

## **Guidance 9 – SUPPORTED STATUS**

When a Community Council (CC) moves into supported status it will be provided with:-

- reasons for its move to supported status
- confirmation of the period of supported status
- information about what requires to be achieved by the Steering Group to become a Community Council again

### **Supported Status Guidance**

What is a Steering Group?

- Group of the remaining members of the Community Councillors (as long as it remains above quorum) and any Ex Officio Members of the Community Council
- The Area Manager should be the Chair of the Steering Group and is available to advise and support.
- If a Steering Group drops below the quorum for the Community Council, it immediately moves to dissolution and appropriate action will be taken by the Area Manager.

What must the Steering Group do?

- Meet as a group to rectify the issues that resulted in supported status
- Appoint the Area Manager or other Council Officer as Chair of the Steering Group.

What can the Steering Group do?

- Continue any live projects that were already in progress when the CC went into supported status with the support of the Area Manager (it should be noted that CC insurance cover in place for the Community Council will remain operational whilst the CC is in supported status and only ceases when the CC dis-establishes)
- Complete transactions agreed by the CC when it was operational
- Take decisions on expenditure ONLY related to the activities detailed above
- Appoint advisors (for expertise, help and support) to assist them in moving out of supported status

What must the Steering Group not do?

- Undertake any work relating to the statutory consultee status of the CC e.g. planning applications and consultations of any kind
- Agree any expenditure outwith the functions of the Steering Group
- Spend any funds unless they have been properly agreed through the steering group and have the authorisation of the Area Manager
- Send any correspondence in the name of the CC

- Undertake any social media activity or update the website, other than to inform the community of the status of the Steering Group and publish its minutes or to promote a call for nominations if appropriate

#### Holding of Meetings

- Meetings should be held at least every 6 weeks
- Meetings are for members of the Steering Group only (any advisors can attend the meetings, but would not be involved in decisions)
- Notes of actions and decisions will be taken and circulated to members and provided for the community to see
- Agendas will be prepared and circulated by the Area Office
- Meetings will be held in Council premises or online wherever possible to remove the need for expense to be incurred

If within the 6 month period, the Steering Group satisfies the Area Manager that the Community Council will, in the future, be able to comply with the requirements of the Scheme and have met the expectations set out when going into supported status, then re-instatement to Community Council status will be granted by written notice from the Area Manager and the Area Manager will notify the Area Committee.

If the Community Council has not managed to achieve the required outcomes at the end of the initial 6-month period, the Area Manager will review the progress made by the Steering Group. If the Area Manager considers that significant progress has been made, they may consider an extension to the supported status period to allow the Steering Group to complete its work. If the Area Manager considers that little or no progress has been made, they may consider that it is appropriate to move to dissolution of the Community Council and will report this to Area Committee for determination.