



# SCHEME OF ADMINISTRATION

Arrangements for the discharge of the functions of the Council in terms of Section 56 of the Local Government (Scotland) Act 1973

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## **SCHEME OF ADMINISTRATION**

### **Arrangements for the Discharge of the Functions of the Council in terms of Section 56 of the Local Government (Scotland) Act 1973**

#### **GENERAL**

#### **1. Purpose and Extent**

- 1.1 The purpose of the Scheme is to set out the specific duties, powers and responsibilities which the Council has delegated to committees, sub-committees and officers.
- 1.2 Functions relating to adult social care are delegated by virtue of the Public Bodies (Joint Working) (Scotland) Act 2014 to the Perth and Kinross Integration Joint Board, which is a statutory body constituted in terms of The Public Bodies (Scotland) (Integration Joint Board Establishment) (Scotland) Order 2015.
- 1.3 The remit, membership and operation of the Local Negotiating Committee for Teachers will be as previously determined by Council and as stated within its Constitution.
- 1.4 This Scheme sets out:
  - the functions, duties and powers which are reserved to Council and therefore not delegated;
  - the standing committees and sub-committees of the Council together with their respective constitution and terms of reference;
  - the functions, duties and powers which are delegated to officers.
- 1.5 The Scheme must be read alongside our Standing Orders, Contract Standing Orders and Financial Regulations, together which form the core of the Council's wider governance framework.
- 1.6 The exercise of powers under the Scheme must be in line with the achievement of our agreed priorities and objectives and the relevant key strategies and policies in place at the time.
- 1.7 Notwithstanding the provisions of this Scheme and subject to any statutory requirements, Council can direct that a particular item of business should be determined by a different Committee.
- 1.8 Subject to the provisions of the 1973 Act and any other relevant legislation, the Council shall be entitled to amend, vary or revoke this Scheme from time to time.
- 1.9 The Strategic Lead - Legal & Governance shall have the power to alter the Scheme to correct any textual or minor errors, or to make any consequential amendments required as a result of a decision of the Council.
- 1.10 The Scheme shall apply with effect from 6 March 2024.

## 2. Interpretation

- 2.1 The Interpretation Act 1978 shall apply to the interpretation of the Scheme as it would apply to the interpretation of an Act of Parliament.

## 3. Definitions

- 3.1 “**the 1973 Act**” means the Local Government (Scotland) Act 1973, as amended.  
“**the 1989 Act**” means the Local Government and Housing Act 1989.  
“**the 1994 Act**” means the Local Government etc. (Scotland) Act 1994 as amended.  
“**Council**” means the Perth and Kinross Council incorporated under the 1994 Act.  
“**Chief Executive**” means the Chief Executive appointed by the Council.  
“**Director**” means any Director appointed by the Council.  
“**Head of Paid Service**” is the Chief Executive as the designated officer under Section 4 of the 1989 Act.  
“**Monitoring Officer**” is the Strategic Lead - Legal & Governance as the designated officer under Section 5 of the 1989 Act.  
“**Provost**” means the civic head appointed by the Council.

## **MATTERS RESERVED TO COUNCIL**

There are some decisions which, by law, can only be taken by full Council (“statutory reservations”, indicated below by the statutory references) and there are others which Council itself chooses not to delegate. The following is a list of those matters which shall only be dealt with by Full Council.

### **4. General**

- 4.1 To undertake any function not otherwise delegated to any Committee, Sub-Committee or Officer or which, notwithstanding this Scheme, can no longer be delegated by law.
- 4.2 To consider any Petition which does not fall to be considered by a Committee or Sub-Committee in accordance with this scheme.

### **5. Strategic Direction**

- 5.1 To determine the strategic objectives and priorities of the Council.
- 5.2 Unless otherwise specified within this Scheme, to approve key policies in relation to matters which apply across more than one functional area.
- 5.3 To determine the Council’s policies to fulfil its statutory role in relation to Community Planning and community empowerment.
- 5.4 To promote and oppose private legislation. **(1973 Act - Section 82).**
- 5.5 To make, amend, suspend, review and repeal bye-laws. **(1973 Act- Sections 201 & 202).**

### **6. Democratic Governance**

- 6.1 To appoint the Convener and Depute Convener of the Council and to decide on their titles (currently known as Provost and Depute Provost). **(1994 Act - Section 4).**
- 6.2 To determine and keep under review a Scheme of Members’ Allowances and to determine all matters relevant to the level of Councillors’ allowances.
- 6.3 To change the name of the Council. **(1973 Act - Section 23).**
- 6.4 To approve reasons for the non-attendance of Councillors at meetings **(1973 Act - Section 35).**
- 6.5 To fix and amend a programme of Council, Committee and Sub-Committee meetings, subject to the provisions of the Council’s [Standing Orders](#) for the regulation of proceedings and business.
- 6.6 To agree Standing Orders regulating the proceedings and business of Council, Committees and Sub-Committee meetings.

