

**REPORT TO: NEIGHBOURHOOD RESOURCES AND DEVELOPMENT COMMITTEE  
- 11 NOVEMBER 2002**

**REPORT ON: REVISED SCHEME FOR THE OPERATION OF COMMUNITY COUNCILS**

**REPORT BY: DIRECTOR OF NEIGHBOURHOOD RESOURCES AND DEVELOPMENT**

**REPORT NO: 790-2002**

## **1.0 PURPOSE OF REPORT**

1.1 This report seeks the formal adoption of the Revised Scheme For The Operation Of Community Councils in Dundee.

## **2.0 RECOMMENDATIONS**

It is recommended that:

2.1 The Committee formally adopts the Revised Scheme For The Operation Of Community Councils in Dundee.

2.2 The Committee notes the timetable for petitioning for the establishment of new Community Councils and the subsequent nomination and election of Community Councillors.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 The Revised Scheme allows for the payment of an annual grant, for administrative purposes to each Community Council. If Community Councils are established in every area, provision will be made for such expenditure in the Department's 2003/2004 Revenue Budget.

## **4.0 LOCAL AGENDA 21/ANTI-POVERTY IMPLICATIONS**

4.1 The Revised Scheme For The Operation Of Community Councils will empower Dundee citizens to participate in decision-making, take collective action with others and engage in the political process and representation of interests.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 In approving the Revised Scheme Dundee City Council is committed to involving and consulting Community Councils on all issues which effect their geographic area.

5.2 The Race Relations (Amendment) Act 2000 classes Community Councils as public authorities, which as such, have a general duty to promote race equality.

## **6.0 MAIN TEXT**

6.1 The Revised Scheme For The Operation of Community Councils takes into account public views about the representativeness of existing community councils and the size of particular Community Council areas. The Revised Scheme allows for the establishment of 19 Community Councils (previously 17) and proposes a radical change in their membership. It is believed that these changes will broaden the base of community representation and involvement in Community Councils.

6.2 The Draft Scheme was subjected to an eight week period of public consultation. The Scheme was duly amended in the light of comments received and thereafter subjected to a further three week period of consultation.

No further comments were received on the Draft Scheme during the second phase of consultation.

6.3 Dundee City Council is now asked to formally adopt the Revised Scheme.

6.4 The timetable for petitioning for the establishment of new Community Councils and the subsequent nomination and election of Community councillors is detailed in Appendix One.

## **7.0 CONSULTATION**

7.1 The Revised Scheme For The Operation Of Community Councils has been prepared following intensive consultation with existing Community Councils, representatives of neighbourhood and community organisations and two periods of public consultation.

7.2 The Chief Executive and Directors of Finance and Support Services have been consulted in the preparation of this report.

## **8.0 BACKGROUND PAPERS**

8.1 No background papers as defined by Section 50(D) of the Local Government Scotland Act 1973 (other than any containing confidential or exempt information) were relied on to any extent in preparing the above report.

**Fraser R Patrick, Director of Neighbourhood Resources and Development**

**Dated: 4 November 2002**

## REVISED TIMETABLE FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

- |                            |   |  |
|----------------------------|---|--|
| 11 November                | - | Neighbourhood Resources and Development Committee Amended Scheme for the Operation of Community Councils in Dundee to be approved            |
| 18 November                | - | Public notice inviting electors to petition for the establishment of Community Councils  |
| 10 January                 | - | Three-week invitation to public to nominate prospective Community Councils for areas subject to petition                                     |
| 31 January                 | - | Closing date for nominations   |
| 14 February                | - | Public notice of Community Council elections (if required) or /and notice of establishment of Community Councils and dates of first meetings |
| Mid March                  | - | Election of Community Councillors (where required)   |
| Week beginning<br>14 April | - | First meetings of new Community Councils   |



**Revised Scheme For**

**The Operation of Community Councils**

**Adopted 11 November 2002**

**DUNDEE CITY COUNCIL**

**SCHEME FOR THE OPERATION OF COMMUNITY COUNCILS**

**THE ROLE OF THE COMMUNITY COUNCIL**

Community Councils were established as voluntary organisations within a statutory framework. Their role was established defined by the Local Government (Scotland) Act 1973. This Act identifies the general purpose of Community Council to be to ascertain, co-ordinate and express to the local authorities the views of the community it represents, on matters for which those authorities are responsible, and to take what it considers to be appropriate action in the interests of that community.

The Race Relations (Amendment) Act 2000 has since classed Community Councils as public authorities which as such, have a general duty to promote race equality.

Dundee City Council recognises that community organisations and representative groups exist in many areas of the city and seek to be representative of individuals, interest groups or neighbourhoods in which they operate.

In keeping with the Council's Giving Voice To Communities Strategy Dundee City Council is committed to giving local people a real voice in what happens in their areas and recognises that Community councils have an important role.

## DUNDEE CITY COUNCIL

### SCHEME FOR THE OPERATION OF COMMUNITY COUNCILS

This Scheme was adopted on 11 November 2002 following a period of consultation and replaces the Dundee City Council Scheme for the Operation of Community Councils adopted by the City Council on 12 May 1997. Throughout this Scheme, "the City Council" refers to Dundee City Council and "Council(s)" refers to one or more of the Community Councils covered by this Scheme.

#### 1. Community Council Areas

The City Council has decided that Community Councils may be established to cover all parts of the City, representing and serving the areas named and described in Schedule 1 and outlined on the map attached to this Scheme.

- 1.2 The Council may divide a Community Council area into divisions for purposes of representation of a specific part or parts of a Community Council Area.

#### 2. General Purposes of a Community Council

The general purposes of a Community Council are to ascertain, co-ordinate and express to the local authority and other public authorities the views of the community it represents, on matters for which those authorities are responsible, and to take what it considers to be appropriate action in the interests of that community.

- 2.2 To this purpose, Community Councils should actively seek the opinions and aspirations of the full cross-section of the community and be able to demonstrate that steps have been taken to consult the local community when appropriate. In all cases, Community Councils should seek to ensure that the views they express are representative of the community they serve.
- 2.3 Furthermore, Community Councils should not favour or appear to favour any one particular section of the community, on party-political, religious or other grounds.

#### 3. Composition of Community Councils

Each Council will consist of the number of elected members and appointed members specified in Schedule 1.

