

## 1.2

# Community Councillors

## See Good Practice Guidance for Community Councils and Local Authorities

### The Community Council Member

Template role descriptions have been written up for each of the Office Bearer positions to ensure that everyone understands the expectations of that role. Each Community Council can amend these role descriptions to suit. These should be taken to a meeting of the community council and approved. Support and guidance is available to develop this, contact the CCLO to discuss this further.

See Role Descriptions:

- Community Council member
- Chairperson
- Secretary
- Treasurer

### Conflict and Declaration of Interest

At some point it may be that you will find some conflict between your own personal views and interests and those of the community that you are representing. If such a situation does arise, try to make sure that the views of the community take precedence. Experience shows that if the views of individuals on the Council are allowed to take precedence then the community will very quickly lose confidence in the Council and its work may subsequently be devalued.

In some instances, it may be necessary and appropriate **to declare an interest** in the matter under discussion and to withdraw from that debate and decision-making. This is particularly important where pecuniary interests are involved. *Declarations of Interest*, financial and non-financial should be recorded in the Minutes of the Meeting.

### Role of the Vice Chairperson

The Vice Chairperson has no specific duties other than standing in for the Chairperson when he or she is unable to be present.

### Associate Members

Associate members can be appointed by the Community Council in addition to the total membership of the Community Council.

Appointment of associate members can broaden both representation, knowledge and expertise for specific projects or issues, for diversity and inclusion for those that do not wish to be a full member or wish to gain experience in the community council setting first, or to perform a specific role such as minute secretary.

Associate members do not count towards the quorum numbers required for a meeting and cannot vote on matters during a meeting. They are appointed for a fixed period set by the Community Council and do not have to reside within the Community Council area to be appointed. Associate members cannot however be elected or co-opted to any other Moray Community Council.

See Section 9 of the Community Council Scheme for more information.

### **Long Service Awards**

Long-Service Awards are a means of Moray Council recognising the service of Community Council Members over an extended period of time.

Awards, in the form of a certificate signed by the Convener and Chief Executive of Moray Council, are made to those who have served as Members of Community Councils for 20 years.

Applications for Awards should be made to the Community Council Liaison Officer (refer to form in section 3.5).

### **New member induction**

Having an induction process for new Community Councillors is a great idea to ensure that they are clear and confident about their new role.

It is important that members understand and can articulate the purpose of the Community Council and the role that they play within the development and running of the Community Council during their term in office.

The table below is a quick checklist with induction ideas for consideration.

Offer a tour of the meeting venue(s)	
Introduce Community Councillors to one another and note any specific skills or interest	
Introduce Community Councillors to partners and support staff e.g. CCLO, local policing team	
Ensure Community Councillors are properly supported to carry out their role e.g. are you aware of training opportunities in your area and how these can be accessed by members?	
Are Members provided with key information about the Community Council – Constitution / Members handbook / latest annual accounts / minutes of recent meetings and do they understand these documents?	
Provide members with a list of dates of forthcoming meetings	
Provide members with contact details (subject to consent) for each other	
Provide samples of previous publicity materials to show the type of work / activities the Community Council has been involved with	
Ensure members know how to get issues on the agenda	
Ensure members know how to claim for out of pocket expenses	