

IMPLEMENTATION PLAN FOR THE AMENDED SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS IN DUMFRIES & GALLOWAY

AF staff = Area Framework staff
 CC(s) = Community Council(s)
 DGC = Dumfries & Galloway Council

AGM = Annual General Meeting
 CCLO = Community Council Liaison Officer
 EGM = Extraordinary General Meeting

WHO	WHERE	WHAT	WHEN
Elected Members	DGC HQ, Dumfries	Meeting of Full Council to consider adoption of the amended Scheme	26 June 2014
CCLO	Local newspapers	Public notice of our Council's newly adopted Scheme, inviting electors to apply for establishment of CCs in dissolved areas	w/b 14 and 21 July 2014 (1 in every paper)
CCLO→Corp Comms	n/a	Press release and social media re amended Scheme	w/b 14 July 2014
CCLO	n/a	Letters to established CCs enclosing a Scheme implementation leaflet, including FAQs and advising them to: <ul style="list-style-type: none"> • adopt the new Constitution (mandatory); and • Standing Orders (optional) and submit to DGC no later than 30 January 2015 (normally within 3 calendar months of the public notice).	w/b 14 July 2014
CCLO	n/a	Send FAQs to Elected Members	w/b 14 July 2014
CCLO	n/a	Send FAQs to Corporate Business Support Group, Web Team and Corporate Customer Services Programme Board	w/b 14 July 2014
CCLO	n/a	Send FAQs to Police Scotland; Scottish Fire & Rescue Service; and NHS Dumfries & Galloway	w/b 14 July 2014
CCLO	n/a	Attend Federation meetings	Aug/Sept 2014
CCLO	n/a	Members' seminar	Autumn 2014
AF staff and CCLO	n/a	Prepare for by-elections in those areas where there is no CC and 20 or more electors wish to establish one	July to Oct 2014
AF staff	Local venues	Community Council by-elections	23 Oct 2014
AF staff	n/a	Letters to newly established Community Councils requesting adoption of the new Constitution (mandatory) and Standing Orders (optional) by 30 January 2015	w/b 3 Nov 2014
CCs	AGM or EGM	Adopt the new Constitution at an AGM or EGM and submit to DGC for ratification	30 Jan 2015
Monitoring Officer	n/a	Ratify all CC Constitutions	27 Feb 2015
AF staff and CCLO	n/a	Prepare for ordinary elections	June to Oct 2015
AF staff and CCLO	Local venues	CC ordinary elections	22 October 2015