#### 4. Eligibility for Election to a Community Council

##### Elected members

- (a) A person shall be qualified to be an elected member if he or she has attained the age of 16 years and has resided within the Area of the Community Council for a period of not less than 12 months prior to the election. In the event of the Area being divided, the person shall have resided within the area of the division for a period of not less than 12 months prior to the election.
- (b) All persons standing for election to a Council are required to sign a declaration that they are resident in its area and this declaration will be treated as sufficient proof of their residence. If such a declaration is shown to be false, the person's candidature will be invalid and, should she/he be elected, his/her election will be null and void.
- (c) For the avoidance of doubt, no elected member of a local authority, or person appointed to a committee of a local authority in terms of Section 57 of the Local Government (Scotland) Act 1973, Member of Parliament, Member of the Scottish Parliament, Member of the European Parliament and no politically restricted person in terms of the Local Government & Housing Act 1989, shall be entitled to stand for election to a Community

Council under this scheme, nor become a co-opted nor appointed member of any such Community Council.

## **5. Appointed members**

Each Community Council shall provide for the appointment of additional members from nominations submitted by local organisations, the number of such additional members in relation to the number of elected members to be in accordance with the numbers detailed in Schedule 1.

## **6. Appointment of representatives from local organisations**

It shall be the first duty of the Chairperson of each Community Council, following his/her election in terms of paragraph 12(a) hereof, to put in hand arrangements for the appointment of additional members from nominations submitted by local organisations in the manner following:

- (a) He/she shall arrange for public notice to be given either by press advertisement or by the posting of notices in public places inviting all local organisations to nominate, within 28 days, a candidate who would be prepared to serve on the Community Council.
- (b) He/she shall arrange that, on receipt of all nominations, so as to ensure fair representation of varied interests, they be grouped under headings according to the branch of the community they represent, the number of headings to be in accordance with the number of members to be appointed. All nominations and the headings under which they have been grouped shall be submitted to the Local Authority for approval.
- (c) He/she shall then arrange for a list of the nominations grouped under the headings as approved by the Local Authority to be sent to all organisations which had submitted nominations as stated above so that voting on the list may take place, subject to each organisation being able to cast only one vote in respect of each group of nominations.
- (d) He/she shall then arrange for a meeting of the Community Council not later than three months after the date of the last election of elected Community Councillors for the purpose of receiving all votes and, following a count, the persons to be elected shall be so declared. In the event of two or more nominations in any one group having received an equal number of votes, the Chairperson shall call for a show of hands from those elected members of the Community Council present.
- (e) Appointed members of the Community Council shall not be appointed or hold office as Chairperson or other office bearer of the full Community Council but may be appointed to represent the Community Council on any committee or other body formed by the Community Council.
- (f) Appointed members must be resident in the community council area.
- (g) Appointed members shall retire at midnight on the day before the Community Council election following their appointment and members so retiring shall be not entitled to be re-nominated for the following four-year term.

## **7. Qualifications for Voting**

Only those people are eligible to vote who are resident within its area and whose names appear in a current British electoral register, including persons who are not entitled to vote until after a date specified in that register.

Members of Parliament, the European Parliament, the Scottish Parliament, and elected members of Dundee City Council are not eligible.

## 8. Nominations and Elections

- (a) Subject to paragraph 24 (c) of this Scheme and every fourth year in October, in the year following its own election, the City Council will organise elections for all existing Community Councils in its area.
- (b) Subject to the provisions of paragraph 9 (b) of this Scheme, it shall be competent for the periodic elections of Community Councils to be brought forward or deferred should the City Council find it expedient to do so for administrative or organisational reasons.
- (c) If at least 20 electors resident in an area for which there is no Community Council submit a written request to the City Council for the establishment of a Council, the City Council must, within six weeks of the date of request, organise an election for that purpose.
- (d) Persons seeking election to a Council must be nominated by a proposer and a seconder both of whom are resident in its area. Both must make a declaration to that effect and, if either declaration is shown to be false, the nomination and the nominee's subsequent election will be declared null and void.
- (e) Each elector may propose or second only one nominee under (d) above, and each nomination must be accepted in writing by the nominee.
- (f) All nominations and acceptances must be made on the appropriate forms, which will be available from and returnable to the Returning Officer at The Podium, Tayside House, Dundee. The Returning Officer for Community Council elections is the Director, Neighbourhood Resources and Development of the City Council, who has power to appoint a depute or deputies to act on his/her behalf in any matter connected with the elections.
- (g) No political party, sectarian or other affiliation of a candidate may appear on the nomination form or on the voting paper.
- (h) If, after the time allowed for the withdrawal of nominations has expired, the number of validly nominated candidates does not exceed the number of members specified for the Council concerned, the Returning Officer will give public notice that no poll will be held for that Council. On the day fixed for the election, the validly nominated candidates will be declared duly elected.
- (i) If, after the time allowed for the withdrawal of nominations has expired, the number of validly nominated candidates is greater than the number of members specified for the Council concerned, the Returning Officer will give public notice that a poll by secret ballot will be held to elect the members of the Council. At that poll, each voter will be entitled to vote for candidates up to the number of vacancies on the Council, but to cast no more than one vote for any candidate. The candidates receiving the greatest number of votes, up to the number of vacancies, to be filled, will be declared duly elected.
- (j) If, after the time allowed for the withdrawal of nominations has expired, the number of validity nominated candidates is less than half the number of elected members specified for the Council concerned, the Returning Officer will extend the nomination period until valid nominations amounting to at least 50% of the potential membership have been received. The nomination period will not be extended for this purpose for more than four weeks.
- (k) The Returning Officer may, at his/her discretion, permit the withdrawal of a nomination at any time.
- (l) Any poll conducted in accordance with sub-paragraph (i) above will be held at polling places designated by the City Council, and these polling places will remain open for a period of not less than four hours on the day of the poll.



- (m) The Returning Officer may dispense with any procedure required by the Scottish Local Election Rules 1974, provided such action is unlikely to undermine the proper conduct of the poll and/or secrecy of the ballot.