- 6.7 To decide whether or not to divide the Council's area into licensing divisions and to appoint Members to the Licensing Board. **(Licensing (Scotland) Act 2005 - Section 5)**.
- 6.8 To determine the constitution, convenership, membership, functions and powers of Committees and Special Committees **(1973 Act – Section 57)**.
- 6.9 Unless otherwise specified within this Scheme, to determine the constitution, convenership, membership, functions and powers of Sub-Committees.
- 6.10 To select and deselect, members to serve on and/or to represent the Council on other bodies where such power is not expressly delegated to a Committee.
- 6.11 To consider reports by the Head of Paid Service **(1989 Act - Section 4)**.
- 6.12 To consider reports by the Monitoring Officer **(1989 Act - Section 5)**.
- 6.13 To consider any findings by the Standards Commission in relation to the Councillors Code of Conduct.

## **7. Partnership & Collaboration**

- 7.1 To delegate a power or duty of the Council to, or to accept a delegated power from, any other local authority. **(1973 Act -Section 56)**.
- 7.2 To make arrangement to discharge their functions jointly with other local authorities (1973 Act -Section 56).
- 7.3 To appoint and remove members to serve on Joint Committees, Joint Boards and external organisations.
- 7.4 To agree the Integration Scheme under the Public Bodies (Joint Working) (Scotland) Act 2014.
- 7.5 To develop co-operation between the Council and the third sector and to assist and promote the work undertaken by the Sector.

## **8. Equalities & Diversity**

- 8.1 To determine and oversee the Council's policies in relation to the advancement of equality of opportunity, in relation to both the functions of the Council and the wider community in Perth and Kinross, to eliminate unlawful discrimination, harassment and victimisation and foster good relations as required by the Equality Act (2010).

## **9. Finance**

- 9.1 To set Council Tax. **(1973 Act -Section 56(6))**.
- 9.2 To determine the Council's annual revenue budget and capital programme, other than the specific delegation to the Housing and Social Wellbeing Committee regarding the Housing Revenue Account.

- 9.3 To incur revenue or capital expenditure which is not contained within the overall budgetary provision of the Council and which requires supplementary estimates.
- 9.4 To determine the Council's Annual Treasury Strategy including setting the Council's Annual Authorised Borrowing Limit and approving loans to third parties (outwith the Treasury Management Policy).
- 9.5 To make and amend Financial Regulations.

## **10. Public Protection**

- 10.1 To oversee the work of the Child Protection Committee in relation to relevant legislation.
- 10.2 To oversee the work of the Adult Protection Committee in relation to the Adult Support and Protection (Scotland) Act 2007 and all related subordinate legislation.

## **11. Planning and Land Use**

- 11.1 To determine planning applications which are (a) national developments or (b) major developments which are significantly contrary to the Development Plan, such applications having first been the subject of consideration by a Pre-Determination Hearing (**Town & Country Planning (Scotland) Act 1997**).
- 11.2 To exercise the functions of the Council as a Joint Strategic Development Planning Authority which are subject to the provisions of the Minute of Agreement among Angus, Dundee City, Perth and Kinross and Fife Councils in relation to the Dundee, Perth, Angus and North Fife Strategic Development Plan Authority.
- 11.3 To exercise the residual statutory functions of the TAYplan Strategic Development Planning Authority until such time as these functions are removed following the approval by Scottish Ministers of the statutory National Planning Framework.
- 11.4 The preparation, review, amendment and adoption of the Local Development Plan.

## **12. Elections**

- 12.1 To consider matters relating to the fixing or amendment of the Council's geographic boundaries, its electoral boundaries and wards or matters relating to the fixing or amendment of the boundaries of the Scottish and Westminster Parliamentary Constituencies lying wholly or partly within the Perth & Kinross Council area.
- 12.2 Determining all matters relating to elections which are not the responsibility of the Returning Officer (the person appointed to administer elections in accordance with the Representation of the People Act 1983).

## **13. Health & Safety**

- 13.1 To exercise the strategic and policy functions of the Council in terms of the legislation relating health and safety.

**14. Community Councils**

- 14.1 The preparation, review, amendment and adoption of the Scheme of Establishment for Community Councils.

**15. Office of the Chief Executive**

- 15.1 To determine the process for selection, appointment, disciplinary action or dismissal of the Chief Executive.

**16. Common Seal/Coat of Arms**

- 16.1 To authorise the use of the Council's Common Seal and Coat of Arms.

**17. COUNCIL: SUB-COMMITTEE(S)****17.1 *Provost's Sub-Committee***

Comprising Provost, Depute Provost and Bailies

**Terms of Reference**

- to determine in relation to civic heritage and ceremony / hospitality.
- to make recommendations to Council on Twinning arrangements.
- to consider matters relating to civic heritage and ceremony and hospitality.

