
Report To:	Regeneration Committee	Date: 1 September 2011
Report By:	Corporate Director Education and Communities	Report No: R207/11/AH/MP
Contact Officer:	Maggie Paterson	Contact No: 01475 715450
Subject:	Implementation of Community Council Review	

1.0 PURPOSE

1.1 The purpose of this report is to:

- update Committee on the implementation of the Community Council Review
- seek approval on proposals regarding the resourcing of Community Councils.

2.0 SUMMARY

2.1 At a Special Meeting convened on 14 April 2011, Inverclyde Council agreed a new Scheme of Administration for Community Councils. This will come into force following elections under the new scheme.

2.2 In consultation with Legal & Democratic Services, a timetable for these elections has been drawn up and is attached as Annexe 1.

2.3 The Model Scheme requires the local authority to determine the:

- minimum and maximum number of Community Council members in any Community Council area
- period to be used as the financial year for Community Councils
- level of administrative grant provided to Community Councils to assist with operating costs.

2.4 It is proposed that the maximum and minimum number of Community Council members in any Community Council area be as outlined in Annexe 2. This is based on a maximum number of 6 plus for 1 each 2000 population and a minimum number of 5.

2.5 It is proposed that:

- the financial year of each Community Council shall be 1 April to 31 March
- each Community Council be awarded a minimum flat rate grant of £700, plus an additional grant based on population as detailed in Annexe 3.

3.0 RECOMMENDATIONS

3.1 It is recommended that Committee:

(a) note the timetable for the election of Community Councillors

(b) approve the proposals for the minimum and maximum number of Community Council members

(c) approve the proposals for the resourcing of Community Councils.

Albert Henderson
Corporate Director: Education & Communities

4.0 BACKGROUND

- 4.1 At a Special Meeting convened on 14 April 2011, Inverclyde Council agreed a new Scheme of Administration for Community Councils. This will come into force following elections under the new scheme.
- 4.2 The new scheme of administration requires the local authority to determine the resourcing of Community Councils.

5.0 PROPOSALS

- 5.1 In consultation with Legal & Democratic Services, a timetable for Community Council elections has been drawn up and is attached as Annexe 1. This outlines the process of seeking nominations and for elections where the number of nominations exceeds the designated number of Community Councillors. The process complies with the Scheme of Administration: Section 6: Establishment of Community Councils under the Model Scheme.
- 5.2 Section 5: Membership of Community Councils states that: "There shall be maximum and minimum membership numbers of elected community councillors in a community council. Due to the diverse nature of local authority areas, where there may be areas of sparse population relative to geographical disposition, such as island communities, each local authority may set its own formula for the definition of a minimum and maximum number of community council members in any community council area."

In keeping with the previous scheme it is proposed that the maximum be set using a formula based on 6 plus 1 for each 2000 population and that the minimum be set at 5 which is the lowest number at which a community council could be deemed to be viable. See Annexe 2.

- 5.3 Section 12: Resourcing a Community Council states that: "The financial year of each community council shall be provided for in the constitution of each community council and shall be from **(to be determined by the local authority)** to **(to be determined by the local authority)** each succeeding year to allow for the proper submission of audited statement of accounts to the community council's annual general meeting on a specified date." It is proposed that the financial year be set as 1 April to 31 March.
- 5.4 Section 12 further states that: "The local authority may provide an initial administrative grant to community councils to assist with the operating costs of the community council. The grant shall be fixed at a minimum flat rate to £ **(to be determined by the local authority)** with an additional minimal £ **(to be determined by the local authority)** per head of population."
- 5.5 A budget of £17,660 per year to March 2012 has been set for community councils. It is proposed that in the financial year 2012-2013, each community council be awarded a basic grant of £700, with the remainder of the budget, minus insurance costs, being allocated on a per capita basis as set out in Annexe 3.
- 5.6 The current financial year spans both the old and new schemes of administration. Existing operational community councils have been allocated the basic grant of £700. It is proposed that once the cost of elections has been deducted, the remaining funding be allocated pro rata to support the newly elected community councils.

6.0 IMPLICATIONS

- 6.1 Finance: As outlined in Annexe 3.

Legal: None

Personnel: None

Equalities: None

7.0 CONSULTATION

7.1 An extensive public consultation was carried out as part of the review process.

8.0 BACKGROUND PAPERS

8.1 Revised Scheme of Administration.

Annexe 1

Indicative Timetable for Community Council Elections

Task	Comment	Date
Appoint a Returning Officer and start the election process		Week commencing 15/08/11
Publication of notice of election	Public notice on line and in Greenock Telegraph	Week commencing 22/08/11
Delivery of Nomination Papers	No later than 4.00 pm	29/08/11 To 09/09/11
Publication of Candidates Nominated	As soon as possible after 5.00 pm on	12/09/11
Withdrawal period		Week commencing 19/09/11
Publication of nominated candidates in uncontested CCs Publication of contested CCs and election dates and polling arrangements. Arrange printing of ballot papers etc		Week commencing 26/09/11
Day of Election		13/10/11
The Count		14/10/11
First Meeting of the Community Council		Week commencing 31/10/11

Annexe 2

Maximum and minimum number of community councillors

Community Council	Maximum number of councillors	Minimum number of councillors
1 - Kilmacolm	9	5
2 - Port Glasgow East	11	5
3 - Port Glasgow West	10	5
4 - Greenock East	11	5
5 - Greenock Central	12	5
6 - Holefarm and Cowdenknowes	9	5
7 - Greenock Southwest	10	5
8 - Larkfield, Braeside and Branchton	10	5
9 - Greenock West and Cardwell Bay	12	5
10 - Gourock	11	5
11 - Inverkip and Wemyss Bay	9	5

Annexe 3

Community Councils Grant Awards Calculation

Community Council		Population	% of Grant	Basic Grant	Enhanced Grant	Total Grant
1	Kilmacolm	5107	0.062987173	£700	£586	£1,286
2	Port Glasgow East	8215	0.101319684	£700	£942	£1,642
3	Port Glasgow West	6990	0.086211149	£700	£802	£1,502
4	Greenock East	8217	0.101344351	£700	£943	£1,643
5	Greenock Central	11838	0.146003947	£700	£1,358	£2,058
6	Holefarm & Cowdenknowes	2351	0.028996053	£700	£270	£970
7	Greenock Southwest	6135	0.075666009	£700	£704	£1,404
8	Larkfield, Braeside & Branchton	7050	0.086951159	£700	£809	£1,509
9	Greenock West & Cardwell Bay	11263	0.138912185	£700	£1,292	£1,992
10	Gourock	8600	0.106068081	£700	£987	£1,687
11	Inverkip & Wemyss Bay	5314	0.065540207	£700	£610	£1,310
	Total Population	81080	1		£9,301	£17,001
Total Budget		£17,660.00				
Basic Grant per CC		£700				
Total Basic Grant		£7,700.00				
Annual Insurance Policy		£659.00				
Enhanced Grant Budget		£9,301.00				