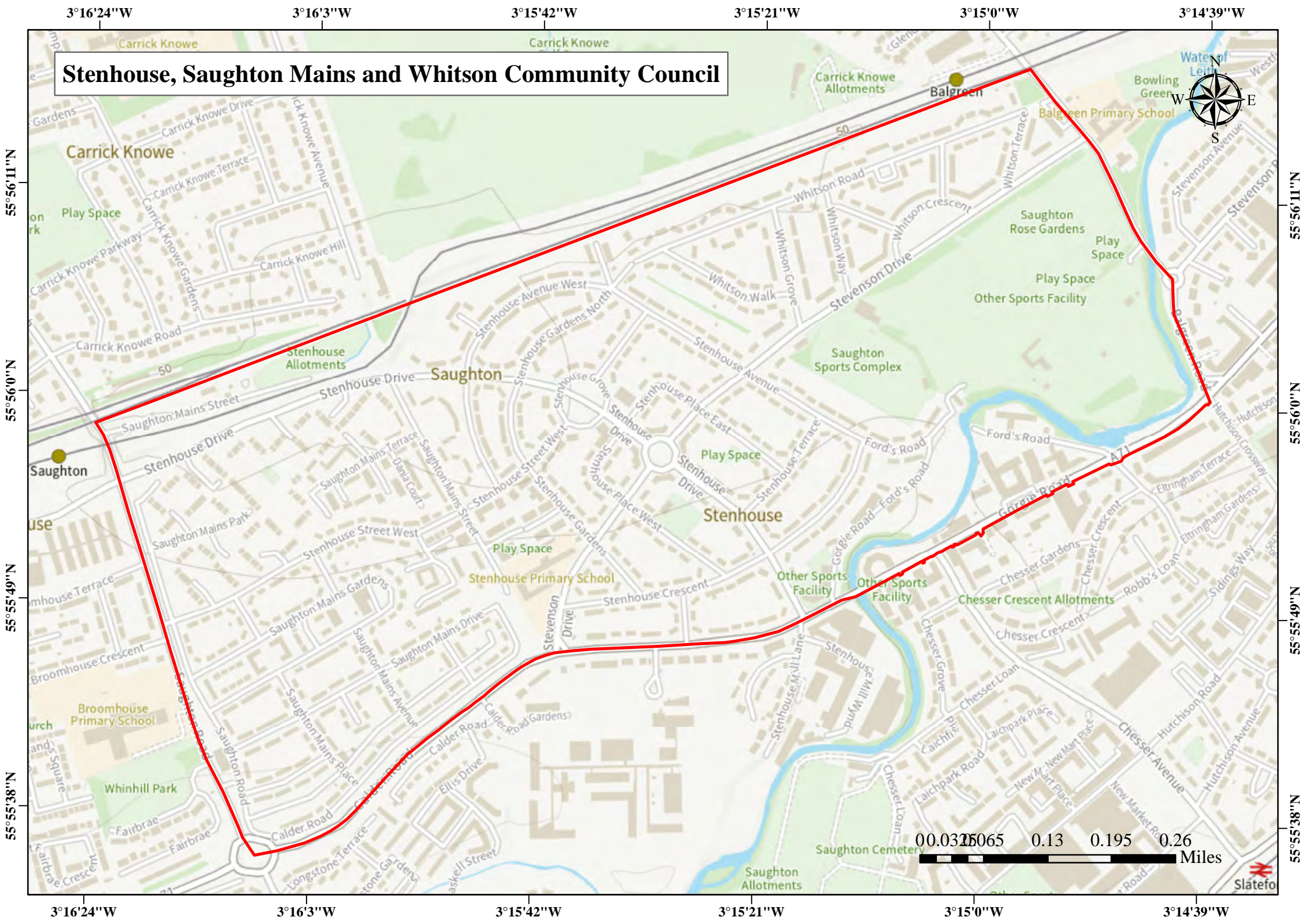
3°10'25"W

3°10'0"W

3°9'35"W



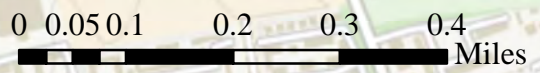
# Stenhouse, Saughton Mains and Whitson Community Council



0.031 0.065 0.13 0.195 0.26 Miles



# West Pilton and West Granton Community Council



3°16'0"W      3°15'27"W      3°14'54"W      3°14'21"W      3°13'48"W      3°13'15"W

55°59'6"N  
55°58'48"N  
55°58'30"N  
55°58'12"N

55°59'6"N  
55°58'48"N  
55°58'30"N  
55°58'12"N

### Appendix 3 – 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 ten 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.
9 May 2024	Subject to Council approval, a final 4 week consultation period before Council will determine approval of the new Scheme and boundaries.
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.