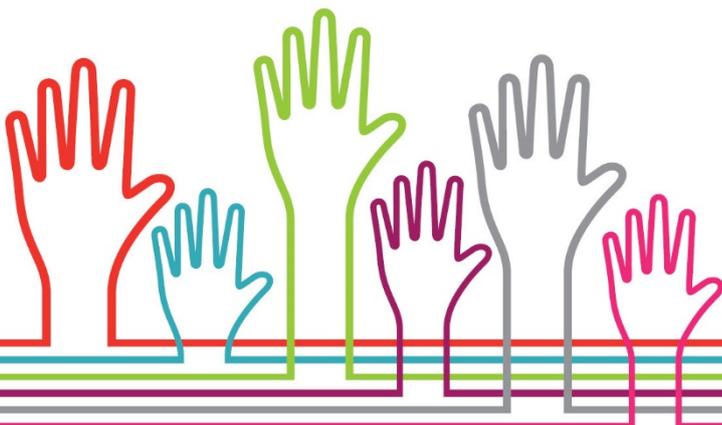


COMMUNITY

Council Follow-Up Elections

**Community Councillor
Candidate's Pack**

February/March 2019



Thank you for expressing an interest in standing as a Community Councillor in the Community Council Follow-Up Elections.

This candidate's pack contains some useful information about what a Community Council is, the role of a Community Councillor and candidate nomination form.

A Community Council is a voluntary organisation set up by statute and run by local residents to act on behalf of its area. As the most local tier of elected representation, Community Councils play an important role in local democracy. More information on Community Councils can be found at <http://www.communitycouncils.scot/>

As well as representing the community's issues to the local authority and other public authorities (e.g. Police Scotland), Community Councils facilitate a wide range of activities which promote the well-being of their communities. They bring local people together to help make things happen, and many Community Councils protect and promote the identity of their community. They advise, petition, influence and advocate numerous causes and cases of concern on behalf of local communities.

Some examples of their work from across Scotland include:

- Carrying out projects to enhance their community
- Producing community newsletters
- Conducting local surveys
- Campaigning on local issues
- Organising community events

Community Councillors are people who care about their community and want to make it a better place to live and Stirling Council encourages you to submit your nomination form and become more involved in your local community.



Carol Beattie

Returning Officer

Community Council Role Descriptor

<p>Community Council Purpose</p>	<p>The statutory purposes of Community Councils is set out in Section 51 (2) of the Local Government (Scotland) Act 1973:</p> <p><i>“In addition to any other purpose which a Community Council may pursue, the general purpose of a Community Council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable”</i></p>
<p>What does a Community Council do?</p>	<p>Community Councils act as a voice for their local area. This will involve them articulating the views and concerns of local people in their area on a wide range of issues of public concern and making representations to their local authority, other public sector bodies and private agencies.</p> <p>It is essential that these views be demonstrated to be accurately representative of the community. Accordingly, the Community Council will have in place recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by all sectors of the community. It is for this reason that the Community Councils are also non-political in nature.</p> <p>Community Councils have a statutory right to be consulted on planning applications.</p> <p>Licensing matters and any other matters may also be jointly agreed between Community Councils, the Council and other public sector and private agencies.</p> <p>All community council meetings are open to the public (and to the press), and residents are encouraged to attend the meetings.</p>
<p>Essential Requirements</p>	<p>A Community Councillor must:</p> <ul style="list-style-type: none"> • Be at least 16 years old • live within the Community Council Area • be registered to vote in that area • not be elected as a member of Stirling Council or the Scottish, UK or European Parliaments. <p>In carrying out their activities Community Councils must at all times adhere to the law, the terms of the Council’s Scheme for the Establishment of Community Councils, including the Constitution, Standing Orders and Community Councillors’ Code of Conduct.</p>

Role of a Community Councillor/ Knowledge	<p>A Community Councillor is someone who:</p> <ul style="list-style-type: none"> • Is committed to and involved in their community so that they have an understanding of the issues that are important for residents. This involves discussing issues with residents in the community to clarify their views and measuring the strength of their feelings on different topics. • Puts forward the views of the wider community not their own or other specific groups • Wants to make their community a better place to live, learn and work for all. • Regularly attend meetings of the Community Council to debate community issues, set priorities and collectively agree or vote on actions that are in the interests of the Community.
Skills	<p>No specific skills are required to be a Community Councillor, training will be available to all Community Councillors to enable them to fulfil their role. A wide range of training options are available, e.g. handbook, induction training, workshops, e-learning, annual conference, networking.</p> <p>Some positions within the Community Council (Chair, Treasurer and Secretary) may require additional skills to fulfil the responsibilities of the role. Training and support is available, if required, for individuals taking on these roles.</p>
Time Commitment	<p>Community Councils meet on a week day night between 6 and 12 times a year, meetings are on average 2 hours long (but may at times be longer or shorter depending on the agenda).</p> <p>To progress community issues or projects may involve additional time in between monthly Community Council meetings.</p>
Expenses	<p>You will not receive payment for being a Community Councillor, but are entitled to out of pocket expenses incurred whilst carrying out your duties as a Community Councillor, subject to prior approval of the Community Council.</p>

