

Tollcross Community Council Notice of Meeting and Agenda

26th October 2016

7pm Tollcross Community centre
Room 4

Contact Tollcross Community Council via:
<http://www.tollcrosscc.org.uk/> | [@TollcrossCC](https://twitter.com/TollcrossCC) |
sec@tollcrosscc.org.uk

Tollcross Community Council
Agenda 26th October 2016
Tollcross Community Education Centre 117 Fountainbridge

1. **Welcome & apologies** – Additional Agenda items.
2. **Declaration of interests.**
3. **Police matters** – With local community officers.
4. **Minutes 28th September 2016** – Acceptance & Matters arising.
5. **Local Matters.**
 - a. Proposed hotel on EDI site in Fountainbridge – see attached papers – RA
 - b. Length of events on the Meadows - AB
 - c. Fate of Museum of Fire – LS
 - d. Proposed modification of standard lease for use by HMO landlords - FA
 - e. Sign of Constitution and Standing Orders for the new Community Council
6. **Councillors' Comments & Questions.**
7. **Planning** – PB.
8. **Licensing** – RC.
9. **Reports in addition to those written.**
10. **AOCB**

Next Meeting: 30th November 2016
Tollcross Community Centre.

Tollcross Community Council
Minutes of Meeting of Wednesday 28th September 2016 at 7pm
Tollcross Community Education Centre, 117 Fountainbridge

1. Welcome and Apologies

Present: Cllr Karen Doran (Chair), Andrew Brough, Fiona Allen, Richard Allen, Iain Black, Roger Colkett, Andy Devenport, Katie McGhee, Chris McGregor, Liz Summerfield, Ann Wigglesworth.

CEC Councillors: Cllr Doran.

Police: PC Scola (St Leonards).

Members of the

public: Michael Lister, Sam Waylen, Andreas Wilhelm.

Apologies: Paul Beswick, David Liddle, PC Pennycook, PC Wotton; Cllrs Corbett, Key, Main.

2. Cllr Doran, substituting for Returning Officer Cllr Main, welcomed everyone to the meeting, particularly the two new community councillors – Fiona Allen and Katie McGhee – and explained that she would preside over the election of an Executive and other positions of the new Tollcross Community Council.

3.a. Election of Executive –

Chair

Roger Colkett nominated Andrew Brough as Chair. This was seconded by Iain Black. There being no other nominations, Andrew Brough was duly elected Chair.

Secretary

Iain Black nominated Liz Summerfield as Secretary, who was happy to act as secretary for a few months in the first instance. This was seconded by Fiona Allen. There being no other nominations, Liz Summerfield was duly elected Secretary.

Treasurer

Andrew Brough intimated that Paul Beswick had indicated his willingness to stand as Treasurer, and nominated him for this position. This was seconded by Iain Black. There being no other nominations, Paul Beswick was duly elected Treasurer.

Cllr Doran then congratulated the newly elected members of the Executive and the newly appointed community councillors. As Chair of the City Centre Neighbourhood Partnership, she spoke about the important role that community councils have to play, particularly in relation to planning and licensing matters, but expressed disappointment in acknowledging the limited powers that they have. She then welcomed PC Scola to the meeting and invited him to present his report.

3.b. Allocation of positions on the new TXCC and representation on outside bodies –

Andrew Brough introduced this matter and invited applications of interest for these positions:

Planning – Paul Beswick

Licensing – Roger Colkett, with Iain Black deputising

Health – Chris McGregor

Media monitoring and Meadows' Festival – Liz Summerfield

Fountainbridge Canalside Initiative – Richard Allen

Neighbourhood Partnerships –

CCNP – Roger Colkett

SCNP – Andrew Brough

SWNP – Andy Devenport

SCNP Safety Group – Ann Wigglesworth

Civic Forum – Roger Colkett, Michael Lister

EOTDT – Iain Black, Roger Colkett, Michael Lister

Alcohol Focus Scotland – Roger Colkett, Michael Lister
Edinburgh Health Forum – Roger Colkett, Chris McGregor
FOMBL – Iain Black

Note

There followed a lively discussion about various matters concerning FOMBL and the SCNP, and it was agreed to put the matter of FOMBL on the agenda for the October meeting.

4. Police Matters –

Currently a community officer based at St Leonards, PC Scola presented crime figures for the period 28 August to 28 September for Ward 10, and gave a break-down of the total number of 96 recorded crimes. These included 8 reported house break-ins, 2 thefts, 5 thefts of cars, 14 bicycle thefts, 12 assaults, 5 breaches of the peace, and a few traffic offences. There were no drugs offences reported in the period.

He explained some of the circumstances surrounding the recorded figures, particularly in relation to an increase in assaults – mostly linked to alcohol. In relation to house break-ins, he emphasised the importance of residents keeping their property safe! He also spoke about the ways in which response officers and community officers police the ward and how crimes are detected and handled, e.g. public behaviour issues at the Cavendish; how road traffic offences are dealt with, the work of the Search and Recovery Team and how they respond to thefts, and noisy parties in student flats, where the Police have power to seize noise-making appliances.

Pc Scola announced that from October, there would be a new officer in Ward 10 – PC Christopher Harris.

There were questions from members about the Cavendish, and there followed a discussion about policing and licensing matters in general.

Chris McGregor enquired about a bicycle that had been padlocked for months to a fence at the Meadows.

Pc Scola advised that in the first instance she should contact her local councillor to ask for CEC to arrange to remove the item.

Action: Chris McGregor

Andy Devenport mentioned the sporadic traffic problem at Leven Terrace, when drivers take a short-cut in the wrong direction into Melville Drive, and the continuing problem of cyclists going the wrong way down the one-way Glengyle Terrace into the Meadows.

Ann Wigglesworth mentioned how the area at Thornybauk continues to be used for drinking in and as a public latrine.

Cllr Doran reported that this matter was being addressed by the CEC Safety Team and Police Scotland, and PC Scola advised that when such behaviour was being witnessed, the public should contact Police Scotland on 101 or report the matter to the Council.

Andrew Brough received a report from the Oxfords Police office for the Fountainbridge/Craiglockhart area, but there was nothing substantial to report.

Cllr Doran thanked PC Scola for his very detailed and thorough presentation.

6. Councillors' Comments –

Cllr Doran invited comments and questions from members.

Liz Summerfield spoke to the matter of dangerous road signs directing drivers to drive the wrong way up Grove Street. She had taken up this matter with Cllr Burns some months ago, but the problem continued. Cllr Doran said she would look into this.

ACTION: Cllr Doran

Fiona Allen reported on the matter of clumps of vegetation growing in gutters atop tenements, which if unchecked will pose a very serious danger to the public.

There followed a discussion about the lack of powers that TXCC and CEC have in regard to addressing this matter, as the onus is on owners to maintain their property and CEC cannot intervene unless this becomes an emergency safety issue, but it was felt that it was

competent for TXCC to put pressure on CEC to explore gutter-cleaning perhaps through an information and awareness campaign. Cllr Doran referred to the recent workshop event hosted by the CCNP on 26 May 2016 at which tenemental living had been the subject.

ACTION: Fiona Allen to write to the Chair of the CCNP (Cllr Doran) to ask the CCNP to discuss these issues at a future meeting.

Also discussed was absentee landlords and how much of a problem they can be.

ACTION: TXCC to lobby its MSP to strengthen legislation concerning absentee landlords.

Roger Colkett asked about the gate to Princes' St Gardens at the foot of Johnston Terrace and the information about the locking of this gate on the CEC website. Cllr Doran intimated that this matter was being addressed.

Liz Summerfield spoke to the matter concerning confusion about the percentage of affordable housing units agreed to at the EDI site and at the King's Stables Road development.

ACTION: Cllr Doran to check on this and report back.

Cllr Gavin Corbett – in the absence of Cllr Corbett, Andrew Brough read a brief report that he had submitted.

1. The damaged wall at Gardner's Crescent has now been repaired.
2. The east-most side of the brewery site at Fountainbridge has now been sold off. The revised plans are for housing and no hotel.
3. Grove Garden 1 is staying at the same site meantime and has been expanded. Following some technical issues, the WikiHouse will still come to Tollcross Primary School.

7. Minutes and matter arising from minutes of meeting of 31 August –

Acceptance –

the minutes of the meeting of 31 August were accepted as correct.

Matters arising –

Local matters –

7.c.i. A-boards – this is still under examination.

8. Councillors' Reports –

8.a. Recycling bins – Liz Summerfield reported that while some, little, progress had been made concerning bins at McEwan Square and at Brandfield St, more had to be done, as the situation was still not satisfactory.

It was suggested that advice/information leaflets should be reintroduced to remind residents about rubbish disposal.

8. Licensing –

Roger Colkett informed the meeting that ward councillors did not automatically receive notification about licensing applications in their council wards, and it was noted with some consternation that there was no current requirement for the Licensing Board to inform ward councillors.

9. Local matters –

a. Fire Museum Update –

Liz Summerfield gave an update on the fate of the Museum and the petition which had been delivered to the Scottish Parliament last week. Visitor figures during the Open Doors weekend were 3 478. While there were various rumours about the fate of the Museum, no announcement had yet been made.

b. Banking Resolution – following continuing difficulties with the Cooperative Bank, Andrew Brough spoke again to this ongoing matter. He proposed that we adopt the proposal to remove the names of Angela Hull and Ann Wigglesworth as signatories to the bank account. This was seconded by Iain Black. The proposal was adopted unanimously.