## DELEGATION TO COMMITTEES AND SUB-COMMITTEES

### 18. General

- 18.1 Unless specified otherwise and subject to the provisions of the 1973 Act or any other relevant statute, where any function of the Council is delegated to a Committee, the Committee will have the power to exercise the function as the Council would have exercised it had there been no delegation.
- 18.2 The Committees and Sub-Committees of the Council will have the terms of reference and the delegated authority specified within this Scheme.
- 18.3 Council may at any time amend the scope of delegation, membership or terms of reference in respect of any Committee or Sub-Committee.
- 18.4 Notwithstanding the provisions of this Scheme and subject to any statutory requirements, Council can direct that a particular item of business should be determined by a different Committee or by some other body.
- 18.5 Where a proposed item of business could be considered relevant to two or more Committees, the Chief Executive or nominee in consultation with the Leader of the Council (or nominee) will decide where the matter shall be determined.
- 18.6 A Committee or Sub-Committee, (with the exception of an appointment committee referred to in **Standing Order 28 of the Council's [Standing Orders](#)**), may defer any item of business to full Council for determination, with or without a recommendation.
- 18.7 Only those reports which require a decision to be taken by a Committee or Sub-Committee of the Council, or are necessary to enable the Committee or Sub-Committee to discharge its business, will normally be included on the agenda of any Committee or Sub-Committee. It shall be delegated to the Chief Executive or nominee, in consultation with the Leader of the Council (or nominee) to make the final determination on whether an item of business should be included on an agenda. Any reports which are for information only will normally be circulated to all members of the Council by the Strategic Lead – Legal & Governance.
- 18.8 Any Committee or Sub-Committee shall consider any petition submitted to Council relevant to their specific Terms of Reference, in accordance with the Council's approved [Petitions Procedure](#).

### 19. Appointments to Committees

- 19.1 Subject to Standing Order 6.1, Council shall determine the membership of any Committee and can make changes to membership at any time.
- 19.2 The quorum for any Committee or sub-committee shall be 33% of the voting membership plus 1, unless otherwise specified.
- 19.3 The Committees referred to in Paragraph 20.1 below shall be appointed at the first meeting of the Council following the ordinary election of Councillors in an election year.

- 19.4 Subject to 19.1 above, a member shall continue to be a member of that Committee until the day of the next ordinary election of Councillors or until they cease to be a member of the Council.
- 19.5 Any member of the Council has the right to resign from any Committee.
- 19.6 Casual vacancies occurring in any Committee shall be filled at the earliest practicable meeting of the Council after the vacancy occurs or in the case of a Sub-Committee at the earliest practicable meeting of the relevant Committee.

## 20. Committees/Sub-Committees

- 20.1 Subject to the provisions of the 1973 Act or any other relevant legislation, the Council will appoint and maintain the following Committees:

COMMITTEE	MEMBERSHIP	QUORUM
Finance and Resources	15 (plus Convener of Council in ex-officio capacity)	6
Audit and Risk	7	3
Scrutiny and Performance	11 <i>conveners of the Economy and Infrastructure Committee, Housing and Social Well-being Committee, Learning and Families Committee and the Finance and Resources Committee cannot be members</i>	5
Economy and Infrastructure	15	6
Housing and Social Well-being	15 <i>when considering housing matters there shall be 2 additional non-voting members comprising representatives from tenants' and residents' associations in the Perth &amp; Kinross area</i>	6 voting members
Learning and Families	15 (plus 9 non-voting members as specified below when dealing with educational matters)	6 voting members
Climate Change and Sustainability	11 (plus 4 non-voting members)	5 voting members
Licensing	13	5
Planning and Placemaking	13	5
Pre-determination Committee	40	17
Local Review Body	3	3
Kinross-shire Committee	4 Kinross-shire ward Councillors (plus one representative from each of the Community Councils in the ward area, in a non-voting capacity)	2 voting members and 3 non-voting members

- 20.2 In addition there shall be the following Common Good Fund Committees each comprising the Convener and Vice-Convener of the Finance and Resources Committee together with the ward councillors for the relevant common good area:

- Aberfeldy Common Good Fund Committee
- Abernethy Common Good Fund Committee
- Alyth Common Good Fund Committee
- Auchterarder Common Good Fund Committee
- Blairgowrie Common Good Fund Committee
- Coupar Angus Common Good Fund Committee
- Crieff Common Good Fund Committee
- Perth Common Good Fund Committee
- Pitlochry Common Good Fund Committee
- Kinross Common Good Fund Committee

20.3 Each Common Good Committee may invite a member of the local community council(s) from within the common good area to attend meetings in an advisory/non-voting capacity.