## **9. Term of Office of Members of Community Councils**

- (a) Except where membership is terminated in terms of paragraph 10 (c) of this Scheme, the term of office of members of a Council will extend, until the first meeting of a Council after the four yearly elections. The first meeting of a Council must be held not later than three weeks after an election declaration.
- (b) Subject to the approval of the appropriate Committee of the City Council it shall be competent for the term of office members of a Council to be varied by not more than one year where the holding of Elections has to be brought forward or deferred in terms of paragraph 8 (b) of this Scheme.

## **10. Filling of Casual Vacancies Arising Between Elections**

- (a) Casual vacancies arising in the membership of a Council in between elections will be filled by the Council co-opting a person or persons who are eligible for election to that Council. If the number of casual vacancies in a Council during its first term of office equals one half of its total membership, no further co-options will be permitted and the position must be reported to the City Council who will decide what action to take, after consulting the Council concerned.
- (b) A co-opted member will have the same voting rights as an elected member.
- (c) A casual vacancy will be deemed to have arisen when an elected member either
  - (i) dies; or
  - (ii) intimates his/her resignation to the Secretary of the Council; or
  - (iii) fails to give reasonable attendance at Council meetings over a period of six months; or
  - (iv) ceases to be resident in the Council's area; or
  - (v) is elected to the House of Commons, the European Parliament, the Scottish Parliament, or any local authority during his/her term of office.

## **11. Ex-Officio Members and Non-voting Places on Councils**

- (a) Members of the City Council representing any part of the area of a Community Council are entitled to attend all meetings of that Council and may be invited to participate in its deliberations, but do not have the right to vote.
- (b) A Council may call on representatives of organisations or individuals not represented on the Council, who may or may not be resident in its area, who it considers might usefully contribute to its discussions on topics under consideration by the Council. Such persons may be invited to a particular meeting or sequence of meetings but will not be entitled to vote.
- (c) Community Councils shall wherever possible give consideration to ensuring the widest possible representation of all sections of the community including older people, ethnic minority groups, disabled people, women and young people.

## **12. Proceedings at First Meeting of a Community Council after an Election**

- (a) The first meeting of a new or re-formed Council will be convened by the Returning Officer or his/her representative. At that meeting, the Council will elect one of its members as Chairperson, who will then assume the convenership of the Council.
- (b) The first meeting of any other Council following an election will be called by the retiring secretary or the retiring Chairperson of the Council concerned. The retiring Chairperson or, in his/her absence, the retiring Vice-Chairperson will chair the meeting until the election of the new Chairperson, who will then assume convenership of the Council.
- (c) At the first meeting, nominations will be invited for all vacancies on the Council from Council members and other persons resident in the Council's area and who are otherwise eligible for election under paragraph 4 (a) above. Voting will be by show of hands among all those present and eligible to vote, and the candidates receiving the greatest number of votes will be declared elected. In the event of a tied vote, a further vote will be taken between the candidates receiving equal numbers of votes. In the event of a further tie, the Chairperson of the Council will have a casting vote. Vacancies filled in this way will not be treated as co-options for the purposes of paragraph 10 (a) above.
- (d) The retiring Chairperson and the retiring Treasurer will attend the first meeting of a Council after an election, to present the Annual Report and Financial Statement for the previous year.

## **13. Election of Vice-Chairperson, Secretary and Treasurer**

Each Council will appoint from among its members a Vice-Chairperson, a Secretary and a Treasurer. The offices of Secretary and Treasurer may be held by the same member.

## **14. Appointment of Auditor**

Each Council will annually appoint one or more Auditors from outwith its membership, who are acceptable to the City Council's Director of Finance. Details of the qualifications and/or experience of the Auditor(s) must be submitted to the Director, Neighbourhood Resources and Development before the appointment is made. To be acceptable to the City Council, an Auditor must be either:

- (a) a member of one of the recognised accountancy bodies; or
- (b) a student or apprentice undergoing training for membership of one of the recognised accountancy bodies; or
- (c) a person who is engaged in or has had experience of accounting and banking routines.

## **15. Constitution**

Each Council will draw up a Constitution for the conduct of its business and submit the Constitution to the City Council for ratification. Once ratified by the City Council, with or without amendment, the document will become the Constitution of the Council and no amendment must be given effect until it has been submitted to and approved by the City Council. The Constitution must include:

- (a) the name and address of the Council;
- (b) the purposes of the Council;
- (c) the terms of office of the office-bearers;
- (d) provision for the replacement of each of the office-bearers, in the event of their death, resignation or disability;

- (e) arrangements for the provision and management of the Council's finances, the preparation of accounts and their submission to the Council and to the City Council;
- (f) arrangements for calling regular meetings of the Council;
- (g) arrangements for calling special general meetings, if this is requested in writing by at least 20 electors resident in the Council's area, specifying the subject(s) to be discussed. Such meetings must be held within 21 days from receipt of the request. The business of the meetings will be restricted to the specified subject(s) but the Chairperson will have discretion to allow discussion of other subjects. Members of the public attending such a meeting will be entitled to ask questions, debate and vote on the specified subject(s) only, unless the Chairperson allows them to do so on other subjects of which she/he allows discussion;
- (h) arrangements for preparing and submitting to the City Council an Annual Report and Statement of Accounts, indicating matters requiring to be included in each Annual Report;
- (i) procedures for amending the Constitution;
- (j) provision for holding Annual General Meetings of the Council, indicating the business to be conducted which must include the presentation for approval of the Annual Report and Statement of Accounts;
- (k) procedures for the conduct of Council business, including, among other matters, the definition of a quorum for Council meetings;
- (l) procedures for the dissolution of the Council.

## **16. Meetings**

- (a) Community Councils shall hold at least six meetings in public each year and this shall include an Annual General Meeting to be held in May of each year with the allowable exception of an election year when the Annual General Meeting shall be held within 21 days following the election. In addition to any other business transacted at the Annual General Meeting a Chairperson, Secretary, Treasurer and Vice-Chair shall be appointed.
- (b) The election Returning Officer shall call the first Annual General Meeting and shall chair the meeting until the election of a Chairperson. Subsequent Annual General Meetings shall be called by the retiring Chairperson or, failing this, by some other retiring office bearer who shall chair the meeting until the election of a new Chairperson.
- (c) Community Councils may appoint Sub-Committees which shall meet to deal only with those matters specifically remitted by the Community Council. The Chairperson of any Sub-Committee shall be appointed by the Community Council and the proceedings of any Sub-Committee meeting shall be reported to the following meeting of the Community Council.
- (d) A Special General Meeting shall be held in accordance with clause 15(g)
- (e) Community Council members shall be advised of the date and times of any meetings of the Community Council and of any committees of which they are a member by means of written agendas specifying the business to be conducted and sent either to their normal residence or place of work, to arrive at least seven days before the date of the meeting. The minute of the relevant previous meeting should be circulated with the agenda whenever possible.