10. Planning – in the absence of Paul Beswick, Andrew Brough reported that there were no

new significant applications in the period, and reminded everyone about the PAN for the development of the old Royal Infirmary. This is to be held on Monday 24 October at 10 Crichton St, from 3-7pm, and urged all members to attend.

11. Licensing – Roger Colkett reported that there were three new variation applications in the period but felt that none ought to be objected to.

Roger Colkett reported on his attendance at and his contribution to the music licensing application hearing at the 26 September meeting of the City of Edinburgh Licensing Board and explained the byzantine nature of the entire process which had deliberately excluded community councils from the working group set up to consider this issue. He pointed out that the proposed change in wording from 'shall not be audible' to 'shall not be an audible nuisance' was too subjective a statement and as such was unsatisfactory.

It was noted that Licensing Board members who live in suburban parts of the city were perhaps not best placed to rule on noise issues that people living in city centre tenements were subjected to.

Andrew Brough asked it to be minuted that the TXCC wished to thank Roger for his involvement in this matter and for making a deputation to the Licensing Board at a meeting which had lasted all day.

12. Reports in addition to those written –

Andy Davenport gave a report on his attendance at the recent World Canals Festival in Inverness.

13. AOCB –

i. Ann Wigglesworth mentioned the Gifford Park mural and asked for a discussion about the possibility to have a similar one done at Thornybauk.

ii. Roger Colkett asked for an item concerning a suggestion from a recent Alcohol Focus Scotland meeting about approaching candidates standing for CEC elections in May 2017 to ascertain what are their priorities for new licensing policy statements and the ways in which the City of Edinburgh Licensing Board can reflect the views of all stakeholders in the licensing process, to include not just political and economic considerations, as at present, but also health and social considerations.

The meeting closed at 8.58pm.

Date of next meeting: Wednesday 26 October 2016 at 7pm, Tollcross Community Centre

Tollcross Councillors:

Ward 9 Fountainbridge/Craiglockhart Andrew Burns (Lab) Gavin Corbett (Green) David Key (SNP)

Ward 10 Meadows/Morningside Paul Godzik (Lab) Sandy Howat (SNP) Mark Mcinnes (Con) Melanie Main (Green)

Ward 11 City Centre Karen Doren (Lab) Joanna Mowat (Con) Alasdair Rankin (SNP).

Tollcross MSP's:

Edinburgh Central Ruth Davidson (Con).

Lothian Regional List Jeremy Balfour (Con), Miles Briggs (Con), Kezia Dugdale (Lab), Neil Findlay (Lab), Alison Johnstone (Green), Gordon Lindhurst (Con), Andy Wightman (Green).

Tollcross MP's:

Edinburgh East Tommy Sheppard (SNP)

Edinburgh South West Joanna Cherry (SNP).

Abbreviations:

CCNP – City Centre Neighbourhood Partnership.

CCSNT – City Centre Safer Neighbourhood Team.

EACC – Edinburgh Association of Community Councils.

EaRN – Equality and Rights Network FCI – Fountainbridge Canal Initiative.

ELREC – Edinburgh and Lothians Regional Equality Council

FCSB - Fountainbridge Canalside Sounding Board.

FCI – Fountainbridge Canalside Initiative

FoMBL – Friends of the Meadows and Bruntsfield Links.

FSG - Fountainbridge Canalside Initiative Steering Group.

OTDT – Old Town Development Trust (AKA EOTDT)

MP – Member of Parliament (Westminster)

MSP – Member of the Scottish Parliament (Holyrood)

SCNP – South Central Neighbourhood Partnership.

SCSNT - South Central Safer Neighbourhood Team.

SWNP – South West Neighbourhood Partnership.

SWSNT - South West Safer Neighbourhood Team.

TCCA - Tollcross Community Centre Association.

List of reports

From: Andrew Cunningham

Sent: Monday, October 17, 2016 9:56 AM
To: phbeswick@btinternet.com
Subject: FW: Trade Waste - Tollcross

Good Morning,

Apologies for my last email which I stated I had visited Broughton Street and Broughton Place. This was not the case and I had in fact visited the Tollcross area and Brougham Street and Brougham Place. As stated in my earlier email the only bins I observed on the public highway were those that have been granted dispensation and the reason for this is those bins are Food and Glass bins only. Businesses are given dispensation to present and store those bins however not General Waste or other bins. As Stated I will carry out full Waste Compliance Inspections on the businesses in this area. If you would like to discuss further please contact me on 0131 529 5174.

Kind Regards

Andy Cunningham

From Andrew Brough

There is a new Proposed Strategic Development Plan was approved for publication at the SESplan Joint Committee on 20 June 2016. All SESplan member authorities have now ratified that decision. The period where you can submit representations on the plan will start on 13 October and end six weeks later at 5pm on 24 November. The Proposed Plan and all supporting documents are available to download now on the [Proposed Plan 2016 page](#).

If you could have a little look at the website at: <http://www.sesplan.gov.uk/> and the proposed plan at: <http://www.sesplan.gov.uk/assets/publications/SDP2/Proposed%20Strategic%20Development%20Plan.pdf> I enclose the low resolution version as an attachment. You can see the high res one online as its better to see the maps etc.

Its very much like the Local Development Plan (LDP) but for the South East of Scotland over coming years, and having an idea of what they propose will be useful as they have public consultation at the moment.

I will be asking the Community Council at the October meeting if we wish to submit a formal representation or not and if so what ideas people have to better shape the future of our region.

The documents are on our website at: <http://tollcrosscc.org.uk/proposed-south-east-scotland-strategic-plan/>

Andrew Brough
Chair, Tollcross Community Council

andrewbroughtxcc@gmail.com
[@TollcrossCC](http://TollcrossCC) tollcrosscc.org.uk

From Councillor Doran

Dear CC Members,

At the September meeting I was asked various questions, and have followed them up. Please see undernoted:

1. Thornybauk - Officer response below. I have asked for this to be followed up. Can I urge those concerned to report to 101 any concerns, so that we have a record of problems in this area.

"At present there is no particular activity planned for Thornybauk. We have not been receiving reports of drinkers, rough sleepers or drug activity and we have not been finding any drug paraphernalia. As you know the problem residents were unhappy about was the trade waste and the issues with the Cavendish.

The Environmental Wardens used to regularly patrol and visit the area but they no longer come under my management. I have copied in their team leader and manager to this email and this is something they can possibly pick up again. I have also copied in the local Inspector Graeme Nisbet so that he can consider what assistance may be offered."

2. Mark Fortune, Landlord - I raised this matter, and was informed that the council is aware of this gentleman. Unfortunately, I cannot add anything to this at the present time.

3. King Stables Road, 25% housing - The response I received from Planning Officer:

"The affordable housing provision has not been finalised. The application will go back to the DM Sub explaining how the 25% will be delivered, options are currently being explored with the applicant and Housing"

4. Grove Street signs - I have been informed that these have been moved. Please let me know if they have not or there are any further problems.

5. Plants growing out of guttering -

Individual property owners have the responsibility. However if owners can't get agreement from every one in the building for essential maintenance they have recourse to apply for a statutory notice. It was this aspect of statutory repairs that was suspended a few years back. Over the past year and more we've been working towards the reintroduction of this. We're running a number of pilots. If safety is at risk an emergency stat notice will be invoked. The absolute priority being to remove the hazard. The council can do this at any time if public safety is being put at risk.

I have also raised this at Neighbourhood level, and looking at ways to draw attention to this matter. I will continue to work on this one.

I know Councillor Mowat has also responded on this and there is an information table planned for Fountainbridge Library.

I mentioned briefly concerns regarding waste. I recently attended New Town Broughton Community Council with Councillor Hinds when she went through the new work being done to address waste problems and the proposals the council is putting forward. Certainly worth inviting her along to one of your meetings if you have questions to raise.

Happy to take forward any further issues you may have. In the meantime, any waste problems please ensure you copy me in.

Best wishes

Karen

Councillor Karen Doran

From Fiona Allen

Hi

I'm pretty sure this is doomed to failure but...

I'd like a discussion on the possibility of HMA landlords being asked to include in their leases a clause about the use of bins.

Actually, a city-wide programme would be even better but I don't see that happening. I am sick of seeing bags of (frequently bottles) stuff abandoned at the foot of the black bins, especially as, in our street, there are general bins to the left in the lane between the 4 storey flats and the 3 villas, and to the right, several in Panmure Place.

We don't want another bottle unit, the tenants round here respect nothing and they certainly won't observe the noise restriction on glass disposal, but they're making the street look slummy. It's horrible.

Best

Fiona

From Michael Lister

Report on Emergency Public Meeting re: Application for Planning Permission 15/04445/FUL at 1-15 Victoria Street, 18-20 Cowgate, Edinburgh. Mixed use development comprising hotel, bar, restaurant, cafe, retail and commercial uses and alterations to India Buildings, 11-15 Victoria Street and Cowgatehead Church. Grassmarket Community Project, 86 Candlemaker Row, 13 October

Further to continuing public concerns about the above application (and the 38Degrees petition – 'No Confidence in the City of Edinburgh Planning Department'), and attended by about fifty members of the public including Roger Colkett, Andy Devenport, Michael Lister and Liz Summerfield from TXCC, an emergency public meeting was called to update on the situation.