Community Council Elections – Follow-up Elections for Unformed Community Councils February/March 2019		
NOMINATION FORM		
Name of Community Council		
Candidate's Details – PLEASE PRINT DETAILS		
Candidate's surname		
Other names in full		
Name as you would wish it to appear on ballot paper		
Home address in full (including postcode)		
Telephone Number		
Email Address		
Proposer and Seconder's Details		
<p>We, the undersigned, hereby propose and nominate the following person as a Candidate at the elections in respect of the above Community Council. (Note: The Candidate, Proposer and Seconder must all be over the age of 16 and on the current Electoral Register as resident within the Community Council Area for which they are being proposed. To check that you are on the Register, please contact the Electoral Registration Office on 01786 892200 or Stirling Council's Election Office on 01786 233096 elections@stirling.gov.uk)</p> <p>I understand that my details will be retained by Stirling Council and used by them in relation to the administration of the Community Council elections.</p>		
Proposer's details: PLEASE PRINT DETAILS		
Proposer's Surname		
Other names in full		
Home address in full (including post code)		
Telephone Number		
Email address		
Signature		
Seconder's details: PLEASE PRINT DETAILS		
Proposer's Surname		
Other names in full		
Home address in full (including post code)		
Telephone Number		
Email address		
Signature		
Candidate's Consent to Nomination		
<p>I, the nominee for the above mentioned election, consent to being nominated as a candidate.</p> <p>I understand that my details will be retained by Stirling Council and used by them to contact me on Community Council business.</p>		
Signature of Candidate		
Date		

Candidate's Statement

Please use this space to give a short statement (No more than 250 words) about yourself, your interests and why you think you would make a good Community Councillor. (Please print details)

Note:- Candidates should restrict their remarks to their experience, suitability and reason for standing for the position of Community Councillor. The Returning Officer reserves the right to edit inappropriate comments.

This form must be submitted **no later than 4.00pm on Friday 8 February 2019** to:

The Returning Officer, Room 53, Old Viewforth, Stirling, FK8 2ET

PLEASE NOTE THAT ONLY HARD PAPER COPIES, WITH ORIGINAL SIGNATURES, WILL BE ACCEPTED.

Community Council Elections – Follow-up Elections for Unformed Community Councils February/March 2019	
Notice of Withdrawal Form	

I, (Candidate's name in full)	
of (Address	
Hereby withdraw my nomination, at the forthcoming election, as a candidate for Community Councillor for the:	
Name of Community Council	
Signed	
Dated	

NOTE: Any candidate wishing to withdraw his/her nomination must submit this form once completed, by 4pm on Tuesday 12 February 2019 to:

The Returning Officer
 Room 53
 Old Viewforth
 Stirling
 FK8 2ET

Guidance for Completion of Nomination Forms

Community Council Elections – Follow-up Elections for Unformed Community Councils - February/March 2019

1. It is the responsibility of the Candidate to ensure that the nomination form is properly completed and duly submitted. Errors or omissions in the completion of the form, or failure to return the completed form by the due date, may result in the nomination being declared invalid.
2. Although we can receive forms electronically for checking purposes, final submission must be in the form of a hard paper copy with original (not scanned) signatures).
3. All Candidates for election must be aged over 16, resident within the Community Council area for which they are standing, and on the current electoral register for that Community Council area. Anyone who is uncertain as to whether they appear on the register can check with the Electoral Registration Office, Laurelhill, Stirling 01786 892200 or Stirling Council's Election Office at Viewforth, Stirling, 01786 233096
elections@stirling.gov.uk
4. Candidates should be nominated by a Proposer and a Seconder who must both be resident within the Community Council area for which the Candidate is standing and must also be on the current electoral register for that Community Council area.
5. All Candidates must sign the consent to nomination.
6. Where a candidate commonly uses a name which is different from any other name he/she has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.
However, the ballot paper will show the other name if the Returning Officer thinks -
 - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
 - (b) that the commonly used name is obscene or offensive.
7. Withdrawal of nomination will only be valid when a duly completed and returned withdrawal form is submitted to the Returning Officer before 4pm on Tuesday 12 February 2019.
8. Candidates are urged to submit a statement in the space provided on the back of the nomination form. Copies of all statements will be issued to voters with ballot papers in the event of a poll. Statements, which may be edited by the Returning Officer, should be no longer than 250 words in length and should focus on the candidate's abilities and reasons for standing for the position of Community Councillor.
9. Candidates may submit a passport-sized photograph for use with the statement. Black and white or colour photographs will be accepted but these will all be reproduced in black and white. Candidates wishing to have their photographs returned to them should indicate this on the back of the photograph and provide a stamped self-addressed envelope. All photographs should have the candidate's name printed on the back. Digital photographs should be sent to elections@stirling.gov.uk.