

SUMMARY OF EXPECTATIONS

Community Councils are expected:

- to comply with the requirements of this Scheme and the community council Constitution and Standing Orders;
- to ensure all community council members adhere to the Code of Conduct;
- to be representative of all sectors of the community within their area;
- to organise and conduct meetings in accordance with the Scheme, Constitution and Standing Orders;
- to conduct at least 6 ordinary meetings and an AGM each year;
- to produce and distribute an agenda together with a minute of the last meeting at least 7 days prior to each meeting;
- to prepare and publish annual accounts that have been independently examined;
- to hold Public Liability insurance;
- to register, in terms of the Data Protection Act, as a Data Controller with the Information Commissioner's Office each year;
- to hold elections to the community council in liaison with Renfrewshire Council;
- to identify and employ consultation methods that promote engagement with the community;
- to be non-sectarian, non-Party political and ensure equality of opportunity for all residents; and
- to immediately advise Renfrewshire Council of any changes to membership.

Community Councils that comply fully with this Scheme can expect:

- to be consulted and make representations on planning applications;
- to be recognised as a competent body to comment on licensing applications;
- to be recognised as a member of the appropriate Local Partnership taking forward the aims of Renfrewshire Community Planning Partnership/Community Empowerment Act (or equivalent Council structure);
- to obtain information, advice, training and support from Renfrewshire Council;
- to receive an annual administration allowance on submission of independently examined annual accounts (due in October each year);
- to be recognised as an appropriate body to apply for other Renfrewshire Council funding and to be signposted to sources of funding available from other organisations; and
- to receive acknowledgment (within 5 working days) and reply (within 10 working days, in general) to enquiries about Council services.