

Phase 2 proposals to amend the scheme

Proposal	Consultation Feedback	Recommendation
Additional information to confirm that a copy of the financial templates will be included in an annual support and guidance pack (Scheme – 3.2)	General support for proposal.	Retain as proposal.
A copy of the financial report is required to release the annual administration grant (Scheme – 9.1)	General support for proposal. Suggestion that clear guidance should be provided on what the grant can be spent on.	Retain as proposal.
Support & Guidance - Annual information pack to support Guidance on do's & don'ts for social media, Equality awareness, Community Council complaints process (Scheme – 3.2, 3.3, 3.4, 9.7)	Overall support, however, a comment requested that the Highland Council is clearer on how they will engage with Community Councils and several comments on including sanctions within the Complaints process (this would require a legislative change).	Retain as proposal.
Generic Community Council and Office Bearer email address (Scheme – 3.2)	Overall support with a suggestion that the generic CC email address should be sufficient without the need for generic office bearers too.	Retain as proposal, with amendment. Remove need for generic office-bearer emails
Inclusion of three Area generic community council support emails (Scheme – 8.1, 8.3) (Constitution – 11.1f, 13.1, 14.1e) (Standing Orders – 1.3)	Overall support with a suggestion that a named individual Council Officer should be included too.	Retain as proposal.

Proposal	Consultation Feedback	Recommendation
Membership Lists to be updated following boundary changes and to be updated with most recent populations (Scheme Appendix 2)	General support for proposal. Several comments indicating that they were not supportive of some of the proposed boundary changes.	Retain as proposal. Considering the concerns noted, only boundary change proposals with clear support will be recommended for consideration.
Co-opted Members - to confirm candidate eligibility (Scheme – 5.3)	Support for this proposal	Retain as proposal.
Co-opted Members - Promotion of co-opted membership (Scheme – 6.3)	Support for this proposal	Retain as proposal.
To increase opportunity for associate membership (Scheme – 5.5)	General support with no specific comments	Retain as proposal.
To increase the maximum number of Youth Members (Scheme – 5.6)	20% of respondents disagreed with this proposal indicating that they were already struggling to fill the existing allowance for Youth Members. No specific support received.	Decision: not to proceed at current time.
To include a brief candidate statement on all nomination forms (Scheme – 6.2.1)	Some support, however, several comments indicated that it would put people off	Retain as proposal, with amendment. Brief candidate statements will be required for those Community Councils that go to election
Elections - Invitation to Merge Community Councils (Scheme – 13.3)	General support, however, some comments received indicating that it should be clearer that mergers would only happen where there is clear support from the communities affected and it should only be considered where a Community Council has been dissolved.	Retain as proposal. Considering the concerns noted, clarify that a merger needs to demonstrate clear support from the communities affected before it could be considered and only where a Community Council has been dissolved.

Proposal	Consultation Feedback	Recommendation
Disqualification of Membership - right of appeal (Scheme – 11.2)	Support for this proposal.	Retain as proposal.
Requirement to submit approved minutes (Constitution – 13.1)	Support for this proposal.	Retain as proposal.
Constitution - inclusion of approval at inaugural meeting (Constitution – 18)	Support for this proposal.	Retain as proposal.
<i>New Proposals</i>		
<p>The following has been proposed in relation to additional, revision or removal of wording from the Elections section of the scheme:</p> <p>(Scheme 5.5) Remove the word <i>European</i> and add - <i>Ex-officio Members do not count towards the quorum or have any voting rights at a Community Council meeting, however, it is recommended that all Community Councils should send agendas and minutes to all Locally Elected Highland Council Members, to encourage attendance, awareness and communication.</i></p> <p>Edit the wording to delete and read as follows – (Scheme 6.2.1)</p> <p><i>The first elections to be held under this Scheme shall be interim elections on a date or dates to be fixed by The Highland Council.</i></p> <p>The next full election to Community Councils under this Scheme will take place in 2028, with the dates to be confirmed by The Highland Council. Elections to any newly formed or merged Community Councils under the new Scheme will take place at the next round of interim elections.</p> <p>All Community Council Elections are administrated by The Highland Council and are held on a four-yearly cycle on dates determined by The Highland Council. The Council may defer a requested interim-election until the next community council election cycle, if this falls within the subsequent 12-month period. Should the community councils' election cycle fall in the year of Scottish, Local government or parliamentary election, the electoral proceedings can be deferred by the Council to the following year.</p>		Retain as proposal

~~Subsequent full elections will be held on a four-yearly cycle, on dates to be determined by The Highland Council.~~

~~The Highland Council will administer all elections, with the exception of interim elections outlined at section 6.2.6 b.~~

Edit the wording to read and delete as follows –
(Scheme 6.2.2)

~~The Highland Council will appoint an Independent Returning Officer. The Independent Returning Officer must not be a member of that Community Council nor intending to stand for election to that Community Council.~~ The Returning Officer will be the Returning Officer for Parliamentary and Local Government elections in Highland, or a person appointed by that Returning Officer.

Edit the wording to delete and read as follows –
(Scheme 6.2.4)

~~expiry of the period for withdrawing nominations~~ At the end of the nomination period and upon expiry of the period to withdraw your candidacy

A further request from 20 or more electors to The Highland 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.

Edit the wording to read as follows – (Scheme 6.2.5)

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

Remove the word **devolved** at bullet point 2

Remove the word **and/** at bullet point 3

Remove the words **Where an electronic ballot is used this will be in conjunction with a postal ballot** at bullet point 3

Edit the wording for bullet point 4 as follows -
Community Councillors shall be elected on a simple majority basis. Those candidates who receive the highest votes cast will be elected up to the number of vacant seats to be filled. If there are candidates with equal votes for the final place the decision will be made by a cut of cards.

(Scheme 6.2.6) Remove the words *his/her* and replace with *their* at bullet point 1

Edit the wording at bullet point 5, point 2 to delete and read as follows –

~~*Interim elections will be held twice annually on dates scheduled by The Highland Council. Dates for interim elections will be notified to Community Councils at the start of each year.*~~

Interim elections will be held twice annually on dates scheduled by The Highland Council, usually in the spring and in the autumn and will be published on the Highland Council website.

Any interim election will only seek to fill vacant positions or those held by co-opted members. In these circumstances the Highland Council will administer the election. *For interim elections that fall in the year of a Scottish, Local Government or UK parliamentary election, the electoral proceedings can be deferred by the Council to one interim election per year.*

Edit the wording to read and delete at bullet point 6 as follows –

For all other vacancies, the Community Council may fill the vacancy either:

a) through co-option within the parameters set out at section 6.3.

OR

~~b) by itself undertaking an interim postal ballot as per the standard election procedure set out earlier.~~