## **21. Executive Sub-Committees**

21.1 The following Committees shall appoint an Executive Sub-Committee with delegated powers to decide any matter which would normally be determined by the Committee but which, by reason of urgency, requires a decision prior to the next scheduled meeting of the Committee:

- Finance and Resources
- Economy and Infrastructure
- Housing and Social Well-being
- Learning and Families

21.2 Each Executive Sub-Committee shall comprise 7 voting members.

21.3 In addition to urgent business, the Finance and Resources Executive Sub-Committee shall determine requests from Chief Officers for flexible retirement, voluntary early retirement on grounds of efficiency of the Service or redundancy.

21.4 In addition to urgent business, the Executive Sub-Committee of the Learning and Families Committee shall consider reports by both Education Scotland and Education and Children's Services on individual school performance, pre-school partner providers and community learning, including general aspects of education provision, learning and teaching, the curriculum, and care and welfare; and consider Inspectorate reports in relating to services to children and young people; care home services; fostering and adoption services; support services; housing support; and by exception, on the day care of children, where Perth and Kinross Council is the registered provider and including partner providers.

21.5 Subject to Standing Order 28 (Senior Officer Appointments) and the provisions of this Scheme below, membership of any Sub-Committee shall be determined by and comprise members of the relevant Committee.

21.6 Notwithstanding these provisions, any of the Committees specified in 21.1 above may choose to delegate specific items of business to be considered by their respective Executive Sub-Committee.

## 22. Appointment of Members of Working Groups

- 22.1 Working Groups may be set up by the Council, Committees or Sub-Committees to allow members to work with relevant officers and other agencies and individuals to draft policy, or to monitor a particular activity, or for another reason.
- 22.2 The Council, Committee or Sub-Committee shall determine the membership of the Working Group.
- 22.3 The Council, Committee or Sub-Committee shall determine and may adjust, the remit of the Working Group, including its expected life span.
- 22.4 Any matter may be referred by the Council, Committee or Sub-Committee to a Working Group, but no Working Group may take a decision on behalf of the Council, Committee or Sub-Committee.
- 22.5 If a Working Group identifies or considers a matter which requires a decision, a report shall be submitted to the Council, Committee or Sub-Committee by the lead officer.
- 22.6 The Convener of a Working Group shall regulate the conduct of business at meetings and shall ensure that all members receive a fair hearing. The Council's [Standing Orders](#) shall not apply to Working Groups.
- 22.7 A member of a Working Group who is unable to attend a meeting may appoint substitute member to attend in their place.
- 22.8 A member who has not been appointed to a Working Group but who wishes to attend a meeting of the Working Group either as an observer or with a view to contributing to the discussion at the meeting, shall be entitled to attend and contribute in a manner agreed by the Convener in advance.

## TERMS OF REFERENCE

### 23. FINANCE AND RESOURCES COMMITTEE

23.1 The following functions are delegated to the Committee:

#### **Policy**

23.2 To determine the Council's policies and strategies in relation to:

- financial planning, management and investment
- workforce planning, management and development
- procurement and commissioning
- property and digital asset planning and management
- information governance and security
- risk management
- performance management and continuous improvement
- best value and following the public pound
- equality and fairness
- communications
- Customer Service Standards
- archives function

#### **Finance**

23.3 To oversee the management of the Council's financial resources, specifically relating to the Revenue and Capital Budgets.

23.4 To approve adjustments to management budgets which require a contribution to or from Reserves or would constitute a change to approved Council policy.

23.5 To oversee the arrangements for the collection of the Council Tax and other monies due to the Council.

23.6 To oversee the arrangements for all insurances.

23.7 To receive retrospective operational quarterly reports on treasury activity and compliance and an annual report.

23.8 To make amendments to Treasury Management Policy.

#### **Financial Assistance**

23.9 To consider recommendations for requests for financial assistance above £50,000 and to oversee the implementation of the Code of Guidance on External Bodies and Following the Public Pound.

#### **Civil Contingencies and Business Continuity**

23.10 To exercise the strategic and policy functions of the Council in relation to all matters of civil contingencies and business continuity.

**FINANCE AND RESOURCES COMMITTEE: SUB-COMMITTEES****23.11 *Appeals Sub-Committee***

Comprising 3 members of the Council\*

\*When considering appeals by teaching staff, 3 members shall be drawn from the Learning and Families Committee.

**Terms of Reference**

- to hear, consider and determine appeals by employees.

**23.12 *Appointments Sub-Committee***

Comprising 4 members reflective of the political balance where practicable, together with the Leader of the Council and the Chief Executive.

**Terms of Reference**

- To consider applications for and make appointments to posts of Chief Executive and Director.

**23.13 *Property Sub-Committee***

Comprising 7 members of the Committee.

