

Fife Council

Briefing note for Elected Members (and other elected representatives/officers, etc. as appropriate)

From: Gill Prestage, Lead Officer – Electoral Services

To: All Councillors / Community Managers / current community councils

Subject: Community Council Elections 2023 - Communications

Date: Friday, 23rd June, 2023

Author and contact for information:

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This briefing note is being issued because...

It provides information to Elected Members, Community Managers and current Community Councils on the planned communications for the Community Council (CC) Elections and details how you can support this.

Background

Community councils are normally elected every four years. The Returning Officer is planning to hold the next Community Council elections in Fife on Thursday 28th September 2023.

Community councils are made up of people who care about their community and want to make it a better place to live.

As well as representing the community, Community Councils facilitate activities which promote their communities and bring local people together to help make things happen.

You can find out more at www.communitycouncils.scot

Key Points

We're planning to use a range of communication tools and channels for the various phases of the CC elections including traditional news stories and posters to digital media such as social media.

The first phase of the campaign (to promote the CC elections and encourage anyone wishing to stand as a candidate to register to vote by 10 July) goes live this week, w/c 12 June and includes a dedicated **web page** (www.fife.gov.uk/communitycouncils) **web banners** on Fife.gov which will take people straight to the web page, **news stories**, **posters** and **social media posts**.

Below is an overview of the key dates to be aware of:

- Deadline to register to vote to be able to stand as a candidate – 10 July
- Deadline to register to vote to be able to vote in any poll – 10 August
- Publication of Notice of Election – 14 August
- Candidate nominations open – 15 August
- Candidate nominations close – 4pm 31 August
- Publication of Persons nominated – 4pm 5 September
- Submission of Notice of candidates who have withdrawn – 4pm 8 September

- Notice in case of uncontested election and Notice of Poll in contested elections - Aim for 11 September but must be published by 22 September
- Ballot papers issued to residents where election will take place – on doorsteps w/c 18 September
- Deadline to return postal vote – 4pm 28 September
- Count – 29 September

Action Required/Next Steps

Elected Members, Community Managers (and their teams) as well as current Community Councils are encouraged to support and promote the upcoming CC elections.

You can do this by:

- Printing off posters and displaying them in public areas
- Talk to constituents/clients/customers about them and how they benefit the local community
- Pointing people to www.fife.gov.uk/communitycouncils
- Sharing social media posts – check out [Fife Council Facebook](#) and [Fife Council Twitter](#)

Supporting Material (if any):

Please point people to www.fife.gov.uk/communitycouncils for more information
Please also print off the attached poster and display in public areas

Responsible Officer(s)/Contact Details for further information (if different/additional to the author of the briefing):

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