

Community Councils: Checklist of Good Practice

Community Councils shall:

1. Advise Dumfries & Galloway Council (DGC) on local opinion concerning matters of interest to that authority.
2. Bring to DGC's attention matters requiring its attention or action.
3. Actively seek the views, 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, and in all cases be sure as far as possible that the views they express are representative of those of the community they serve.
4. Express the views of their community on proposed plans or projects for that community. This should include positive support for acceptable schemes as well as criticism for those which are opposed by the local community. Where appropriate, suggestions for changes should also be put forward.
5. Advise DGC of changes of names or contact details of the office bearers or voting members as soon as possible.
6. Inform DGC in advance of any consultations being arranged through public meetings.
7. Invite representatives of statutory bodies and other organisations, when appropriate, to attend meetings of the Community Council (CC).
8. Encourage the public to use their CC as a vehicle of communication with DGC.
9. Contact DGC (using the Community Council Enquiry Service where appropriate) as soon as practicable regarding matters where the information/action required cannot be provided by the CC alone.
10. Respond to written communications (including e-mails) from DGC within a reasonable time and encourage the use of an initial acknowledgement system of reply; and use the Community Council Enquiry System to submit enquiries to DGC.
11. Identify a contact point within the CC membership for the co-ordination of consultation on planning, licensing etc.
12. Nominate representatives to attend their local Area Committee when appropriate.