



Introduction

The core purpose of Portobello Community Council is: *“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”*¹.

To help achieve this it will often be beneficial to set up working groups, or committees, dedicated to a specific task.

This document sets out guidelines for the operation of committees of Portobello Community Council. It is based on City of Edinburgh Council’s *Scheme for Community Councils* (CEC), our *Constitution* (C) and *Standing Orders* (SO). The abbreviations will be used to refer to the relevant part of these documents like

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Guidelines

1. **C10, S08** Portobello Community Council can create committees of the community council and will determine their composition, terms of reference, duration, duties and powers. These should be detailed in the meeting minutes.
 - a. The duration of a committee will not exceed the life of the community council – specifically after the election of a new community council it should restate the composition, terms of reference, duration, duties and powers of committees it wishes to continue.
2. **C10** Portobello Community Council can appoint representatives to committees of the community council.
 - a. **CEC4, CEC5** Members of the public can be appointed to committees by enlisting them as associate members of the community council. Associate members² help to broaden both representation and expertise of the committee by involving people with specialist skills or knowledge.
3. Each committee will be led by a Chair who is responsible for reporting on the activities of the committee to the community council. The Chair will be a community council member (elected, nominated or co-opted).
4. **C8** Where required, the right to vote at a meeting of a committee shall be held by all community council members only (elected, nominated and co-opted; but **not** associate or ex-officio members).
5. All meetings of committees shall be:
 - a. **C12A** Open to members of the public, **C11H** unless a private committee meeting has been previously agreed by majority vote by the community council. **C11G** The decision to hold a private meeting must be appropriate and balance the requirement to be responsive to the community (i.e. exceptional circumstances only).
 - b. **C12B** Advertised publically in advance of the meeting date, **C11H** including private meetings
6. **C11C** Minutes of committee meetings shall be approved at the next meeting of the community council and should be circulated at least seven days before the date of the meeting, to all community council members and interested parties.

¹ [part IV of the Local Government \(Scotland\) Act 1973](#)

² Also referred to as “associate representatives” in the *Scheme*