

Community Council Management Arrangements: Core Functions

The Community Councils Team is responsible for the following:

- 1 Agenda planning, preparation and dispatch/publication
- 2 Advice to chairs and other CC members on correct procedure
- 3 Arranging and clerking CC meetings
- 4 Drafting, consulting on and publishing minutes/Take Note
- 5 Managing CC Planning meetings
- 6 The provision of basic refreshments at meetings
- 7 CC meeting publicity and preparation and issue of Take Note in full consultation with the Area Management Team
- 8 Setting the annual calendar of CC meetings

The Neighbourhood Co-ordination Team is responsible for the following:

- 9 In conjunction with the Chair, forward planning and improvements to meetings
- 10 Provision of support to the Chair in relation to outreach, marketing and meeting publicity
- 11 The provision of additional services, catering and other facilities such as interpretation services and facilitating workshops where considered appropriate.
- 12 Managing the Community Fund revenue programme

Both teams are jointly responsible for the following:

- 13 Development of the roles and functions of Community Councils
- 14 Supporting the portfolio member
- 15 Organising and supporting quarterly chairs/vice chairs meetings
- 16 Acting as the Council lead officers in relation to planning the business of CC meetings