

**EX21. POLICY DEVELOPMENT PANEL – REVIEW OF THE SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS AND SUPPORT – UPDATE**

The Executive considered a report by the Chief Governance Officer presenting the conclusions and recommendations of the policy development panel established to review the Council's Scheme for the Establishment of Community Councils and the support provided by Falkirk Council to its Community Councils.

The policy development panel, which comprised Councillor C Martin (Chair) and Baillie Paterson, met on 8 occasions between October 2013 and April 2014. As part of its review, the panel engaged with a focus group of former and current community councillors, consulted with the 17 active community councils and met with representatives of community councils in an open forum.

The report set out the issues highlighted at panel meetings in regard to the review of the Scheme and support, and set out its conclusions.

The panel presented 10 recommendations for the Executive's consideration.

**Decision**

**The Executive agreed to:-**

- (1) note the review of the Scheme for the establishment of Community Councils and support provided to community councils by Falkirk Council undertaken by the policy development panel;
- (2) formally review the current Scheme for the Establishment of Community Councils and to propose the revised model Scheme as the basis for the consultation;
- (3) ask the panel to review practices adopted elsewhere within Scotland to enforce the model code of conduct and to report its findings to the Executive on 19 August 2014;
- (4) request the panel to undertake a review of the Scottish Government's model constitution and standing orders with a view to these being incorporated within the revised Scheme along with the code of conduct and that the panel reports to the Executive on 19 August 2014 together with a timetable for the review of the Scheme and associated documents;
- (5) note the support that is currently provided by Falkirk Council to its community councils and community councillors;
- (6) instruct the Community Council Liaison Officer to develop an information pack to be issued to all community councillors which will include detailed information on the funding available to community councils and the application process together with contact information and will incorporate the Scottish Government good practice guidance;

- (7) instruct the Community Council Liaison Officer to implement a training programme for community councillors to compliment the information pack. This will include training on the role of community councils and community councillors and will also include training on the use of social media to promote community engagement;
- (8) instruct the Community Council Liaison Officer to work with community councils to claim their administrative grant for 2014/15 and to undertake a review in 2015 to determine whether the funding provided is sufficient;
- (9) allocate funding of up to £500 to all community councils following each quadrennial election to purchase a laptop/PC and printer and for the cost of provision in the current year to be met from existing budgets;
- (10) note that Council premises should be available at no cost to community councils; and
- (11) instruct the Community Council Liaison Officer to establish a Community Council forum comprising representatives of all community councils with a view to maximising the sharing of best practice across the community councils.