- (f) Public notice of all meetings shall be given by a copy of the agenda being fixed in a prominent and clearly visible position in *any* convenient public and central place within the local area, at least seven days before the date of the meeting. Minutes of meetings shall be made available for public inspection in that same place as soon as is practicable following the meeting itself.

#### **17. Quorums**

- (a) The quorum for general meetings of Community Councils shall be one third of the maximum number of elected and appointed representatives.
- (b) The quorum for Sub-Committee meetings shall be 50% of the total number of representatives or 3 representatives, whichever is the lesser.
- (c) The quorum for Special General Meetings shall be 20 local electors.
- (d) No business shall be conducted at any meeting without a quorum.

#### **18. Public Access to Council Meetings**

- (a) All meetings of a Council must be open to members of the public resident in the Council's area.

#### **19. Conduct of Community Council Members**

- (a) Community Council members shall comply with the Code of Conduct attached as Schedule 2 to this Scheme. Community Councils shall ensure that a copy of the Code of Conduct is issued to all their members.
- (b) Community Council members who fail to comply with the Code of Conduct may be suspended or dismissed from the position of Community Council representative by action of the Community Council.

#### **20. Grants to Councils**

- (a) In each financial year, the City Council will pay to each Council an annual grant, to be used for administrative expenses only.
- (b) Special grants may be paid by the City Council in respect of projects designed to benefit a Council's area or residents. Details of any such projects must be submitted to the City Council, with appropriate information and supporting documents. No such projects may start until written approval is received from the City Council.
- (c) Funds received by a Council from the City Council by way of grants must be used only for the purposes for which they have been granted. They must not be used to sponsor, promote or secure the election of a candidate to a local authority, the House of Commons, the European Parliament, or a future Scottish Parliament or Assembly.

#### **21. Fund-raising and Securing of Facilities by Councils**

Each Council will be entitled to raise funds for schemes, projects or other purposes compatible with its Constitution, and to secure other facilities necessary for its purposes, through public appeals, the promotion of functions, application for grants, loans and facilities from the City Council or any other source.

#### **22. Further Financial Provisions**

- (a) All funds received by a Council, from any source, must be used solely for the purposes of the Council and to promote its aims.

- (b) The Treasurer of a Council must keep proper books of account of the Council's finances. The Council's accounts must be audited annually and, after their submission to the Annual General Meeting, a certified copy of the accounts must be submitted to the City Council within two months. Failure to submit the accounts to the City Council within that period may result in the withholding of the following year's grant to the Council.

### **23. Exchange of Information between Community Councils and the City Council**

- (a) The City Council will submit to each Council a copy of the minutes of each of its meetings and each Council will submit to the City Council a copy of the minutes of each meeting of that Council. Both submissions will be made as soon as practicable.
- (b) Councils will be entitled at any time to communicate with the City Council through the Director, Neighbourhood Resources and Development, with a view to the City Council taking any necessary decisions on the matters in question.
- (c) Each Council must prepare and submit to the City Council an Annual Report in accordance with the relevant provisions of its Constitution.
- (d) Each Council must inform the Director, Neighbourhood Resources and Development of the names and addresses of its Chairperson, Vice-Chairperson, Secretary and Treasurer, once they are elected, of any subsequent changes in these offices, and of changes in the membership of the Council arising from casual vacancies or co-options.
- (e) The City Council's Code of Practice designed to ensure equitable, efficient and timeous exchange of information, which was drawn up in consultation with Community Councils and public authorities operative in the City, will operate.
- (f) Liaison Officer  
The Local Authority shall also identify an officer who shall be responsible for ensuring that a satisfactory system for exchange of information is established and maintained.

### **24. Dissolution of a Community Council**

- (a) If a Council decides that it is advisable to seek its own dissolution, it must publicise throughout its area the terms of the proposed resolution and carry out normal procedures for informing local residents, before putting the proposed resolution to a vote at a Special General Meeting called for the purpose. This meeting must be open to all those resident in the Community Council area: all those so resident and entitled to vote in a Community Council election will be entitled to question, debate and vote on the issue. If the decision to dissolve is confirmed by a majority vote, the Council must inform the City Council of that decision. The City Council will then dissolve the Council.
- (b) If there is no meeting of a particular Council within a period of six months, the Director, Neighbourhood Resources and Development will give public notice and advise all remaining members of the Council that the City Council intends to dissolve the Council concerned. If no representations against dissolution are received, the City Council will then dissolve the Council. If representations against dissolution are received, the Director, Neighbourhood Resources and Development or his/her nominee will publicise and convene a Special General Meeting at which a resolution on the dissolution of the Council will be put to a vote. This meeting will be open to all those resident in the Council's area: all those so resident and entitled to vote in a Community Council election will be entitled to question, debate and vote on the issue. If the dissolution is approved by a majority vote, the City Council will dissolve the Council. If the dissolution is rejected by a majority vote, all those present and entitled to vote will be invited to elect a member or members to the Council, from among those present and eligible for election, to fill any vacancies on the Council. That election will be by show of hands and will otherwise follow the procedure set out in paragraph 12 (c) above.

- (c) The City Council will not be required to organise an election for any Community Council which has been dissolved within the previous six months.
- (d) All properties and funds vested in a Community Council at the date of its dissolution will pass to the City Council, which will apply the funds for the benefit of the residents of the area of the dissolved Council. Preference will be given to the transfer of such property and funds to a successor Community Council established under this Scheme.

## **25. Amendment of Scheme**

The City Council will review the operation of the Scheme as and when it considers it necessary, in accordance with the procedure set out in Section 53 of the Local Government (Scotland) Act 1973.

## SCHEDULE 1

1. In this Schedule, for all of the Community Council areas, there are outlined:

- (a) the name;
  - (b) the estimated population; as per the 1991 Census figures (under review)
  - (c) the number of elected Community Councillors per Council
  - (d) the number of appointed Community Councillors per Council
- and
- (e) a description of the boundaries.