It transpires that Edinburgh East SNP MP Tommy Sheppard wrote to CEC on 31 August to ask for a suspension of permission pending a review.

All interested members of the public are urged now to write to Fiona Hyslop, MSP (Minister for Culture) urging her at this late stage to call in the application on the grounds of the damage that the proposed hotel will do to Edinburgh's reputation as the world's first UNESCO City of Literature and thus threaten the continued status of the Old Town as a World Heritage site:

Ms Fiona Hyslop MSP
Minister for Culture
The Scottish Parliament
Edinburgh
EH99 1SP

fiona.hvslop.msp@parliament.scot

It was suggested that a short letter outlining one's own concerns about the effect this project will have on the way in which Edinburgh is perceived – particularly by tourists who come to Edinburgh precisely because it is a city of literature and culture – will be more effective than a copy of a pro-forma type of letter.

A small committee has been set up to take forward some of the other proposals made at the emergency public meeting. Community Councillors will of course be kept informed.

From ELREC

Dear friends.

Edinburgh Chinese Arts Association (ECAA) invites you to - Celebrating Chinese Autumn Lights event on 05 November 2016, Saturday 7.30pm – 10pm, Venue: Central hall, 2 West Tollcross, Edinburgh EH3 9BP (next to fire station).

The event will be hosted in collaboration with Edinburgh & Lothians Regional Equality Council (ELREC) and Breast Cancer Care Scotland (BCCS), aims to promote Chinese culture and heritage to the mainstream society and to increase community cohesion.

Live fantabulous performance includes traditional Chinese dance and music, kung fu and other multicultural perform will be featured at the event. Finger food and beverage will also be available!

All proceeds from the event will go to BCCS for the united goal of a better and pain-free tomorrow.

Entry fee, adults £6 and concessions £5. To book ticket online: <https://autumn-light.eventbrite.com>

Please come join us and enjoy an evening of fun, culture, art and philanthropic unity! There will also be raffle tickets and other fun-packed activities on the night, so bring the whole family. All are invited to this event.

Edinburgh Chinese Arts Association (ECAA) is a voluntary, non-profit and independent association for Chinese arts and culture. We are a group of music and dance lovers both professional and beginners who devote our time to deliver the best of Chinese culture to our neighbourhoods and local communities.

Please find our event on: www.facebook.com/events/1778112665802339 . We would be grateful if you can please circulate this invitation to your friends and contact. For more information contact, Tel. 07834 63 0031, E-mail: yishutuan2014@gmail.com.

Look forward to welcoming you on 05 Nov.

Many thanks and kind regards,

Jessica Young

From CEC

Dear Community Councillor.

You may be aware that we have been having difficulties with our Planning Weekly List as a result of recent changes to our operating systems. This has resulted in certain applications appearing late and as a result has not allowed sufficient time for members of the public to make comment.

We have now identified all the applications where an extension of time for public comment is appropriate and are in the process of updating the dates on our systems accordingly. This exercise should be completed by Tuesday 25th October 2016 and we will arrange for a message to be placed on the online portal explaining that extensions of time for public comment have been provided.

I trust this is of assistance although should you have any particular concerns, please do not hesitate to contact the case officer.

Yours faithfully

David Cooper

Calendar of external events

Month of October

Luminate – Creative Ageing Festival – still available are:

Dancing with colours, Whipping with words

Monday 2pm - 5pm; Tuesday - Thursday 9am - 5pm; Friday 9am - 12pm (Closed Saturday and Sunday) **FREE**

Thursday 27th. 21.30pm, Traverse Theatre £8.50/£5.50

Saturday 5th November

Edinburgh Chinese Arts Association Celebrating Chinese Autumn Lights

17.30-22.00pm, Central hall, 2 West Tollcross, Edinburgh EH3 9BP

Monday 7th November

SES plan proposed strategic development plan publication. Meeting at City Chambers From 15.00pm - Q&A from 18.30pm at the Italian Cultural Institute, 82 Nicholson Street

Thursday 10th November

Question Time, City Chambers, 17.15-20.30pm

<https://t.co/5G6CVNnCJE> for details and to register

Saturday 12th November

Diwali at Ross Bandstand, Princes St. Gardens from 15.00pm onwards

Thursday 17th November

Changing CEC Services Central Edinburgh Venue TBC.

- 3pm – 5pm Third Sector Only

- 6pm – 8pm Leaders and Entrepreneurs across Sectors.

Thursday 24 November

Edinburgh Women's Aid Annual General Meeting on European Room City Chambers, 253 High Street, EH1 1YJ 6pm–7.30pm

Contact Tollcross Community Council via:

Online: www.tollcrosscc.org.uk | Twitter: @TollcrossCC | email: sec@tollcrosscc.org.uk

THE CITY OF EDINBURGH COUNCIL
SCHEME FOR COMMUNITY COUNCILS

1. Introduction

Community councils were first established in Scotland following the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994, which produced the current system of unitary local authorities, also made provision under Section 22 for the continuation of community councils. This legislation provides the legal framework for community councils.

2. Statutory Purposes

The statutory purposes of the community councils established under this Scheme are set out in Section 51 (2) of the Local Government (Scotland) Act 1973, as follows: -

"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"

3. The Role and Responsibilities of Community Councils

The general purpose of community councils is to 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 make representations to the City of Edinburgh Council, other public sector bodies and private agencies on matters within their sphere of interest.

Community councils have a statutory right to be consulted on planning applications. They are competent objectors to all licence applications lodged with the Council in terms of the Civic Government (Scotland) Act 1982, which includes applications for House in Multiple Occupation licences.

Community councils are the key community representative bodies within the local community planning arrangements across the city of Edinburgh. Community councils have representation on each of the 12 Neighbourhood Partnerships and have responsibility for the decisions of the Neighbourhood Partnerships covering the community council area they represent.

Community councils should engage widely with their local communities to represent their views on the Neighbourhood Partnerships. It is essential that these views are demonstrated to be representative of the community and the community council should expect to be able to explain why they have taken a particular position on behalf of the community. The community council will endeavour to devise strategies to secure greater involvement by all sectors of the community.

Community councils should be able to demonstrate how they are fulfilling their responsibilities as representative bodies by provision of an annual report and other forms of engagement such as newsletters, surveys, websites and use of social media.

Community councils may carry out other activities that are in the general interests of the communities they represent, provided these activities fall within the objectives of their constitution.

Overall, community councils should engage with and establish positive working relationships with the City of Edinburgh Council and other agencies. In carrying out their activities community councils must at all times adhere to the law and the Community Councillors' Code of Conduct.

Community councils have a duty under statute to represent the views of their local community. It is vital therefore, that they reflect the broad spectrum of opinion and interests of all sections of the community. In order to fulfil their responsibilities as effective and representative, community councils shall: -

- Inform the community of the work and decisions of the community council by posting agendas and minutes of meetings in public places, such as libraries and notice boards; and subject to provisions contained within the Data Protection Act 1998, provide contact details of community council members.
- Agendas and whenever possible draft minutes of community councils' meetings should be circulated at least seven days before the date of the meeting to enable their circulation to the local authority, relevant elected members, council staff and other parties.
- Seek to broaden both representation and expertise by enlisting associate members onto the community council for specific projects/issues.
- Make particular efforts to encourage young people and other under-represented groups to attend/participate in community council meetings and activities to ensure equality of opportunity in the way the community council carries out its functions.
- Maintain proper financial records and present financial reports at community council meetings.
- Liaise closely with the City of Edinburgh Council on any change in membership (e.g. resignations, co-option) and circumstances.

A community council shall be non-party political in all its activities.

4. Community Council Areas

Edinburgh is divided up into 46 community council areas and community councils may be established to serve and represent these areas identified in Schedule 1 to this Scheme.

5. Membership of Community Councils

Elected and Nominated Representatives

The maximum number of elected and nominated representatives for each community council is specified in Schedule 1 to this Scheme.

The minimum age to stand for election as a community councillor is 16 years. Qualification for elected membership is by residency within the specific community council area. Elected representatives must also be named on the electoral register for the community council area in which they reside. Nominated representatives need not appear on the electoral register for the community council provided that they remain voluntary, active members of the nominating group. Some young people under the age of 16 $\frac{3}{4}$ may not appear on the electoral register so registering can be confirmed by other means such as school registration.

Ex Officio Representatives

Local Authority Councillors, MPs, MSPs and MEPs whose wards fall wholly or partly within the geographical area of the community council area shall be ex-officio members of the community council.

Ex-officio representatives shall not be eligible to be elected or nominated representatives and shall have no entitlement to vote, move motions or amendments or hold office.

Associate Representatives

Associate representatives may be appointed by a community council where there may be a need for individuals with particular skills or knowledge. Associate representatives have no entitlement to vote, move motions or amendments or hold office. They may serve for a fixed period as determined by the community council or for the term of the community council which has appointed them. Associate representatives may include for example someone with expertise in IT, communication or environmental issues.

6. Community Council Elections

Eligibility of Elected Members

Candidates wishing to stand for election to a community council must reside in the local area and be named on the Electoral Register for that area. The same criteria will apply to voters in a community council election.

Sixteen and seventeen year olds residing in the community council area and named on the Electoral Register for that area and subject to the provisions in Clause 5 above are also entitled to both stand for the community council and vote in any election.

