

# Linlithgow and Linlithgow Bridge Community Council - Constitution, Compliance and Governance of Groups

## Group:

Sub-group name if applicable:	LLBCC Member (Chair): LLBCC Member: Other Member: Other Member: Other Member: Other Member: Other Member: Other Member:
Terms of Reference:	Approved Budget:
Purpose:	
Formation Date: (LLBCC meeting that instigated the group) Approval Date: (LLBCC meeting that approved the purpose statement and budget)	
Scope of work: 1.  2.  3.  4.	

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## Compliance and Governance

### Composition

Any group or subgroup will include at least two members of the Community Council. A Community Council member may join any number of groups. The membership of groups and subgroups will be approved by the Community Council and recorded in the Community Council minutes.

In addition to members of the Community Council, groups and subgroups may include:

- Ex-Officio Members (elected members of the local authority and members of the Scottish, United Kingdom and European parliaments),
- Associate Members (those appointed to the Community Council for a specific skill, knowledge or for specific projects/issues)
- Any other representative of a community group but not a member or associate member of the Community Council or a named member of the public with relevant skills, knowledge and a willingness to participate in Groups or Subgroups in accordance with the Scheme and Constitution of the Community Council

### Terms of Reference, Purpose and Duties

Each group will decide its terms of reference, purpose and duties; and any subsequent changes thereto, and present these for approval to a meeting of the Community Council. In deciding the scope of work, the group must estimate the anticipated expenses of the group and its members. A maximum budget will be agreed for each group by the Community Council. No expenses shall be incurred without the prior approval of the Community Council. ~~The terms will be framed in accordance with the template in appendix A.~~

### Duration

It is intended that the 6 Groups are permanent groups of the Community Council. The subgroups are task orientated temporary groups undertaking a project which has a commencement and completion date. The Community Council may form, rename, combine or discontinue a Group or Subgroup at any meeting.

### Powers and responsibilities

The following powers are conferred on groups and subgroups:

- Groups and subgroups will determine their own meeting regime
- Groups and subgroups will provide notes of each meeting
- Members of groups and subgroups are not permitted to express an opinion, or enter into formal communication with a person or organisation, as a representative of that group or subgroup without the prior approval of the Community Council. Note: prior approval can be assumed where the proposed opinion or communication is circulated to all members of the Community Council and no dissent is received from any member within 4 days.