The population figures in this Schedule are based on the 1991 Census figures. Where utilised Ordnance Survey six figure map references refer to National Grid Sector No.

1. (a) **ANCRUM/BLACKNESS** (b) **6,631** (c) **10** (d) **4**

- (e) Commencing at the Westport Roundabout at NG Ref No 3985 3016; thence north westwards and south westwards along Hawkhill to its junction with Blackness Road; thence north westwards along Blackness Road to NG Ref No 3895 3021 at the eastern boundary of Blackness Court; thence northwest and southwest along the eastern and northern boundary of Blackness Court to NG Ref No 3889 3029; thence northwest from this point to NG Ref No 3885 3028 at the rear garden boundary line of Rosefield Street; thence northwest from this point along the rear garden boundary line to NG Ref No 3882 3045 at Milnbank Road; thence northwest along Milnbank Road, continuing along City Road to junction of Scott Street; thence westwards along Scott Street to junction of Pentland Avenue and Balgay Road; thence westwards from east entrance to Victoria Park along the service road on the south side of Balgay Hill to the west entrance of Western Necropolis at Glamis Road; thence northwards along Glamis Road to Ancrum Road; thence northwards along Ancrum Road, thence across Ancrum Road to Sutherland Street, thence along Sutherland Street to the south curtilage of Number 1 Sutherland Street; thence generally northwards along the eastern curtilage and a prolongation thereof the footpath on the line of the former Dundee and Newtyle Railway; thence eastwards along line of said railway to its intersection with Logie Road and Loons Road; thence north eastwards along Loons Road to the junction of Byron Street and Kinpurnie Place; thence south eastwards along Kinpurnie Place to Law Crescent; thence along Law Crescent to its junction with the footpath leading to Lawside Terrace; thence south eastwards along Lawside Terrace to its junction with Lawside Road; thence along Albany Terrace to its junction with the footpath through Dudhope Gardens; thence southwards along said footpath through Dudhope Terrace; thence eastwards along Dudhope Terrace to Gardener's Lane, southwards along Gardener's Lane to Lochee Road; thence south eastwards along Lochee Road to its junction with Marketgait; thence southwards on Marketgait to the point of commencement.

2. (a) **ARDLER/BLACKSHADE** (b) **5,687** (c) **10** (d) **4**
- (e) Commencing at a point at the junction of Coupar Angus Road (A9231) and Gourdie Brae, which is the north west corner of Camperdown Park; thence southwards along Gourdie Brae which is the western boundary of Camperdown Park, to the junction with Liff Road; thence westwards along Liff Road to its junction with Myrekirk Road; thence southwards along Myrekirk Road to its junction with Kingsway West; thence generally north eastwards along the Kingsway to the Kings Cross Circus; thence north westwards along Macalpine Road to its junction with Birkdale Place; thence westwards along Birkdale Place to its junction with Dalmahoy Drive; thence northwards along Dalmahoy Drive to its junction with the service road to Clatto Reservoir; thence westwards along the said service road to its junction with the service path to Gallow Hill Water Tower; thence southwards and westwards along the said service path to the said Gallow Hill Water Tower; thence north westwards and northwards along a drain leading from the said Gallow Hill Water Tower to its junction with the Dundee City Council boundary at OS map reference 3618034640; thence south westwards and southwards and south eastwards and southwards along the Dundee City Council boundary to its junction with Coupar Angus Road; thence north westwards along Coupar Angus Road to the point of commencement.
3. (a) **BROUGHTY FERRY** (b) **16,842** (c) **18** (d) **8**
- (e) Commencing at a point on low water mark, being a prolongation southwards from the junction of Broughty Ferry Road, Margaret Crescent and Dundee Road West; thence northwards along said prolongation to said junction, westwards along Dundee Road West, northwards along Christian Road, eastwards along Margaret Crescent and northwards along Belsize Road and Gardyne Road to the boundary of the new College of Education; thence following the eastern boundary of the new College of Education to Arbroath Road; thence eastwards along the said Arbroath Road to Baldovie Road; thence northwards along the Baldovie Road and Kellas Road to the Dundee City Council boundary; thence generally eastwards and south westwards and southwards along the Dundee City Council boundary to a point where a prolongation of South Balmossie Street southwards reaches low water mark; thence generally westwards along low water mark to the point of commencement.
4. (a) **CAIRD** (b) **2,215** (c) **9** (d) **4**
- (e) Commencing at a point at the junction of Forfar Road (A90) and the Kingsway (A90); thence westwards along Kingsway to the junction with Graham Street; thence generally northwards across Caird Park golf course to the junction of Claverhouse Road and Barns of Claverhouse Road; thence northwards along Claverhouse Road to its junction with Dighty Water; thence westwards and northwards along Dighty Water to the point where it meets the Dundee City Council boundary; thence north and east along the Dundee City Council boundary to its intersection with Forfar Road; thence southwards along Forfar Road to its point of commencement.
5. (a) **CHARLESTON** (b) **5,516** (c) **11** (d) **4**
- (e) Commencing at a point at the junction of the access road to Denhead of Gray and Kingsway West; thence generally north-eastwards along Kingsway West to the junction of Liff Road; thence south to junction of Buttar's Loan; thence south along said road to junction at South Road; thence generally westwards along the said road to its junction with Mallaig Avenue, thence northwards to the point of commencement.