**Terms of Reference**

- To consider the acquisition and disposal of the Council's property and information systems and technology assets, and any relevant progress updates in relation to the Learning Estate Programme.

## **24. SCRUTINY AND PERFORMANCE COMMITTEE**

24.1 The following functions are delegated to the Committee:

### **Performance**

24.2 To review and monitor the performance of the Council in delivering its strategic objectives.

24.3 To review and monitor the effectiveness of council policies in:

- improving local outcomes for our communities
- providing better and sustainable public services
- achieving best value

24.4 To review and monitor the performance of our Arm's Length External Organisations in terms of effectiveness in achieving the defined strategic outcomes, efficiency and best value.

24.5 To review and monitor the performance of Tayside Contracts in terms of effectiveness in achieving the defined strategic outcomes, efficiency and best value.

24.6 To review and monitor the quality and standards of the Council service provision commissioned by the Integration Joint Board.

24.7 To consider any reports from external agencies in terms of the quality and standards of any aspect of service provision

24.8 To consider any material findings in respect of whistleblowing relevant to the performance of Council services.

### **Scrutiny Reviews**

24.9 To commission focussed reviews (based on evidence), and carry out reviews recommended from Council or committees, to enable more in-depth scrutiny of policy, practices, and performance where the challenge and scrutiny function adds value and can make an impact in terms of:

- improving local outcomes for our communities
- providing better and sustainable public services
- achieving best value

24.10 In discharging this responsibility, the Committee may:

- Commission and receive reports
- Call an officer or appropriate Convener/Vice Convener, expert witness or other individual to provide information or answer questions
- Make recommendations to Council or relevant Committee

## **Corporate Governance**

Subject to legislation and the provisions of this Scheme:

- 24.11 To review and oversee the adequacy of the arrangements and procedures, policies and practices in operation in relation to corporate governance and Best Value.
- 24.12 To consider the Council's draft Annual Governance Statement prior to inclusion with the draft Annual Accounts.

## **Complaints**

- 24.13 To review and monitor performance in relation to the Council's handling of complaints.
- 24.14 To consider any report by the Scottish Public Services Ombudsman in respect of any finding of maladministration against the Council.
- 24.15 To consider the annual reports of the Scottish Public Services Ombudsman.

## **Registration of Births, Deaths, Marriages, Civil Partnerships and Other Life Events**

- 24.16 To scrutinise the performance of the Council as local Registration Authority for the purposes of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, Marriage (Scotland) Act 1977, Civil Partnership Act 2004 and the Local Electoral Administration and Registration Services (Scotland) Act 2006, and all related subordinate legislation.

## **25. AUDIT AND RISK COMMITTEE**

25.1 The following functions are delegated to the committee:

- To oversee the Council's internal audit arrangement.
- To oversee the Council's external audit arrangement.
- To oversee, monitor and review arrangements for the assessment and management of risk and the Council's system of internal control.
- To consider the draft version of the Council's accounts.
- To consider any material findings in respect of whistleblowing relevant to the Council's system of internal control.

### **Annual Accounts**

25.2 To approve the Draft Unaudited and Audited Annual Accounts.

### **Internal Audit**

25.3 To approve the risk-based Internal Audit Plan and any significant interim changes to the Plan.

25.4 To consider reports from the Council's Chief Internal Auditor in relation to internal audit activity and performance during the year. These will include:

- updates on the work of Internal Audit, including key findings, issues of concern and action in hand as a result of Internal Audit work;
- regular Internal Audit Progress Reports (including summaries of substantive Internal Audit reports, as requested);
- the Internal Audit Annual Report

### **External Audit**

25.5 To consider and approve reports (including the Annual Audit Strategy, Draft Annual Audit Report and) annual management letter) by the Council's External Auditors across the full range of Council activities, other than the report accompanying the Audited Statement of Accounts.

### **Risk Management & the system of internal control**

25.6 To monitor and review the adequacy of the arrangements and procedures in place for the assessment and management of risk.

25.7 To monitor and review the adequacy and effectiveness of the Council's system of internal control.

25.8 To consider and provide comment on any draft Council policy in relation to:

- Internal audit
- financial management
- risk management
- anti-fraud and corruption
- whistleblowing

## **26. ECONOMY AND INFRASTRUCTURE COMMITTEE**

26.1 The following functions are delegated to the Committee:

26.2 To determine the Council's policies and strategies in relation to:

- the built environment (structures, roads, bridges, roads network, recreation spaces and distribution networks for water and energy)
- fleet assets
- urban and rural regeneration
- economic well-being

26.3 To determine and oversee the implementation of the Council's policies and strategies to improve the economy of Perth and Kinross and provide a strategic lead for urban and rural physical and economic regeneration within the area.