Any elected community council member who no longer resides within the community council area will have their membership terminated from that community council from the date their residency ceases.

Any individual who is elected to serve on the City of Edinburgh Council, or the Scottish, UK or European parliament shall be ineligible to stand for election to a community council.

Nominations and Elections

The first election for representatives of a community council shall be held in the event of not less than 20 local electors submitting a written request to the City of Edinburgh Council for the establishment of a community council.

The second and subsequent elections shall be held on a three-yearly-cycle, in the months of September and October on dates to be determined by the City of Edinburgh Council. However the City of Edinburgh Council may defer the second election year until the next election cycle in the case of a community council established within 18 months of the next triennial elections for all community councils.

All elections will be administered by the City of Edinburgh Council.

Returning Officer

The City of Edinburgh Council will approve an independent Returning Officer for community council elections. The independent Returning Officer must not be a current elected or nominated member of the community council and once appointed shall be ineligible to stand for election to the community council.

Nominations for Elected Representatives

Individuals seeking election to a community council should be nominated by a proposer and seconder, both of whom must be on the electoral register for the community council area. Each elector may propose one nominee and second one nominee. Nominations require to be submitted with the candidate's consent. Self-nomination is not permitted.

A nomination form should be completed and submitted on the date set down in the election timetable. No forms submitted after that date will be accepted.

Election Process

At the end of the nomination period:

1. If the number of candidates is more than HALF but less than the maximum permitted membership as specified for the community council area in Schedule 1 of this scheme, the candidates will be declared elected and no ballot will be held.
2. If the number of candidates exceeds the number of available places a ballot will take place. At the ballot, each voter shall be entitled to vote for candidates up to the number of vacancies for elected members on the community council, but cast no more than one vote for each candidate. For example if there are 26 candidates and 18 vacancies for elected members each voter can vote for up to 18 candidates but cast only one vote for each candidate.

3. If the number of candidates elected, is below **HALF** of the total maximum permitted membership, as specified for the community council area, no community council will be established at that time. However, this does not prevent a further request from 20 electors to the City of Edinburgh Council to make arrangements for the establishment of a community council under the terms of Section 52 (7) of the Local Government (Scotland) Act 1973.

Method of Election

Elections shall be conducted by secret ballot of local electors, organised by the Returning Officer approved by the City of Edinburgh Council in accordance with the Scottish Local Election Rules but subject to modification and simplification as deemed necessary by the City of Edinburgh Council.

Eligibility, Appointment and Role of Nominated Representatives

Nominated representatives may be appointed by local interest groups registered with the City of Edinburgh Council.

The organisation must be a voluntary group whose governing body has a majority of unpaid (volunteer) members, which does not distribute profit among its members, and which provides services for public benefit not restricted to its members.

The first appointments shall be made at a joint meeting of the interest groups organised by the Returning Officer in accordance with the procedures set out in Schedule 2 to this Scheme.

Nominated representatives shall cease to be members of the community council if they cease to be a member of the nominating interest group.

Nominated representatives are appointed to represent the interests of their group on the community council and to reflect the views of the community through the community council. If a CC member has any private and/or personal interests in a matter for the community council, they have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

On issues where there is a conflict or vested interest members have a duty to disclose and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

Filling of casual places/vacancies for elected members between elections

Casual vacancies on a community council may arise in the following circumstances:

- Death of an elected community council member;
- When an elected community council member submits her/his resignation;
- When an elected community council member ceases to be resident within the community council area;
- When an elected community council member has her/his membership disqualified;

- Unreasonable non-attendance by an elected community council member at meetings for a period of six months.

If vacancies arise on a community council between elections, it will be at the discretion of the community council whether to fill the vacancy. Filling a vacancy can be undertaken either through the process of co-option or depending on circumstances, by an interim election. However, should circumstances arise that leads to the number of elected community council members to fall below **HALF** of the maximum permitted elected membership, the City of Edinburgh Council shall be informed and shall make arrangements for an interim election to be held.

Guidance on the procedure for the filling of casual vacancies is contained within the model constitution.

Co-opting members through the casual vacancy process

Members who are co-opted through the casual vacancy process must be eligible for membership of the community council as detailed in Section 5 of the Community Council Scheme. They must be elected onto the community council by a two-thirds majority of the elected and nominated community council members present. Such co-opted members shall have full voting rights, with the exception of voting on co-option of new members, and will serve until the next round of elections.

The number of co-opted members may not exceed a **THIRD** of the maximum permitted elected community council membership.

Constitution

Newly established community councils shall be supplied with a Model Constitution by the Council, for adoption at their inaugural meeting.

7. Equality & Diversity

Community councils must ensure that in all their activities they seek to eliminate discrimination and promote equality of opportunity and good relations between all people within their community in accordance with the guidance provided to community councils.

8. Disqualification of Membership

Disqualification of membership is automatic under the following circumstances:

- Relocation which renders invalid the residency qualification for membership.
- Failure to attend any community council meeting, with or without submitting apologies, throughout a period of 6 months.

If absence is due to ill health or any other reasonable circumstance e.g. planned holidays, work shift patterns etc, an approved leave of absence not exceeding 6 months for community council members may be approved at the discretion of the community council.

Registered interest groups shall ensure that their nominated representatives conform to the attendance clause above and must remain voluntary, active members of the group.

Community council members shall comply with the Code of Conduct as attached as Schedule 3 to this Scheme. Community council members who fail to comply with the Code of Conduct may be suspended or dismissed from the position of community council member by action of the community council or by action of the City of Edinburgh Council.

9. Meetings

The first meeting of a community council following the election and upon establishment of a community council, will be called by the Returning Officer or by a Deputy Returning Officer approved by the City of Edinburgh Council. The meeting will take place within 21 days of that date, or as soon as practicable thereafter. The frequency of meetings will be determined by each community council, subject to a minimum of one Annual General Meeting and 6 ordinary meetings being held each year. The annual meeting shall be held in the month of May or June with the exception of an election year when the appointment of Office-bearers shall be deferred until the first meeting of the community council following the nomination and election period.

The quorum for community council meetings shall be at least one third of the current voting membership of a community council, or 3 voting members, whichever is the greater.

An outline of the conduct of business that community councils should adhere to when holding ordinary, special and annual general meetings is contained within the Constitution and Model Standing Orders.

10. Liaison with the City of Edinburgh Council

In order to help facilitate the effective functioning of community councils, the City of Edinburgh Council has identified an officer to act as a Liaison Officer with community councils.

Community councils may make representations to the City of Edinburgh Council and other public and private agencies, on matters for which it is responsible and which it considers to be of local interest. Representations should be made, in the case of statutory objections, such as planning or licensing matters, to the appropriate City of Edinburgh Council officer. On issues where a department is consulting with community councils, representations should be made to the appropriate departmental officer.

Community councils shall provide copies of their agendas and minutes to the Council via the City of Edinburgh Council's named liaison officer.

The City of Edinburgh Council and community councils shall seek actively to keep each other well informed on matters of mutual interest.

11. Resourcing a Community Council

The City of Edinburgh Council shall provide an administrative grant to community councils to assist with the operating costs of the community council. The grant is based on a standard lump sum payment plus an additional per capita contribution related to the population for that area. Community councils are discouraged from accumulating a surplus at the end of the financial year amounting to twice the amount of annual grant from the City of Edinburgh Council, unless such surpluses are dedicated to specific projects designed to elicit community opinion on local issues or otherwise support community needs.

Each community council, at its Annual General Meeting, shall appoint a suitably qualified person to audit the community council's accounts. (This should be someone who is independent from the community council with a financial background, though not necessarily a qualified accountant).

The financial year of community councils shall be the same as that of the City of Edinburgh Council (i.e. 1 April to 31 March) and the audited accounts of the community council shall be submitted for approval to the Annual General Meeting.

Each community council shall establish a bank account and shall submit its audited accounts to the City of Edinburgh Council by the 1 November each year in respect of the previous financial year and no grant may be paid by the City of Edinburgh Council until that community council has submitted its annual accounts.

The annual accounts of each community council shall be independently examined by at least one examiner appointed by the community council, but who is not a member of the community council. A copy of the independently examined statement of accounts/balance sheet shall be forwarded as soon as the statement is approved, to a named officer of the City of Edinburgh Council who may, at their discretion and in consultation with the Council's Chief Financial Officer, request the community council to produce such records, vouchers and account books as may be required.

Each community council shall have the power to raise its own financial resources for schemes, projects and all other purposes consistent with its functions.

Each community council shall be eligible to apply for grants for suitable projects through the City of Edinburgh Council's grant system.

The City of Edinburgh Council shall determine any additional support services/resourcing, such as: photocopying and distribution of community council minutes and agendas; and free lets of halls for community council meetings, to suit local requirements.

The City of Edinburgh Council's Liaison Officer shall facilitate advice and assistance to community councils and arrange for the establishment of a training programme for community councils on: the duties and responsibilities of community council office bearers; the role of community councils; the functions of the City of Edinburgh Council; and other relevant topics.

12. Code of Conduct

The Code of Conduct in Schedule 3 sets out the standards and principles of conduct that community councils are required to adhere to in performance of their duties.

13. Community Council Boundaries

Any request to change the boundaries and names of community councils must be made in writing to the Director of Services for Communities who will arrange for the request to be submitted to the appropriate City of Edinburgh Council Committee.

