

Fife Council (Special Meeting)

Council Chamber, 6th Floor, Fife House, North Street,
Glenrothes



Thursday 20 March 2025 - 10.00 a.m.

AGENDA

Page Nos.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

In terms of Section 5 of the Code of Conduct, members are asked to declare any interest in particular items on the agenda and the nature of the interest(s) at this stage.

3. REVIEW OF SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS – Report by the Head of Legal and Democratic Services.

3 - 6

Members are reminded that should they have queries on the detail of a report they should, where possible, contact the report authors in advance of the meeting to seek clarification.

Lindsay Thomson
Head of Legal and Democratic Services
Finance and Corporate Services

Fife House
North Street
Glenrothes
Fife, KY7 5LT

13 March, 2025

If telephoning, please ask for:
Emma Whyte, Committee Officer, Fife House 06 (Main Building)
Telephone: 03451 555555, ext. 442303; email: Emma.Whyte@fife.gov.uk

Agendas and papers for all Committee meetings can be accessed on
www.fife.gov.uk/committees

BLENDED MEETING NOTICE

This is a formal meeting of the Committee and the required standards of behaviour and discussion are the same as in a face to face meeting. Unless otherwise agreed, Standing Orders will apply to the proceedings and the terms of the Councillors' Code of Conduct will apply in the normal way

For those members who have joined the meeting remotely, if they need to leave the meeting for any reason, they should use the Meeting Chat to advise of this. If a member loses their connection during the meeting, they should make every effort to rejoin the meeting but, if this is not possible, the Committee Officer will note their absence for the remainder of the meeting. If a member must leave the meeting due to a declaration of interest, they should remain out of the meeting until invited back in by the Committee Officer.

If a member wishes to ask a question, speak on any item or move a motion or amendment, they should indicate this by raising their hand at the appropriate time and will then be invited to speak. Those joining remotely should use the "Raise hand" function in Teams.

All decisions taken during this meeting, will be done so by means of a Roll Call vote.

Where items are for noting or where there has been no dissent or contrary view expressed during any debate, either verbally or by the member indicating they wish to speak, the Convener will assume the matter has been agreed.

There will be a short break in proceedings after approximately 90 minutes.

Members joining remotely are reminded to have cameras switched on during meetings and mute microphones when not speaking. During any breaks or adjournments please switch cameras off.

20 March 2025

Agenda Item No. 3

Review of Scheme for the Establishment of Community Councils

Report by: Head of Legal and Democratic Services

Wards Affected: All Wards

Purpose

The purpose of the report is to seek approval to undertake a review of the Scheme for Establishment of Community Councils in accordance with the statutory framework.

Recommendation(s)

It is recommended that the council agrees to: -

- (1) note that a review of the Scheme for Establishment of Community Councils for Fife will be undertaken in accordance with section 53 of the Local Government (Scotland) Act 1973;
- (2) note that the proposed Scheme of Establishment is based on the Improvement Service's Model Scheme for the Establishment of Community Councils, as appropriately tailored for Fife's requirements; and
- (3) proceed with the consultation process set out with indicative timeline at Appendix 1, delegating to the Head of Legal and Democratic Services to make any necessary minor amendments.

Resource Implications

The review will be carried out within existing resources.

Legal & Risk Implications

The review requires to be carried out in terms of the Local Government (Scotland) Act 1973. There is a reputational risk to the Council if sufficient consultation does not form part of the process, which the proposed process addresses.

Impact Assessment

There are no known environmental or privacy impacts. The report does not propose a change to the Council's existing policies and practices and regard shall be had to equalities issues as part of the consultative process. A full impact assessment will be carried out on the proposed new Scheme when it is submitted for approval. The consultation process will take into account accessibility requirements.

Consultation

The Head of Legal and Democratic Services has been consulted on the preparation of this report.

1.0 Background

- 1.1 Community councils were established in Scotland following the Local Government (Scotland) Act 1973. They bridge the gap between local authorities and communities and help make public bodies aware of the opinions and needs of the communities they represent.
- 1.2 Local authorities have statutory oversight of community councils and are required by law to consult community councils relating to planning applications and licencing matters. In conducting their activities, community councils must always adhere to the law, the terms of the Scheme and the Community Councillors Code of Conduct.
- 1.3 Community councils are governed by the Fife Council Scheme for the Establishment of Community Councils in Fife and its boundaries, which was last reviewed on 11 March 2021 (para 220 of 2021.FC.259 refers).
- 1.4 In October 2023, the Improvement Service, published a new suite of Scotland-wide model documents for community councils, including a Model Scheme for the Establishment of Community Councils and Good Practice Guidance. The Improvement Service collaborated with local authority community council liaison officers, community councils, Scottish Government, COSLA and the Scottish Community Development Centre as part of the review to update the Model Scheme and all associated documents. These were subsequently endorsed by the Scottish Government. Local authorities have been asked to adopt the suite of model documents in part or in full as dictated by local requirements. The Model Scheme can be found here [Model Scheme Documents 2023 | Community Council](#).

2.0 Conclusions

- 2.1 As set out in Section 53 of the Local Government (Scotland) Act 1973, the council having regard to changing circumstances shall from time-to-time review schemes approved under Section 52 of the Act. They shall give public notice of their proposals inviting any community council concerned and the public to make representations in regard of the proposals.
- 2.2 Following the introduction of a new Model Scheme and documents by the Improvement Service, endorsed by the Scottish Government, it is considered

appropriate to undertake a review of the current Scheme and associated documents, before the next round of community council elections in 2027.

- 2.3 The proposed timetable for the review and public consultation is contained in Appendix 1.

List of Appendices

1. Outline Consultation Plan and Timeline

Background Papers

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act, 1973:

- [The 1973 Act](#)

Report Contact

Helena Couperwhite
Democratic Services Manager – Committees and Members Services
Helena.Couperwhite@fife.gov.uk

Outline Consultation Plan and Timeline

Date	Stage
20 March 2025	Special meeting of Fife Council to seek approval to undertake a review of the current Scheme for Establishment of Community Councils including consideration of its boundaries and election rules.
24 March – 16 May 2025	Public Consultation on current boundaries and proposed amended Scheme – 8 weeks,
19 June 2025	Special meeting of Fife Council to consider report on outcomes of consultation and proposed amended Scheme for approval.
23 June – 15 August 2025	Public Consultation Period on proposed amended Scheme– 8 weeks
18 September 2025	Special meeting of Fife Council to consider revised Scheme, incorporating changes from consultation, submitted to Council for approval.
22 September – 17 October 2025	Consultation period for final representations to be made on draft amended Scheme, together with associated documentation, including boundaries.
11 December 2025	Special Fife Council Meeting to consider final representation and agree final amendments to Scheme.
15 December 2025 -16 January 2026	Publish Public Notice for the amended Scheme for 4 weeks.
19 January 2026	New Scheme implemented.