26.4 To promote and encourage public and private investment in business infrastructure.

26.5 To promote regeneration and inclusion for rural communities.

26.6 To consider the acquisition and disposal of the Council's roads and greenspace infrastructure.

### **Economic Development**

26.7 To exercise the strategic and policy functions of the Council in relation to economic development, including the functions provided for in Sections 90, 171A, 171B, 171C of the Local Government (Scotland) Act 1973.

26.8 To develop key strategic measures and initiatives to support and promote economic activity, trade development and inward investment.

26.9 To determine the Council's policy and strategy in relation to Business development, including Business Gateway.

26.10 To determine the Council's policy and strategy in relation to skills development and employability support.

26.11 To work in partnership with VisitScotland and other agencies to develop and promote tourism and events in Perth & Kinross.

26.12 To consider proposals in relation to potential international economic links and provide comment and recommendations to Council.

### **Harbours etc.**

26.13 To exercise the strategic and policy functions of the Council in relation to harbours, piers, boatslips and jetties Council in terms of Section 154 of the Local Government (Scotland) Act 1973 and all relevant subordinate legislation, including the section of the River Tay over which the Council is Navigation Authority.

### **Roads and Traffic/Traffic Infrastructure**

- 26.14 To exercise the strategic and policy functions of the Council acting as (i) Roads Authority under any local statutory provisions, insofar as applicable and (ii) as local Roads and Traffic Authority under the following Acts and all related subordinate legislation:
- Roads (Scotland) Act 1984
  - Road Traffic Regulation Act 1984
  - Road Traffic Acts 1988 and 1991
  - New Roads and Street Works Act 1991
- 26.15 To exercise the strategic and policy functions of the Council in relation to the naming and numbering of streets in terms of the Civic Government (Scotland) Act 1982.
- 26.16 To exercise the strategic and policy functions of the Council in relation to the lighting of roads and streets.
- 26.17 To exercise the strategic and policy functions of the Council in relation to transportation, and to advise and represent the Council in relation to wider strategic transportation matters.

### **Road Safety**

- 26.18 To determine the Council's policies and strategies, in partnership with other agencies as required, on matters of road safety.

### **Building Standards**

- 26.19 To exercise the strategic and policy functions of the Council in terms of the Building (Scotland) Act 2003 and all related subordinate legislation.

### **Land Use Planning Policy and Implementation (excluding Development Management)**

- 26.20 To exercise the strategic and policy functions of the Council, in partnership with other agencies as required, in relation to land use planning including reclamation, environmental improvement, conservation and archaeological matters.
- 26.21 To exercise the strategic and policy functions of the Council in relation to Development Plans, including functions described in Part II of the Town and Country Planning (Scotland) Act 1997 and all related subordinate legislation; with the exception of those functions conferred on the Council as a Joint Strategic Development Planning Authority which are subject to the provisions of the Minute of Agreement among Angus, Dundee City, Perth and Kinross, and Fife Councils in relation to the Dundee, Perth, Angus and North Fife Strategic Development Plan Authority.

### **Bereavement Services**

- 26.22 To exercise the strategic and policy functions of the Council in terms of legislation relating to burials and cremations.

## 27. HOUSING AND SOCIAL WELLBEING COMMITTEE

27.1 The following functions are delegated to the Committee:

### Housing

27.2 To exercise the strategic and policy functions of the Council in terms of the following Acts and all related subordinate legislation:

- Anti-Social Behaviour etc Act 2003
- Council Tax (General) Regulations 1992
- Housing Act 1988
- Housing Benefit (General) Regulations 1987
- Housing (Scotland) Acts 1987, 1988, 2001, 2006 (except Part 5 Houses in Multiple Occupation) and 2010
- Housing (Scotland) Act 2014
- Land Compensation (Scotland) Act 1973
- Leasehold Reform Housing and Urban Development Act 1993 including:
  - (i) assessment of housing need and the approval of the Local Housing Strategy to address the needs identified
  - (ii) Scheme of Allocation of Council houses
  - (iii) addressing the needs of the homeless
  - (iv) management and maintenance of the Council's housing stock
  - (v) establishing Sub-Committees/review boards to consider housing benefit appeals, Council Tax Benefit appeals and housing grant appeals
  - (vi) determining the rent levels of the Council's housing stock and associated properties

27.3 To exercise the strategic and policy functions of the Council in relation to Housing Standards.

27.4 To approve plans for the future use of the Council Tax Fund for Affordable Housing, subject to the approval of the Finance and Resources Committee to access the Fund in the Council's Reserves.

27.5 To ensure that the Council meets the standards and outcomes required by all social landlords as described in the Scottish Social Housing Charter.

### Health

27.6 To determine the Council's policies and strategies in relation to the protection of public health.

27.7 To exercise the strategic and policy functions of the Council in terms Part 1 of the Smoking Health and Social Care (Scotland) Act 2005 and all related subordinate legislation.