14. Dissolution of a Community Council

The terms for dissolution of a community council are contained within the Model Constitution.

If a community council fails to hold a meeting for a period of 3 consecutive prescribed meeting dates; or its membership falls below the prescribed minimum for a period of 3 consecutive prescribed meeting dates, during which time the community council fails to address the situation, the City of Edinburgh Council may take action to dissolve that community council.

THE CITY OF EDINBURGH COUNCIL - COMMUNITY COUNCILS

	Name of Council	Total Members	Elected Members	Nominated Members
1	Balerno	18	12	6
2	Colinton	18	12	6
3	Corstorphine	24	16	8
4	Craigentiny/Meadowbank	21	14	7
5	Craigleith/Blackhall	18	12	6
6	Craiglockhart	15	10	5
7	Craigmillar	24	16	8
8	Cramond & Barnton	22	15	7
9	Currie	15	10	5
10	Drum Brae	21	14	7
11	Drylaw/Telford	15	10	5
12	Fairmilehead	15	10	5
13	Firrhill	18	12	6
14	Gilmerton/Inch	24	16	8
15	Gorgie/Dalry	21	14	7
16	Grange/Prestonfield	24	16	8
17	Granton & District	18	12	6
18	Leith Harbour & Newhaven	18	12	6
19	Hutchison/Chesser	15	10	5
20	Juniper Green	15	10	5
21	Kirkliston	15	10	5
22	Leith Central	24	16	8
23	Leith Links	18	12	6
24	Liberton & District	18	12	6
25	Longstone	21	14	7
26	Marchmont and Sciennes	21	14	7
27	Merchiston	24	16	8
28	Morningside	21	14	7
29	Muirhouse/Salvesen	18	12	6
30	Murrayfield	18	12	6
31	New Town/Broughton	24	16	8
32	Northfield/Willowbrae	21	14	7
33	Old Town	18	12	6
34	Portobello	21	14	7
35	Queensferry and District	15	9	6
36	Ratho and District	15	10	5
37	Sighthill, Broomhouse and Parkhead	22	15	7
38	Silverknowes	15	10	5
39	Southside	18	12	6
40	Stenhouse, Saughton Mains & Whitson	18	12	6
41	Stockbridge/Inverleith	21	14	7
42	Tollcross	18	12	6
43	Trinity	18	12	6
44	West End	15	10	5
45	West Pilton/West Granton	18	12	6
46	Wester Hailes	18	12	6

THE CITY OF EDINBURGH COUNCIL

COMMUNITY COUNCILS

PROCEDURE FOR THE APPOINTMENT OF COMMUNITY COUNCIL NOMINATED MEMBERS

1. The maximum number of nominated members for each community council is listed in Schedule 1.
2. Local interest groups must first apply to be registered with the City of Edinburgh Council on the approved forms which will be available from the Community Council Liaison Officer.

Registration for community council purposes will be accepted from any local interest group provided it complies with the following criteria:

- The organisation must be a voluntary group which has been in operation for at least 12 months prior to the notice of election.
- The organisation must be a properly constituted group with a publicly available constitution, the objects of which explains how it provides services for public benefit not restricted to its members.
- The organisation must have a committee that (after the first year) is elected at an AGM and has a minimum of 3 members

The City of Edinburgh Council will determine the eligibility of the groups seeking registration. Where registration is refused, reasons will be provided.

Where a group seeks to be registered for more than one community council area because their local interest extends into those areas, then they may apply to be registered as local interest groups in each area. This application will be considered by the City of Edinburgh Council.

3. Local interest groups may register with the City of Edinburgh Council at any time of the year. The Community Council Liaison Officer will notify the relevant community council(s) when an application for registration has been received and will inform the community council(s) when an appointment has been approved.
4. Before an election local Interest Groups must reapply to be registered and approved groups. After the Notice of Election has been published only those applications from local interest groups registered by the closing date for delivery

of nomination papers for elected members, and subsequently approved by the City of Edinburgh Council, will be accepted.

5. Should the number of nominations exceed the number of places for nominated members on the community council, then a joint meeting for the appointment of nominated members will be held.
6. The date, time and place of the meeting of registered local interest groups will be fixed by the Returning Officer subject to the meeting taking place before the first meeting of the community council following the nomination and election period.
7. The Chair of the Joint Meeting will be the Returning Officer duly appointed by the City of Edinburgh Council.
8. Each registered local interest group will be entitled to send one voluntary representative to the Joint Meeting.
9. Each registered local interest group will be entitled to nominate one person for election as a nominated representative for the community council. This person must be a named individual. No political party or sectarian affiliations may appear on the nomination paper or on the voting paper.

The representatives of the local interest groups and the elected members of the community council will vote, by ballot, voting up to the number of places to be filled; e.g. 12 nominations for 7 places - each representative may vote for 7 persons out of 12 nominations, with only one vote for each individual.

10. Should the number of registered local interest groups be less than the maximum number of places for nominated members then the community council can subsequently approve further eligible groups, registered and approved by the City of Edinburgh Council until the full quota has been achieved.
11. The named representatives from local interest groups subsequently elected will become full members of the community council, with entitlement to hold office and vote in business and constitutional matters.

Any casual substitution of a named representative by another representative from the local interest group will not have entitlement to hold office and vote on community council business and will have an observer status.

Any request for permanent substitution by the local interest group should be made in writing to the community council with details of the named individual who is to become the new group representative. Such members will have entitlement to vote and hold office.

12. If it comes to the attention of the City of Edinburgh Council that the following may apply:
 - (a) a local interest group has ceased to operate,
 - (b) a local interest group has ceased to meet the criteria for registration, or

(c) the purposes for which a local interest group was set up are no longer relevant or no longer apply,

the City of Edinburgh Council may require the local interest group to resubmit their registration forms and accompanying documents. In the event that the City of Edinburgh Council concludes that any of the above provisions (a) to (c) apply, or the local interest group fails to resubmit relevant documentation on request, the local interest group may be de-registered by the City of Edinburgh Council, in which case its nominated representative will cease to be a member of the community council.

The City of Edinburgh Council

Code of Conduct for Community Councillors

The Code of Conduct for Community Councillors is based largely on the Code of Conduct for City of Edinburgh Council councillors and relevant public bodies as provided for in The Ethical Standards in Public Life etc (Scotland) Act 2000.

Community councillors, as representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in this Code of Conduct. The Code of Conduct and its principles, shall apply to all community councillors and those representing the community council.

Service to the Community

As a community councillor you have a duty to act in the interests of the local community, which you have been elected or nominated to represent. You also have a duty to act in accordance with the remit of the community council Scheme as set out by the City of Edinburgh Council under the terms of the Local Government (Scotland) Act 1973.

You should establish and reflect, through the community council, the views of the community as a whole, on any issue, irrespective of personal opinion.

You should ensure that you are, within reason, accessible to your local community and local residents. Various mechanisms to allow the general community to express their views, i.e. websites, suggestion boxes, community surveys, opinion polls, should, where possible, be made available.

Selflessness

You should take decisions solely in terms of the interest of the community that you represent. You must not use your position as a community councillor to gain financial, material, political or other personal benefit for yourself, family or friends.

Honesty & Integrity

You have a duty to act honestly. If you have any private and/or personal interests in a matter for the community council, you have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.

You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community.

Gifts and Hospitality

You should not accept gifts or hospitality that may be seen to influence or be intended to influence your opinion or judgement. The offer and/or receipt of any gifts above £10 should always be reported to and noted by the secretary of the community council.

Objectivity

In carrying out public business, including award of grants or decisions regarding planning applications you should make decisions on merit and on the basis of information which is publicly known.

You are free to have political and/or religious affiliations; however you must ensure that you represent the interests of your community and community council and not the interests of a particular political party.

Appointments to other bodies

You may be appointed or nominated by your community council to serve as a member of another representative body. You should ensure that this Code of Conduct is observed when carrying out the duties of the other body.

Accountability

You are accountable for the decisions and actions that you take on behalf of your community through the community council. You must ensure that the community council uses its resources prudently and in accordance with the law. Any expenses, allowances, or facilities provided for use in your duties as a community councillor must be used strictly for those duties and no other purpose.

Community councillors will individually and collectively ensure that the business of the community council is conducted according to the relevant Scheme of Establishment of Community Councils and this Code of Conduct.

Any breach of the Community Council Scheme as set out by the City of Edinburgh Council under the terms of the Local Government (Scotland) Act 1973 may be reported to the City of Edinburgh Council to determine what action, if necessary, should be taken.

Openness

You have a duty to ensure that your decisions, actions and representations reflect the wishes and views of the community you represent. You should be open and able to justify your decisions, actions and representations when acting as a member of a community council.

If you have dealings with the media, members of the public, or others not directly involved in your community council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the community council.

Leadership

You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the community council and its members in representing the views and needs of the local area. You must also promote social inclusion and challenge discrimination in any form.

Respect and General Conduct

Community council members should behave openly and honestly, treating one another in a positive, respectful and non-discriminatory manner. Similarly, you should treat ex officio community council members, staff from City of Edinburgh Council and other agencies as well as members of the community with respect.

Recognition should be given to the contribution of everyone participating in the work of the community council. Equality of opportunity should be given to every participant to have their knowledge, opinions, skills and experience, taken into account with all barriers to participation removed.

