

Guidance 2

Duties, Roles and Responsibilities of the Council

Area Manager	<p>Powers that are delegated from Full Council and are contained in the Council's Scheme of Governance, Part 2B - List of Officer Powers</p> <ul style="list-style-type: none">• Offer support, advice, and assistance to Community Councils.• Approve Community Council constitutions and changes to Community Council Constitutions provided that the provisions of the constitution do not conflict with this Scheme.• Approve the maximum number of a Community Council.• Put Community Councils into Supported Status.• Re-instate steering groups to Community Council status.• Act as returning officer or appoint an alternative returning officer.• Administer Community Council elections. <p>Operational matters</p> <ul style="list-style-type: none">• Manage the Area Office team.• Support, inform, engage, and collaborate with the Community Councils in their Area.• Take account of the Code of Practice for the Exchange of Information in Guidance 6.• Liaise with CCLO.• Support the procedure in Guidance 8.• Recommend dissolution of a Community Council to an Area Committee.• Report to Area Committees, formally and informally.• Ensure that Community Councils use council premises for meetings free of charge.• Approve changes to boundary map and recommended number table.
Area Committee	<p>Powers that are delegated from Full Council and are contained in the Council's Scheme of Governance, Part 2A - List of Committee Powers</p> <ul style="list-style-type: none">• Determine Supported Status of Community Council.• Dissolve Community Councils.• Determine Boundary Changes.• Determine the appeal on maximum membership numbers• Approve administration grant.
Full Council	<ul style="list-style-type: none">• Review/amend/revoke/replace/adopt the Scheme for the Establishment of Community Councils.

Community Council Liaison Officer (CCLO)	<ul style="list-style-type: none"> • CCLOs work at a strategic level and at a local level. They engage with Area Office colleagues in each Council Area giving advice and support to the officers and they - • Liaise with the Scottish Government and thereafter provide relevant information to Community Councils and Area Offices • Represent the Council at national forums. • Engage with external agencies such as the Improvement Service. • Develop and provide training for Community Councillors. • Capture and pass on information that is relevant to Community Councils via the Area Office.
Area Office	<ul style="list-style-type: none"> • The Area Office is managed by the Area Manager. Generally, Area Committee Officers will be the main point of contact for a Community Council in that Council Area. Their role is to engage with, advise and assist Community Councils. The Area Office will ensure that a Community Council is directed to the correct service in the Council to assist with any queries. • Annually review the electorate roll numbers and advise Community Councils of any requirement to review their membership numbers and amend constitutions.