

Guide timetable for a review of a council's 'Scheme for the Establishment of a Community Council'

Date	Event	Description
1. March 2024	Special Council Meeting. Both areas and composition and draft Amended Scheme and associated documentation.	As part of a report on the current scheme, of Community Councils, Council to consider a recommendation to amend the existing scheme and make a new scheme for the establishment of community councils.
2. April 2024	(2) Publish Public Notice. Areas/Composition.	Give public notice of the Council's intention to amend the existing scheme and make a new scheme for the establishment of Community Councils. Period of 8 weeks from February to April
3. June 2024	Special Council Meeting. Areas/Composition.	Council to consider suggestions from the first consultation period and agree a draft amended scheme for consultation
4. June 2024	(3) Publish Public Notice. Draft Amended Scheme and associated documentation.	Give public notice of the Council's draft amended Scheme. Period of 8 weeks from May to July
5. September 2024	Special Council Meeting Draft Amended Scheme and associated documentation.	Council to consider suggestions to the draft amended scheme and agree a final draft amended scheme for consultation
6. October 2024	(4) Publish Public Notice. Both.	Give public notice of the Council's final draft amended scheme for the establishment of Community Councils. Period of 4 weeks from August to September

Date	Event	Description
7. January 2025	Special Council Meeting. Both.	Council to consider suggestions to the final draft amended scheme; alter if required; and formally approve the amended scheme.
8. January 2025	(5) Publish Public Notice. Establishment Process/Notice for currently non-established community council areas.	Give public notice of the Council's amended scheme; and invitation to electors to apply for establishment (where there is no Community Council currently in existence).

Within the context of each of the consultation stages, there are administrative tasks to be undertaken, such as direct notification to and the provision of, plans and associated documentation to all Community Councils and placing of same, for general public access and scrutiny, in appropriate locations across the local authority area. Each local authority, outwith its normal decision-making processes, will have its own methodology when it comes to briefing elected members.