6. (a) **CITY CENTRE AND HARBOUR** (b) **758** (c) **9** (d) **4**
- (e) Commencing at NG Ref No 4053 3981 on the foreshore; then north west to NG Ref No 4030 2997 at the pedestrian walkway at South Marketgait; thence north-westwards along South Marketgait and West Marketgait; thence eastwards along the Inner Ring Road and Victoria Road to its junction with the former Kings Road; thence following the line of the former Kings Road to King Street; thence eastwards along King Street to St Roques Lane, southwards along St Roques Lane and East Whale Lane to East Dock Street; thence eastwards along East Dock Street to its junction with the prolongation of the line of the western boundary fence of Mayfield Hostel, southwards along said prolongation to Stannergate Road; thence following Stannergate Road to its junction with Broughty Ferry Road; thence along a prolongation of said road to the Foreshore.
7. (a) **CRAIGIEBANK AND DISTRICT** (b) **3,508** (c) **9** (d) **4**
- (e) Commencing at a point at the junction of Kingsway East and Old Craigie Road; thence eastwards along Kingsway to its junction with Arbroath Road; thence eastwards along said road to the eastern boundary of the new College of Education; thence southwards and westwards along said boundary to Gardyne Road; thence southwards along said road and Belsize Road, westwards along Margaret Crescent, southwards along Christian Road and eastwards along Dundee Road West to its junction to the City of Dundee District boundary at low water; thence westwards along low water mark to OS grid reference 435307; thence in a line northwards and north-westwards to Broughty Ferry Road; thence along said road to its junction with Stannergate Road; thence along said road to a point on a prolongation south-eastwards of the western boundary of the grounds of Mayfield Hall; thence north-westwards along said prolongation and boundary to Arbroath Road, eastwards along Arbroath Road and north-westwards along Old Craigie Road to the point of commencement.
8. (a) **DOUGLAS AND ANGUS, AND CRAIGIE** (b) **9,189** (c) **14** (d) **5**
- (e) Commencing at a point at the junction of Douglas Road and Arbroath Road; thence eastwards along the said road to its junction with Baldovie Road; thence northwards along the said road to its junction with Kellas Road and Drumgeith Road; thence south-westwards along Drumgeith Road to a point opposite its first junction with Summerfield Avenue; thence south-eastwards along a prolongation of the said avenue to the Craigie Mill Lade; thence continuing south-eastwards and eastwards along the said Lade to Dighty Water; thence south-westwards along the said water to Drumgeith Road; thence southwards along the said road to Douglas Road; thence continuing southwards along the said road to the point of commencement.
9. (a) **DOWNFIELD AND BRACKENS** (b) **10,346** (c) **10** (d) **4**
- (e) Commencing at a point on Kingsway West on the Kings Cross Circus; thence north westwards along Macalpine Road to Birkdale Place; thence westwards along Birkdale Place to its junction with Dalmahoy Drive; thence northwards along Dalmahoy Drive to its junction with the service road to Clatto Reservoir; thence westwards along the said service road to its junction with the service path to Gallow Hill Water Tower; thence north westwards and northwards along a drain leading from the said Gallow Hill Water Tower to its junction with the Dundee City Council boundary at OS map reference 3618034640; then eastwards and south eastwards and northwards along the Dundee City Council boundary to NG Ref No 3897 3431; thence south along the western boundary of Whitburn Place to its junction with Harestane Road; thence westwards along said road to the junction of Burn Street; thence generally south and south westwards along said road to its junction at Baldovan Road; thence south from this point along said road to its junction with Strathmartine Road; thence generally south east along said road to its

junction at Kings westwards and south westwards along the Kingsway to the point of commencement.

10. (a) **FINTRY** (b) **8,082** (c) **14** (d) **6**
- (e) Commencing at a point at the junction of Forfar Road (A90) and the Dundee City Council boundary; thence south eastwards and eastwards along the Dundee City Council boundary to the eastern boundary of Middleton Cottages; thence south westwards along to the said boundary to the southern boundary of Middleton Cottages; thence south eastwards along a field boundary to a point NG Ref No 4392 3434 on Longhaugh Road; thence south westwards and southwards along Longhaugh Road to its junction with Pitkerro Road; thence westwards along Pitkerro Road until its intersection with Dighty Water; thence westwards along Dighty Water to its intersection with Forfar Road; thence northwards on Forfar Road to the point of commencement.
11. (a) **HILLTOWN AND DISTRICT** (b) **10,195** (c) **14** (d) **6**
- (e) Commencing at a point at the junction of Milton Street and Strathmore Avenue; thence eastwards along the avenue to its junction at roundabout; thence eastwards along Moncur Crescent and Dens Road; thence south-eastwards and southwards along the said road to the junction of Victoria Road and Victoria Street; thence south-westwards along Victoria Road to Dens Brae; thence south-eastwards along the said brae to King Street; thence south-westwards along King Street to its junction with the western boundary of the Wellgate Housing Estate; thence northwards along the said boundary to the junction of Ladywell Avenue and Victoria Road; thence south-westwards along the said road to its junction with Marketgait; thence continuing generally westwards along the said road to Lochee Road; thence westwards and north-westwards along the said road to its junction with Gardner's Lane, northwards along Gardner's Lane to Dudhope Terrace; thence westwards along the said terrace to the footpath through Dudhope Gardens; thence northwards along the said footpath to the junction of Albany Terrace and Lawside Road; thence north-westwards along the said road to Lawside Terrace; thence generally northwards along the said crescent to Kinpurnie Place; thence northwards along the said place to Byron Street; then eastwards along the said street to Milton Street; thence generally north-eastwards along the said street to Strathmore Avenue and point of commencement.
13. (a) **KIRKTON** (b) **7,879** (c) **10** (d) **4**
- (e) Commencing at Dundee City Council boundary at NG Ref No 3897 3431; thence eastwards and southeastwards along Dighty water to its junction with Claverhouse Road; thence southwards to the junction of Barns of Claverhouse Road and Claverhouse Road thence generally southwards across Caird Park golf course to the junction with Graham Street at NG Ref 4047 3265; thence generally westwards along Kingsway to its junction with Strathmartine Road; thence northwards along Strathmartine Road to its junction with Baldovan Road; thence along said road until its junction with Burn Street; thence northeastward and northward along said Burn Street until its junction with Harestane Road; thence eastward along said road to the eastern point of curtilage of 64A Harestane Road; thence northward along said curtilage to a point west of the curtilages of 28-36 Whitburn Place: along said curtilages northwards to a point where it meets Dundee City Council boundary and point of commencement.
14. (a) **LOCHEE** (b) **7,653** (c) **11** (d) **4**
- (e) Commencing at a point at the junction of Liff Road and Kingsway West; thence generally north-eastwards along Kingsway West to the Kings Cross traffic circus; thence eastwards along Clepington Road to its intersection with the former Dundee and Newtyle Railway; thence generally southwards along the said railway to Harefield Road; thence eastwards along the said road to Balfield Road; thence southwards along the said road to Loons Road; thence south-westwards along Loons Road to its intersection with Logie Street and the former Dundee and Newtyle Railway; thence south-westwards and westwards along the line of the said railway to Elmwood Road; thence north-westwards along the said road to South Road; thence generally westwards along the said road to its junction with Buttar's Loan, thence northwards to the point of commencement.