Community councillors should ensure that confidential material, including details about individuals, is handled with dignity and discretion and is not used for personal or malicious purposes.

Individually, community councillors should be supportive of the office bearers on the community council and refrain from trying to undermine their confidence or authority. It is unacceptable for community councillors to make personal remarks, make personal attacks or otherwise humiliate the other members either at meetings or in other settings such as internet forums and social media.

You should not act in such a way as to bring yourself or the community council into disrepute through your actions, discussion or communications.

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 or other office bearer of the community council or from an officer of the City of Edinburgh Council.

TOLLCROSS COMMUNITY COUNCIL STANDING ORDERS

a. Meetings (all held in public)

- a. Ordinary meetings of the COMMUNITY COUNCIL shall be held in the months of January, February, March, April, May, June, August, September, October, November. Special Meetings may be called at any time on the instructions of the Chairperson of the community council on the request of not less than one half of the total number of COMMUNITY COUNCIL members; or the receipt of a common written request (petition, signed by at least 20 persons, resident within the COMMUNITY COUNCIL area), to convene a special meeting for a particular matter or matters to be debated, it shall call such a meeting, which special meeting shall be held within 21 days of the receipt of the request made to the Secretary of the COMMUNITY COUNCIL. Annual general meetings are held annually.
- b. The notice of ordinary and annual general meetings of the COMMUNITY COUNCIL, featuring the date, time and venue, shall be provided to each COMMUNITY COUNCIL member and the local authority's named official by the Secretary of the COMMUNITY COUNCIL, at least 7 days before the date fixed for the meeting.

b. Minutes

Minutes of the proceedings of a meeting of the COMMUNITY COUNCIL should be circulated at least seven days before the date of the meeting and distributed in accordance with paragraph 3 of the Scheme of Community Councils and shall, following their approval, be signed at the next meeting of the COMMUNITY COUNCIL by the person presiding there at and retained for future reference.

c. Quorum

A quorum shall consist of one third of the current membership of the COMMUNITY COUNCIL, or 3 voting members, whichever is the greater.

d. Order of Business

(i) Ordinary Meeting

The order of business at every ordinary meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last meeting of the COMMUNITY COUNCIL shall be submitted for approval.

- (c) Any other item of business, which the Chairperson has directed, should be considered.
- (d) Any other competent business.
- (e) Questions from the floor.
- (f) Chairperson to declare date of next meeting and close meeting.

(ii) Annual General Meeting

It will not be uncommon that the COMMUNITY COUNCIL has arranged for an ordinary meeting of the COMMUNITY COUNCIL to begin at the close of the annual general meeting to enable any outstanding reporting on business matters to be heard; and for COMMUNITY COUNCIL members and members of the public to have an opportunity to bring matters to the attention of the COMMUNITY COUNCIL, possibly for inclusion on a future agenda.

The order of business at every annual general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) The minutes of the last annual general meeting of the COMMUNITY COUNCIL shall be submitted for adoption.
- (c) Chairpersons Annual Report (and questions from the floor).
- (d) Secretary's Annual Report (and questions from the floor).
- (e) Treasurers submission of Balance Sheet and Annual Accounts duly independently examined and certified correct (and questions from the floor).
- (f) Demit of current office bearer/selection of office bearers.
- (g) Chairperson to declare date of next annual general meeting and close meeting.

(iii) Extraordinary General Meeting

The order of business at every extraordinary general meeting of the COMMUNITY COUNCIL shall be as follows: -

- (a) Recording of membership present and apologies received.
- (b) Business for debate, as described in the calling notice for the special meeting.
- (c) Chairperson to close meeting.

5. Order of Debate

Voting

- (a) The Chairperson shall decide all questions of order, relevancy and competency arising at meetings of the COMMUNITY COUNCIL and his/her ruling shall be final and shall not be open to discussion. In particular, the Chairperson shall determine the order, relevancy and competency of all questions from the public in attendance at meetings of the COMMUNITY COUNCIL raised at 4. (e) above. The Chairperson in determining the order, relevance and competency of business and questions shall have particular regard to the relevance of the issue to the community and ensure that the discussion and proceedings are conducted in such a manner that decisions are reached in a democratic manner. The Chairperson shall have the power, in the event of disorder arising at any meeting, to adjourn the COMMUNITY COUNCIL meeting to a time he/she may then or afterwards fix.
- (b) Every motion or amendment shall be moved and seconded.
- (c) After a mover of a motion has been called on by the Chairperson to reply no other members shall speak to the question.
- (d) A motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and seconder thereof.
- (e) A motion or amendment which is contrary to a previous decision of the COMMUNITY COUNCIL shall not be competent within six months of that decision unless notice has been given of the proposed item in the summons for the meeting and the COMMUNITY COUNCIL agrees the decision was based on erroneous, incorrect or incomplete information.

6. Voting

- (a) Voting shall be taken by a show of hands of those present and eligible to vote, with the exception that, at an annual general meeting, the election of office bearers may be held by secret ballot.

- (b) The Chairperson of a meeting of the COMMUNITY COUNCIL shall have a casting vote as well as a deliberative vote.

7. Alteration of Standing Orders

A proposal to alter these Standing Orders may be proposed to the local authority to be altered or added to at any time by the COMMUNITY COUNCIL provided that notice of motion to that effect is given at the meeting of the COMMUNITY COUNCIL previous to that at which the motion is discussed. The local authority shall have final discretion on any proposed change.

8. Committees

The COMMUNITY COUNCIL may appoint such committees as it may from time to time decide and shall determine their composition, terms of reference, duration, duties and powers.

9. Suspension of Standing Orders

These Standing Orders shall not be suspended except at a meeting at which three quarters of the total number of COMMUNITY COUNCIL members are present and then only if the mover states the object of his motion and if two-thirds of the COMMUNITY COUNCIL members present consent to such suspension.

CONSTITUTION FOR TOLLCROSS COMMUNITY COUNCIL

1. Name

The name of the COMMUNITY COUNCIL shall be Tollcross Community Council (referred to as “the COMMUNITY COUNCIL” in this document).

2. Area of the Community Council

The area of the COMMUNITY COUNCIL shall be as shown on the map attached to the local authority’s Scheme for the Establishment of Community Councils.

3. Objectives

The objectives of the COMMUNITY COUNCIL shall be:

- (a) to ascertain, co-ordinate and reflect the views of the community which it represents, to liaise with other community groups within the area, and to fairly express the diversity of opinions and outlooks of the people;
- (b) to express the views of the community to the local authority for the area, to public authorities and other organisations;
- (c) to take such action in the interests of the community as appears to it to be desirable and practicable;
- (d) to promote the well-being of the community and to foster a community spirit;
- (e) to be a means whereby the people of the area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity.

4. Role and Responsibilities

In the discharge of their functions and the conduct of their business, the COMMUNITY COUNCIL and its membership shall have regard to their role and responsibilities as set out in paragraph 3 of the Scheme for Community Councils, approved by the local authority; and the Community Councils’ Code of Conduct.

5. Membership

The COMMUNITY COUNCIL'S membership is as governed by paragraph 5 of the Scheme; and as determined from time to time by the City Council.

6. Method of Election

Election procedures shall be governed by the method of election laid down in section 6 of the Scheme.

7. Casual Vacancies on the Community Council

Where, a vacancy arises which does not result in the number of COMMUNITY COUNCIL members falling below the minimum number as specified in paragraph 5 of the Scheme, the COMMUNITY COUNCIL may, if it considers it to be desirable, agree to:-

(a) an extraordinary general meeting be held in order that the vacancy (and any other outstanding vacancies) can be filled, on the basis that such vacancies would be publicised, nominations invited and an election held where the number of candidates exceeded the number of places available. Such interim elections will be administered with guidance from the local authority.

(b) the filling of a vacancy by co-option with voting rights to a maximum of one third of the total membership of the community council as governed by paragraph 6 of the Scheme.

Co-opted representatives may be appointed by the passing of a motion to that effect at a community council meeting, proposed and seconded by other elected and nominated members of the community council.

(c) the vacancy to be left unfilled until local public interest is expressed or until the next set of regular elections.

8. Voting Rights of Members of the Community Council

The right to vote at any meeting of the COMMUNITY COUNCIL or any committee thereof, shall be held by all COMMUNITY COUNCIL members whether elected, nominated or co-opted, except those associate members co-opted for specific issues on a temporary basis, or *ex-officio members*. With the exception of circumstances which may arise under the **Scheme for Community Councils: Clause 6 – Community Council Elections [Co-option]**; and **Constitution: Clause 16**

– Alterations to the Constitution and Clause 17 – Dissolution, all decisions of the COMMUNITY COUNCIL will be decided by a simple majority of those eligible to vote and present and voting.

In the event of a vote of the community councillors that results in a majority not being achieved, the chairperson shall have a casting vote.

9. Election of Office-Bearers

- (a) At the first meeting of the COMMUNITY COUNCIL after elections in the year when elections are held and at the Annual General Meeting in May or June in the year when elections are not held, the COMMUNITY COUNCIL shall appoint a Chair, Secretary, Treasurer and such other office-bearers as it shall from time to time decide.
- (b) All office-bearers shall be elected for one year, but shall be eligible for re-election, without limitation of time.
- (c) Without the express approval of the local authority, a member shall hold no more than two of the following offices at any one time: Chairperson, Secretary or Treasurer and shall not hold office in more than one community council.

