**Good Practice Guidance**

**For Community Councils And Local Authorities**

This Good Practice Guidance Document is an update to the Guidance first published in 2009. The changes reflect updates to legislation and national policy and takes into account developments in digital engagement and communications since 2009.

This document is a “living document” and its purpose is to support the Model Scheme of Establishment of Community Councils which has also been updated in 2023, along with the Model Constitution, Standing Orders and Code of Conduct.

The aim is that this guidance, and the Model Scheme of Establishment and associated documents will be updated as and when there are changes to legislation or to circumstances which require a response. This will be assessed regularly, but in the meantime community councillors and Community Council Liaison Officers can submit any suggested changes and additions they think should be made to these documents by emailing:

[scottishccsuggestionbox@improvementservice.org.uk](mailto:scottishccsuggestionbox@improvementservice.org.uk)

This document will be of particular use for new community councillors as part of the induction process as it provides a comprehensive introduction to Community Councils and their workings, along with information provided locally by each local authority.

The information has been broken down into 20 audio clips consisting of this introduction and 19 further clips.