14. (a) **MENZIESHILL** (b) **9,399** (c) **14** (d) **5**
- (e) Commencing at the junction of Kingsway West (A90) and South Road; thence eastwards along South Road to Elmwood Road; thence southwards along Elmwood Road to its intersection with the former Dundee and Newtyle Railway Line; thence south eastwards along the former Dundee and Newtyle Railway to its intersection with a prolongation of the eastern curtilage of number 3 Sutherland Street; thence southwards along the prolongation of the said eastern curtilage and along the said eastern curtilage to the southern curtilage all of 3 Sutherland Street; thence westwards along the said southern curtilage of 3 Sutherland Street to Sutherland Street; thence southwards along Sutherland Street to Ancrum Road; thence south westwards along Ancrum Road to its junction with Glamis Road; thence south westwards along Ninewells Avenue to a point where it meets a prolongation to the south of Liddel Road; thence north along the said prolongation to the south of Liddel Road, to a point at which it meets the northern boundary of Ninewells Hospital; thence westwards along the northern boundary of Ninewells Hospital to a point south of 235-262 Thurso Crescent at which it meets the western boundary of Ninewells Hospital; thence westwards along the southern perimeter of Menzieshill Housing Estate until it meets a prolongation of the eastern perimeter of the Gowrie Park Housing Estate, thence southwards along the said prolongation of the eastern perimeter to the point at which it meets the northern boundary of Dundee Technology Park; thence north westwards along the boundary of the Gowrie Park housing estate and the Dundee Technology Park to a track from Kingsway West to the said boundary meeting it at the western curtilage of 15 Dornie Place; thence westwards along the said track from Kingsway West to its intersection with Kingsway West at NG Ref 3348 3104; thence south-westwards along Kingsway West to the Dundee City Council boundary; thence westwards, generally northwards and eastwards along the Dundee City Council boundary to the point where it meets Liff Road; thence southwards and eastwards along Liff Road to Myrekirk Road; thence southwards along Myrekirk Road to Kingsway West; thence westwards along Kingsway West to the point of commencement.
15. (a) **MID CRAIGIE/LINLATHEN** (b) **4,774** (c) **11** (d) **4**
- (e) Commencing at a point at the junction of Kingsway East and Forfar Road; thence northwards along the said road to Dighty Water; thence generally eastwards along the said water to Drumgeith Road; thence generally southwards along the said road and Douglas Road to Kingsway East; thence north-westwards and westwards along said road to the point of commencement.
16. (a) **ROCKWELL/FAIRMUIR** (b) **8,094** (c) **10** (d) **4**
- (e) Commencing at a point at the junction of Loons Road and Balfield Road; thence northwards along Balfield Road to Harefield Road; thence westwards along Harefield Road to its intersection with the former Dundee and Newtyle Railway; thence generally northwards along the said line to Clepington Road; thence westwards along Clepington Road to Kingsway; thence north-eastwards and eastwards along Kingsway to Graham Street; thence southwards along Graham Street to Clepington Road; thence eastwards along Clepington Road to junction of Arklay Street; thence south along said road to Dens Road; thence generally westwards along said road and Moncur Crescent to Strathmore Avenue; thence westwards along said Avenue to Milton Street; thence southwards along said Street to Byron Street; thence generally south-westwards along Byron Street and Loons Road to the point of commencement.

17. (a) **STOBSEWELL AND DISTRICT** (b) **11,955** (c) **14** (d) **6**

(e) Commencing at a point at the junction of Graham Street and Kingsway; thence eastwards along Kingsway to Old Craigie Road; thence south eastwards along said Road to Arbroath Road; thence south-westwards along said Road to a point being the western boundary of the grounds of Mayfield Hall; thence south-eastwards along the said boundary and a prolongation thereof to East Dock Street; thence generally south-westwards along said street to East Whale Lane; thence north-westwards along said lane to Seagate and Cowgate to St Roques Lane and continuing north-westwards along Dens Brae to Victoria Road, thence north-eastwards along Victoria Road to Dens Road; thence generally north-westwards along said road to Arklay Street; thence northwards along Arklay Street to Clepington Road; thence westwards along Clepington Road to junction of Graham Street; thence generally northwards along Graham Street to the point of commencement.

18. (a) **WEST END** (b) **8,795** (c) **14** (d) **5**

(e) Commencing at the Westport Roundabout at NG Ref 3985 3016 thence south eastwards along West Marketgait and South Marketgait to NG Ref No 4030 2997 at the pedestrian walkway; thence south eastwards from this point to NG Ref No 4053 2981 at the foreshore; thence along low water mark and generally westwards and westwards and northwards along the Dundee City Council Boundary to the junction of Riverside Avenue and Kingsway West; thence north eastwards along Kingsway West to NG Ref 3348 3104; thence eastwards from this point along an existing track to the boundary of the Gowrie Park Housing Estate and the Dundee Technology Park at the western curtilage of 15 Dornie Place; thence south eastwards along the boundary of the Gowrie Park Housing Estate and the Dundee Technology Park to the point at which it meets the eastern perimeter of Gowrie Park Housing Estate; thence northwards along the said perimeter and a prolongation of the said perimeter to the point at which it meets the southern perimeter of the Menzieshill Housing Estate; thence eastwards along the said perimeter to the boundary of Ninewells Hospital at a point south of 235 – 262 Thurso Crescent; thence eastwards along the northern boundary of Ninewells Hospital to Liddel Road; thence southwards along a prolongation of Liddel Road to Ninewells Avenue; thence north eastwards along Ninewells Avenue to Glamis Road; thence south eastwards along the said road to the western entrance to the Western Necropolis; thence generally eastwards along the service road on the south side of Balgay Hill from the said entrance to Scott Street; thence eastwards along Scott Street to its junction with City Road; thence south eastwards along City Road and continuing along Milnbank Road to NG Ref No 3882 3045; thence southeast from this point along the rear garden boundary line of Rosefield Street to NG Ref No 3885 3029; thence northeast from this point to NG Ref No 3889 3029 at the northern boundary of Blackness Court; thence northeast from this point along the northern and eastern boundary of Blackness Court to NG Ref No 3895 3021 on the eastern boundary of Blackness Court at Blackness Road; thence south eastwards along Blackness Road to its junction with Hawkhill; thence eastwards along Hawkhill to its junction at roundabout at West Marketgait.