Community councils may appoint employees from time to time provided that no member of a community council shall hold any paid office.

Community councils may reimburse office bearers, other members and employees for any reasonable expenses incurred in the performance of their duties.

10. Committees of the Community Council

The COMMUNITY COUNCIL may appoint representatives to committees of the COMMUNITY COUNCIL; and shall determine their composition, terms of reference, duration, duties and powers.

11. Meetings of the Community Council

- (a) The quorum for COMMUNITY COUNCIL meetings shall be at least one third of the current eligible voting membership, or 3 eligible voting members, whichever is the greater.
- (b) Once in each year in the month of May or June the COMMUNITY COUNCIL shall convene an annual general meeting for the purpose of receiving and considering the annual report of the COMMUNITY COUNCIL, the appointment of office bearers, and the submission of the independently examined annual statement of accounts.
- (c) Including the annual general meeting, the COMMUNITY COUNCIL shall meet not less than 7 times throughout the year.

- (d) Dates, times and venues of regular meetings of the COMMUNITY COUNCIL shall be fixed at the first meeting of the COMMUNITY COUNCIL following ordinary elections and thereafter at its annual general meeting. Special meetings shall require at least 10 days public notice, either called by the Chairperson, or on the request of not less than one-half of the total number of COMMUNITY COUNCIL members. An officer of the local authority has the discretion to call a meeting of the COMMUNITY COUNCIL.
- (e) Copies of all minutes of meetings of the COMMUNITY COUNCIL and of committees thereof shall be approved at the next prescribed meeting of the COMMUNITY COUNCIL, but the draft minute shall be circulated at least 7 days before the date of the meeting, to COMMUNITY COUNCIL members and the local authority's liaison officer for COMMUNITY COUNCILS.
- (f) The COMMUNITY COUNCIL shall abide by its standing orders for the proper conduct of its meetings.
- (g) The COMMUNITY COUNCIL has a duty to be responsive to the community it represents. Should the COMMUNITY COUNCIL receive a common written request (petition), signed by at least 20 persons resident within the COMMUNITY COUNCIL area to convene a special meeting for a particular matter or matters to be debated, it shall hold such a meeting, within 21 days of receipt of such a request and advertise it in the manner prescribed locally for special meetings called by the COMMUNITY COUNCIL.
- (h) The COMMUNITY COUNCIL can meet to discuss items of business in private where it considers it appropriate to do so. The decision to meet in private will be agreed in advance and decided by a majority vote. Notice of such a meeting will be given to the public in the usual way. However, the Notice will record that the meeting, or a part thereof, shall be held in private.

12. Public Participation in the Work of the Community Council

- (a) All meetings of the COMMUNITY COUNCIL and its committees (subject to 11(h), above) shall be open to members of the public. Proper provision is to be made for the accommodation of members of the public and the opportunity should be afforded at each meeting to permit members of the public to address the COMMUNITY COUNCIL, under the guidance of the Chairperson.
- (b) Notices calling meetings of the COMMUNITY COUNCIL and its committees shall be posted prominently within the COMMUNITY

COUNCIL area before the date of any such meeting, and, where possible, be advertised by other suitable means.

13. Information to the Local Authority

The local authority's liaison officer shall be sent an annual calendar of the COMMUNITY COUNCIL'S prescribed meeting dates, times and venues, which should be agreed at the COMMUNITY COUNCIL'S annual general meeting; minutes of all meetings, the annual report, the annual financial statement and any other such suitable information, as may from time to time be agreed between the COMMUNITY COUNCIL and the local authority. When special meetings of the COMMUNITY COUNCIL are to be held, the local authority's liaison officer should be advised of the date, time venue and subject(s) of debate of such meetings, at least 10 days in advance of the meeting date.

14. Control of Finance

- (a) All monies raised by or on behalf of the COMMUNITY COUNCIL or provided by the local authority and other sources shall be applied to further the objectives of the COMMUNITY COUNCIL and for no other purpose. The monies provided by the local authority in the annual Administrative Grant for administrative and other approved purposes shall be used only as prescribed. Monies raised from other sources may be used in accordance with the terms of this provision (so long as they are consistent with the objectives of the community council), or in the absence of such terms, for the furtherance of the objectives of the COMMUNITY COUNCIL.
- (b) The treasurer shall undertake to keep proper accounts of the finances of the community council.
- (c) Any two of three authorised signatories, who must be office-bearers of the community council, may sign cheques on behalf of the COMMUNITY COUNCIL. Authorised signatories may not be co-habitees.
- (d) A statement of accounts for the last financial year, independently examined by an examiner appointed by the COMMUNITY COUNCIL, who is not a member of the COMMUNITY COUNCIL, shall be submitted to an annual general meeting of the COMMUNITY COUNCIL and shall be available for inspection at a convenient location.
- (e) The financial year of the COMMUNITY COUNCIL shall be from (1 April) until (31 March) the succeeding year. Examined accounts as received and approved by the COMMUNITY COUNCIL at the annual general meeting shall be submitted to

the local authority following approval at the community council's annual general meeting.

15. Title to Property

Property and other assets belonging to the COMMUNITY COUNCIL shall be vested in the Chair, Secretary and Treasurer of the COMMUNITY COUNCIL and their successors in these respective offices.

16. Alterations to the Constitution

Any proposal by the COMMUNITY COUNCIL to alter this Constitution must be first considered by a meeting of the COMMUNITY COUNCIL and the terms of the proposed resolution to alter the Constitution shall be stated on the notice calling the meeting which shall be issued not less than ten days prior to the meeting. Any proposed alterations may not prejudice the terms and objectives contained within the local Scheme of Community Councils.

If the resolution is supported by two-thirds of the total voting membership of the COMMUNITY COUNCIL and is approved in writing by the local authority or its appointed officer, the alteration shall be deemed to have been duly authorised.

17. Dissolution

If the COMMUNITY COUNCIL by a two-thirds majority of the total voting membership decides at any time that it is necessary or advisable to dissolve, it shall agree a date for a public meeting to be held to discuss the proposed resolution to dissolve. It is a requirement that not less than ten days prior to the date of such meeting a public notice be given by means of notification in the local newspaper. If the resolution is supported by a majority of those persons present and qualified to vote and is approved by the local authority, the COMMUNITY COUNCIL shall be deemed to be dissolved and all assets remaining, subject to the approval of the local authority, after the satisfaction of any proper debts or liabilities shall transfer to the local authority who shall hold same in Trust for a future COMMUNITY COUNCIL representing that area.

In the event that the COMMUNITY COUNCIL is dissolved under the above procedure, and twenty or more electors subsequently wish the re-establishment of a COMMUNITY COUNCIL for the area, these electors shall submit a requisition to the local authority in accordance with Section 52(7) of the Local Government (Scotland) Act 1973, on receipt of which the Returning Officer shall arrange for elections to be held in accordance with the Scheme for the Establishment of Community Councils.

Where for any reason, the number of COMMUNITY COUNCIL members falls below the minimum specified in the Scheme for the Establishment of Community Councils the local authority may, by suspending the Constitution of the COMMUNITY COUNCIL, cause the COMMUNITY COUNCIL to be dissolved and in this event, the procedures for the establishment of a new COMMUNITY COUNCIL being those identified in the immediately preceding paragraph hereof, shall be initiated.

18. Approval and adoption of the Constitution

This Constitution was adopted by TOLLCROSS COMMUNITY COUNCIL, on

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Signed: Chairman

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Member

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Member

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Date

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and was approved on behalf of Council
on

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Signed

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Date

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Edinburgh Regional Licensing Event 2016

Event Summary

On 27th September, in Edinburgh, Alcohol Focus Scotland (AFS) hosted a seminar on the alcohol licensing system in Scotland. This was the fourth of four regional events taking place across the country throughout the month. As we look ahead to newly constituted licensing boards with a fresh round of Statements of Licensing Policy in 2017/18, attendees were invited to explore their experiences and learning gained in licensing over the past four years, and to identify any areas of ongoing challenge.

The views and ideas captured during the day, as well as from the other regional events, will be used to create a report with recommendations for the future. This document provides an interim summary of the Edinburgh event.

Key documents relating to the day include:

- [The programme for the day, workbook and links to AFS resources](#)
- [Monitoring and Evaluating Scotland's Alcohol Strategy, Third Annual Report, December 2013](#)
- [Implementation of the Licensing \(Scotland\) Act 2005: A document review of developments since 2012](#)

Attendance

41 people registered for the event with 42 attending on the day. A broad range of perspectives and sectors were represented, including: licensing boards; local authority lawyers; local licensing forums; Police; alcohol and drug partnerships; public health; and health improvement.

Event content

The event consisted of a variety of presentations, two group discussions and an individual exercise. There were frequent opportunities for comments, questions and discussion. Delegates were also asked to record their thoughts and comments in a workbook during the day. The workbooks were collected back and will be used to help inform the final report with recommendations.

Alison Douglas, Chief Executive, Alcohol Focus Scotland, chaired the event. She welcomed participants and introduced the content and format of the day. Alison highlighted some of the themes to emerge from the regional events held so far, including the need for updated national guidance, and the importance of effective local licensing forums. She explained that the Edinburgh event was an opportunity for people to reflect on what was working well locally, share good practice, and identify improvements for the future.

Laura Mahon, AFS Programme Lead, began the day by setting the context and providing reflections on the past five years. Laura explained that, in 2011, AFS brought together experts in public health and in licensing to consider whether licensing provisions could be used effectively to tackle alcohol related harm. The answer was yes, but that the potential of using licensing to regulate alcohol availability was yet to be realised. This led AFS to hold a series of regional events in 2012, to identify what actions might help. Laura highlighted successes since that time, such as the increased engagement of public health in the licensing system and improved use of evidence in statements of licensing policy. However, Laura explained, many of the challenges identified in 2011 are all still present (e.g. reduced budgets, legal challenges, and new legislation) but there has been enough change to provide hope of continued improvement. Laura concluded that now was a good time to reflect, review and look forward.

Alison Douglas then invited a number of representatives with first-hand experience of licensing to give a *view from the ground*, by speaking about their experiences, highlights, challenges, gaps and any hopes for the future.

Susan Walker, Senior Development Officer, Scottish Borders Alcohol and Drug Partnership, was the first to share her experiences. She explained that her role is to ensure that public health is represented in licensing. For Susan, this had sometimes been a lonely position, with her feeling like she was the only person trying to promote health messages. One of her early challenges was getting to grips with the complex legal aspects of licensing. Susan highlighted that many licensing stakeholders, such as those on licensing forums, do not receive any training to support them in their roles. This was something she had sought to address by undertaking research to identify learning needs and developing a training programme for forum members. While progress had been made, Susan explained there remained a need for regional level Continuing Professional Development events. Susan then went on to talk about her experience of presenting evidence to boards and making representations. She had found that the support of partner agencies had been invaluable in assisting her to gather and present health related data. However, this remained a challenging task, and one of Susan's hopes for the future was the improved availability of data nationally, to help better inform licensing decisions.

Alan Murray, Convener, West Lothian Local Licensing Forum, was the next to speak. He explained that he joined the Forum after working as a community nurse within an alcohol related service. At first, he was bewildered by discussions at the Forum and felt that the focus in licensing was disproportionately on young people. Poor attendance was also a

particular challenge for the Forum, with it being difficult to attract new and retain existing members. However, Alan explained, there had been some progress in recent years. The Forum was now more focused and had a better understanding of its role and remit. It had received invaluable support from council and ADP staff. In addition, the current licensing board had an improved understanding of the licensing objectives. Alan also explained that, despite this progress, a number of challenges remained. This included the absence of an overprovision policy for West Lothian and a lack of meetings between the Forum and the Board. It was progress in these areas that formed the basis of Alan's hopes for the future.

Morag Leck, Principal Solicitor and Depute Clerk, City of Edinburgh Council, then gave an insight into her role and experiences in licensing. She explained that the role of the Clerk was act as a bridge between the licensing board, applicants and other licensing stakeholders, as well as providing legal advice and guidance. She reflected on the complex legal environment and the implications that this had for those working within the licensing system. In particular, Morag described the raft of legislative measures which had been implemented at different times in recent years, and the impact that this continual change had on the daily work of the Board. In addition, evolving case law brought further uncertainties and considerations. Morag explained that such legal changes would continue into the future, and that this underlined the need for updated statutory guidance and consolidated legislation. She also highlighted the need for improved community consultation and engagement, identifying that this remained an area of concern but that there may be opportunities to better involve people in the future.

Group discussion 1: Successes & Challenges. Delegates were then asked to reflect on their own involvement in local licensing over the past 5 years, and split into groups to discuss the question:

- What have been your key successes and challenges?

A number of successes were highlighted with many people commenting on better application of licensing policy in some areas, particularly increased and improved use of overprovision policies in recent decisions by licensing boards. Other comments referred to positive partnership working and collaboration between licensing and other stakeholders, with Licensing Standards Officers being identified as working well with licensing boards. Some comments related to improved communication, particularly updated processes of publicising licensing board papers in advance of meetings which enabled community members to engage more effectively.

“Extensive engagement with partner agencies/LLF/solicitors in discussion/awareness on role and responsibilities of board and input from them to inform.”

However a number of challenges were also identified. Many comments related to the national guidance for licensing boards being out of date and the implications this had for licensing board members' understanding of their responsibilities. The use of data, its availability and accessibility as well as its relevance was a key theme emerging from the comments on challenges. A number of comments also highlighted the difficulties created by

the rapidly changing legislative environment and the need to keep up-to-date. This tended to be linked to calls for improved and updated national guidance and direction from the Scottish Government.

“Out of date data and lack of local context.”

“Refusal of supermarket chains to provide stats on alcohol sales, volumes, types, analysis by time, place, volume etc. all of which would enable improvements in both national and local policy.”

“Ever changing legislation and delay in implementing/phased in stages.”

Garth Reid, Public Health Advisor, NHS Health Scotland, then outlined some of the findings and **learning from MESAS** (Monitoring and Evaluating Scotland’s Alcohol Strategy). As part of the Scottish Government’s overall alcohol strategy evaluation, the Licensing (Scotland) 2005 Act was evaluated in 2013. The evaluation identified areas that were working well (e.g. introduction of LSOs) and areas needing more development (e.g. public involvement). Following this, a document review of developments since 2012 was undertaken, with the results being published in March 2016. The review identified that there remains a lack of compliance with particular provisions in the Act, namely those aimed at generating accountability and transparency in the licensing system. In addition, it highlighted that support is still required for different licensing stakeholders (licensing, health and community actors and forums) to fully take forward the public health provisions in the Act.

Group discussion 2: Points of view: Delegates were then asked to share their own thoughts about the findings from MESAS, and the implementation of the Licensing (Scotland) 2005 Act. They were invited to move around the room and provide comment on various issues identified by MESAS as requiring attention, choosing from:

- Insufficient licensing data
- Public health provisions: Still “bedding in”
- Forum: limited role - the public health provisions
- Public involvement: limited involvement - and scrutiny - from the public
- Emerging issues: high profile challenges (supermarkets) affect willingness to use discretionary powers?

The discussions were varied and wide ranging, and related to the broad range of stakeholders involved in licensing. A strong theme which emerged throughout discussions was the need for stronger leadership and guidance from the Scottish Government to address uncertainties and inconsistencies. Other cross-cutting themes included: the need for support for communities and the general public to be more informed about licensing; concern about the lack of support and resources for Local Licensing Forums to deliver their role effectively; the need for greater transparency and accountability from licensing boards; and the importance of the statement of licensing policy in supporting board decisions.

“AFS should provide more opportunities for Local Licensing Forums to network with one another.”

A number of recommendations for action were suggested including: a call for Scottish Government to consolidate the legislation and urgently update the guidance for licensing boards; Licensing Standards Officers to prioritise engagement with community groups on licensing; Local Licensing Forums to receive licensing training similar to training provided to licensing boards and for both to be required to undertake ongoing continuous professional development; alcohol sales data to be made available by alcohol retailers; and broadening the evidence presented to boards to include information from alcohol treatment services and health promotion.



Any idea of a timetable for updating this guidance @MathesonMichael ? Those working in alcohol licensing wd be v grateful! #licensing2016

Individual exercise: Looking forward: For the final activity, delegates were asked:

- Thinking about the licensing system as a whole, what should we stop/keep/start doing?
- What advice would you give to people who were continuing or becoming involved in licensing in the coming 18 months?

Again, the responses were varied and wide ranging. Many highlighted the need for licensing boards to stop prioritising economic arguments over the licensing objectives. There was a call for licensing boards to reduce the number of occasional licences being issued and to think very carefully about the justification for particular events having alcohol licences. A number of people referred to the need to continue to ensure that licensing decisions are based on policy and evidence. Others called for new legislation to require off-licence holders to make sales data available to enhance licensing boards’ consideration of overprovision.

Alison Douglas, Chief Executive, Alcohol Focus Scotland, facilitated an open discussion to allow delegates to make any final points or ask questions. The main points of discussion included: the need to focus on licensing objectives, not economics; the need to increase public knowledge and make licensing more accessible for people; the need to improve the accountability of licensing boards, with a suggestion that they should be more closely tied to or embedded within community planning structures; and the need to improve access to data to inform licensing policy and practice – particularly sales data.

Laura Mahon, Programme Lead, Alcohol Focus Scotland, closed the day by summarising key themes emerging from the day's discussions and outlining next steps. In particular, Laura highlighted: the need for national guidance which had been expressed throughout the day; the desire for improved training and Continuing Professional Development opportunities for all licensing stakeholders; ensuring people can come together to share good practice; and better involving people and communities in the future.

Evaluation

93% indicated that they were able to contribute their views throughout the day.

93% indicated that, overall, attending the event was a good use of their time.

"Has helped me think about how we plan for a new policy."

"Lots of useful info and points of view."

"Short sessions very good – kept intensity of discussion high."

Next steps

AFS will review all of the information gathered at the regional events and use this to produce a full report with clear recommendations. This will be made available on our website (www.alcohol-focus-scotland.org.uk) and distributed to all attendees who registered to attend the events. Presentations and summary reports from each event will also be uploaded to our website (with permission) once available. In addition, an online version of the workbook is available to complete online for anyone unable to attend the events in person: <https://www.surveymonkey.co.uk/r/NGGC5J6>. We would encourage you to share this link with interested colleagues.