19. (a) **WHITFIELD** (b) **6,772** (c) **11** (d) **4**

(e) Commencing at a point at the junction of Kellas Road and Drumgeith Road; thence south westwards along Drumgeith Road to a point opposite its first junction with Summerfield Avenue; thence south eastwards along a prolongation of the said avenue to the Craigie Mill Lade; thence continuing south eastwards and eastwards along Craigie Mill Lade to its confluence with Dighty Water; thence south eastwards and eastwards along Dighty Water to Longhaugh Road; thence generally northwards along Longhaugh Road to a point NG Ref No 4392 3434; thence north westwards along a field boundary to the eastern boundary of Middleton Cottages; thence north eastwards along the said boundary to the Dundee City Council boundary; thence generally eastwards and south eastwards and eastwards along the Dundee City Council boundary to the point of commencement.

**APPENDIX TO SCHEDULE 1**

**DUNDEE CITY COUNCIL  
SCHEME FOR THE OPERATION OF COMMUNITY COUNCILS**

**COMMUNITY COUNCIL MEMBERS**

<b>No.</b>	<b>Name</b>	<b>Elected</b>	<b>Appointed</b>
1	Ancrum/Blackness	10	4
2	Ardler/Blackshade	10	4
3	Broughty Ferry	18	8
4	Caird	9	4
5	Charleston	11	4
6	Craigiebank and District	9	4
7	Douglas & Angus and Craigie	14	5
8	Downfield and Brackens	10	4
9	Fintry	14	6
10	Hilltown and District	14	6
11	Kirkton	10	4
12	Lochee	11	4
13	Menziesshill	14	5
14	Mid Craigie/Linlathen	11	4
15	Rockwell/Fairmuir	10	4
16	Stobswell and District	14	6
17	West End	14	5
18	Whitfield	11	4
19	City Centre and Harbour	9	4

**DUNDEE CITY COUNCIL**  
**SCHEME FOR THE OPERATION OF COMMUNITY COUNCILS**  
**CODE OF CONDUCT FOR COMMUNITY COUNCILLORS**

**INTRODUCTION**

This Code should guide the conduct of Community Councillors.

It is your responsibility to make sure that you are familiar with this Code and that your conduct complies with it.

This code is based on the statutory National Code of Local Government Conduct for local authority Councillors and on the Third Report of the Nolan Committee on Standards in Public Life.

Failure to comply with this code may result in your being suspended or banned from serving as a Community Councillor

**1. PUBLIC DUTY AND PRIVATE INTEREST**

Your duty as a Community Councillor is to the whole local community served by your Community Council.

If you have any private interest in a matter before your Community Council, you should consider whether it is appropriate for you to declare this interest and to withdraw from discussion and decision making on that matter.

In considering this, you should have regard to the following criteria :

- a) That members of the public might reasonably think the private interest could influence you.
- b) That members of the public might reasonably think the private interest creates a real danger of bias on your part because it affects you or someone connected with you more than any other person or more than the generality of other persons affected by the matter.

In the case of a private interest that meets neither of these criteria, there may be no reason to declare the interest or to take any further action.

In the case of a private interest that meets criterion A but not criterion B you should declare your interest but you may decide to participate in discussion and decision making on the matter.

In the case of a private interest that meets criterion A and B, you should declare your interest and withdraw from discussion and decision making.

If you have a private interest which meets both criteria A and B and if this private interest is of a continuing nature, it may be that it would cause you to withdraw from the consideration of business so frequently that you would be of little value to your Community Council. In this case, you should not seek to serve as a Community Councillor.

Private pecuniary interests may be more likely to be of a nature that meet the above criteria but private non-pecuniary interests may also meet these criteria. The fundamental principle to bear in mind is that you should not do anything that you cannot justify to the public in the terms of this Code.

## **2. GIFTS AND HOSPITALITY**

You should treat with extreme caution any gift, favour or hospitality that is offered to you personally. The person or organisation making the offer may be doing, or seeking to do business with the Community Council or may be applying to the Community Council for some kind of decision or recommendation.

You are personally responsible for all decisions in this regard and for avoiding the risk of damage to public confidence in the Community Council. The offer or receipt should always be reported to the Secretary of the Community Council.

## **3. DEALINGS WITH THE CITY COUNCIL**

If you have dealings with the City Council on a personal level, you should never seek or accept preferential treatment, by virtue of your position as a Community Councillor, for yourself or for anyone personally connected with you. You should also avoid placing yourself in a position that could lead the public to reasonably believe you are receiving such treatment.

## **4. DEALINGS WITH THE PRESS, PUBLIC AND ELECTED REPRESENTATIVES**

If you have dealings with the press and members of the public, you should be careful to distinguish between any expression of your own views and opinions and any statement you may make about the position of the Community Council.

In your dealings with elected representatives (councillors, MSP's etc), it is important that you should do nothing which could reasonably be interpreted as a sign of party political bias. For example, where more than one elected representative may have an interest in a particular subject matter which you may wish to raise on behalf of the Community Council, you should give consideration to informing all elected representatives whose constituencies fall within the designated Community Council area, and not just those of a particular political party.

## **5. USE OF EXPENSES, ALLOWANCES AND FACILITIES**

You should always make sure that any expenses, allowances, or facilities provided for use in your duties as a Community Councillor are used strictly for those duties and for no other purpose.

## **6. APPOINTMENTS TO OTHER BODIES**

You may be appointed or nominated by your Community Council as a member of another body - for instance a voluntary organisation. You should always observe this Code in carrying out your duties on that other body in the same way that you would with regard to your Community Council.

## **CONCLUSION**

The practical application of these rules is a matter for your judgement but, if in any doubt as to how they should be applied, you should seek advice from the Chairperson of your Community Council or from an officer of the City Council.

As well as avoiding actual misconduct, you should avoid any appearance of misconduct. Your conduct and what the public believes about your conduct will affect the reputation of your Community Council.