27.8 To exercise the strategic and policy functions of the Council in terms of the Tobacco and Primary Medical Services (Scotland) Act 2010 and all related subordinate legislation.

### **Health and Social Care**

- 27.9 To consider and determine the Council's position as a partner on matters related to the operation of the Perth and Kinross Integrated Joint Board and which are required to be agreed between the Council and NHS Tayside in terms of the Public Bodies (Joint Working) (Scotland) Act 2014 and the [Perth and Kinross Integration Scheme](#), being an agreement between Perth and Kinross Council and Tayside NHS Board approved by Scottish Ministers.
- 27.10 To promote and develop relationships with local health and social care agencies and to work in partnership to ensure the provision of health services for people living in Perth and Kinross.
- 27.11 To monitor and respond to the activities and policies of NHS Tayside and other agencies as they affect health services for people living in Perth and Kinross.

### **Community Planning and Community Empowerment**

- 27.12 To oversee implementation of the Council's policies to fulfil its statutory role in relation to Community Planning and community empowerment.

### **Culture and the arts**

- 27.13 To exercise the strategic and policy functions of the Council in relation to culture and the arts.

### **Sport and Leisure**

- 27.14 To exercise the strategic and policy functions of the Council in relation to sport & leisure services and library and archive services on behalf of the Council.

### **Libraries**

- 27.15 To exercise the strategic and policy functions of the Council in relation to libraries

### **Community Safety**

- 27.16 In partnership with other agencies, to determine and oversee the implementation of the Council's policy for the enhancement of community safety.

### **Criminal Justice**

- 27.17 To monitor the Criminal Justice Services provided by the Council.
- 27.18 To establish and sustain effective liaison with the Perth & Kinross Community Justice Partnership.

### **Trading Standards and Environmental Health**

- 27.19 To exercise the strategic and policy functions of the Council in terms of the legislation relating to:

- Animal Health and Welfare
- Consumer Protection
- Dog Fouling
- Fair Trading
- Food Safety
- Weights and Measures

### **Environmental Protection and Enhancement**

- 27.20 To exercise the strategic and policy functions of the Council in terms of the Environmental Protection Act 1990 and all related subordinate legislation.
- 27.21 To determine and oversee the implementation of the Council's obligations in relation environmental assessments required under the Environmental Assessment (Scotland) Act 2005 and all related subordinate legislation.
- 27.22 To exercise the strategic and policy functions of the Council in terms of the legislation relating to:
- Petroleum and Explosives
  - Public Health
  - Water Supplies

### **Police and Fire Liaison**

In terms of the Police and Fire Reform (Scotland) Act 2012:

- 27.23 To be involved in the development and approval of the local Police and Fire Rescue Plans.
- 27.24 To monitor and provide feedback on the operation and performance of local Police and Fire and Rescue Services in Perth and Kinross.

## 28. LEARNING AND FAMILIES COMMITTEE

### Membership

28.1 The Learning and Families Committee shall consist of fifteen members of the Council, and in addition, nine persons who are not members of the Council, being:

- \*1. Three persons representative of church interests, appointed in terms of Section 124 of the 1973 Act.
- \*2. Two teachers employed in educational establishments under the management of the Council, both in a non-voting capacity, nominated in such manner as may be determined by the Council.
- \*3. One parent representative from Secondary Parent Councils and one parent representative from Primary Parent Councils, both in a non-voting capacity, nominated in such manner as may be determined by the Council.

\* The non-Council members being entitled to participate in a non-voting capacity on business being considered by the Committee which is deemed to be:

- (i) advising the authority on any matter relating to the discharge of their functions as education authority; or
- (ii) discharging any of those functions of the authority on their behalf.

In addition to the above membership, the Convener of the Committee shall undertake to engage with members of the Perth and Kinross Youth Forum and shall report back at regular intervals to meetings of the committee.

28.2 The following functions are delegated to the Committee:

### Schools Education

28.3 To exercise the strategic and policy functions of the Council as Education Authority in terms of the following Acts and all related subordinate legislation:

- Children and Young Persons (Scotland) Act 1937
- Children (Scotland) Act 1995
- Education (Additional Support for Learning) (Scotland) Act 2004
- Education (Scotland) Act 1980
- Education (Scotland) Act 2016
- Equality Act 2010
- Road Traffic Regulation Act 1984
- Scottish Schools (Parental Involvement) Act 2006
- Standards in Scotland's Schools etc. Act 2000

### Early Years Services

28.4 To exercise the strategic and policy functions of the Council in relation to Early Years' service provision.

28.5 To agree partnership arrangements on behalf of the Council to ensure the provision of quality Early Years Services.

## **Children's Services**

28.6 To exercise the strategic and policy functions of the Council as Social Work Authority in relation to childcare in terms of the following Acts and all related subordinate legislation:

- Adoption and Children (Scotland) Act 2007
- Adoption (Intercountry Aspects) Act 1999
- Adults with Incapacity (Scotland) Act 2000
- Anti-Social Behaviour etc. (Scotland) Act 2004
- Carers (Recognition and Services) Act 1995
- Children (Scotland) Act 1995
- Carers (Scotland) Act 2016
- Children Act 1975
- Children and Young People (Scotland) Act 2014
- Children and Young Persons (Scotland) Act 1937
- Children's Hearings (Scotland) Act 2011
- Chronically Sick and Disabled Persons Act 1970
- Chronically Sick and Disabled Persons Act 1972
- Community Care (Direct Payments) Act 1996
- Disabled Persons (Services, Consultation and Representation) Act 1986
- Education (Additional Support for Learning) (Scotland) Act 2004
- Equality Act 2010
- Foster Children (Scotland) Act 1984
- Immigration and Asylum Act 1999
- Mental Health (Care and Treatment) (Scotland) Act 2003
- Nationality, Immigration and Asylum Act 2002
- Protection of Children (Scotland) Act 2003
- Protection of Vulnerable Groups (Scotland) Act 2007
- Public Services Reform (Scotland) Act 2010
- Self Directed Support (Scotland) Act 2013
- Social Work (Scotland) Act 1968

## **Community Learning and Development**

28.7 To exercise the strategic and policy functions of the Council in relation to Community Learning and Development.

28.8 To consider annual progress reports on the Council's Gaelic Language Plan.

## **Learning & Families Sub-Committees**

28.9 The Committee shall appoint the following Sub-Committees:

### **28.10 Attendance Sub-Committee**

Comprising three members of the Council, not being the Convener or a Vice-Convener of the Committee, and one non-Council member.

### Terms of Reference

- to discharge the functions of the Council under Sections 34-43 of the Education (Scotland) Act 1980 (except the appointment of a person to institute proceedings in terms of Section 43(2)), being the consideration and determination of requests for exemption from school attendance and cases of school attendance default, as referred to the Sub-Committee by the Strategic Lead – Education and Learning.

#### **28.11 Review Sub-Committee**

Comprising three members of the Council, not being the Convener or a Vice-Convener of the Committee, and two non-Council members.

### Terms of Reference

To consider and decide upon:

- Requests for review of decisions made in terms of Regulation 4(1) or Regulation 10(1) of the School Pupil Records (Scotland) Regulations 1990.
- Applications for bursaries, allowances and other financial aid to assist persons to take advantage of educational facilities.
- Appeals on safety grounds against the refusal or the withdrawal of education transport.
- Appeals against decisions of the Strategic Lead – Education and Learning in respect of the early admission of children to primary school education.

#### **28.12 Appointment Panels**

(Constituted in terms of The Parental Involvement in Headteacher and Deputy Headteacher Appointments (Scotland) Regulations 2007)

### Terms of Reference

- to interview and appoint persons for the posts of headteacher or deputy headteacher of a school subject to the appropriate Parent Council, where one has been established, to have the opportunity to be involved in the letting process, and to be represented on the Panel.

#### **28.13 Education Appeal Committee**

In terms of Section 28D of the Education (Scotland) Act 1980 and in accordance with Schedule A1 to that Act, the Council shall appoint an Education Appeal Committee.

Comprising: elected members who are members of the Learning and Families Committee, parents of children currently of school age nominated by either Parent Councils or Parent Forums, and persons from the Perth and Kinross area who have experience in education or are acquainted with the educational conditions in the area.

## **Quorum**

3 persons, no more than 2 of whom may be elected members. An elected member shall not be Convener.

## Terms of Reference

- to consider, in terms of the Education (Scotland) Act 1980 as amended, appeals against decisions of the Education Authority:
  - to refuse requests for places in schools;
  - to exclude a pupil from school; and
- to consider, in terms of the Education (Additional Support for Learning) (Scotland) Act 2004 as amended, appeals against decisions of the Education Authority to refuse requests for pupils with additional support needs to attend mainstream schools.

The Committee may either confirm or refuse to confirm the decision of the Education Authority. If the Committee refuses to confirm a decision, the Education Authority must give effect to the Committee's decision.

## **28.14 Perth and Kinross Educational Trust Committee**

Comprising in accordance with the terms of The Perth and Kinross Educational Trust Scheme 1964:

11 members of the Learning and Families Committee;  
 1 person from the Church of Scotland Presbytery of Dunkeld;  
 1 person from the Church of Scotland Presbytery of Perth;  
 1 person from the Church of Scotland Presbytery of Auchterarder;  
 2 persons from the Perth and Kinross local association of the Educational Institute of Scotland;  
 1 person from the Governors of the McLaren Educational Trust from their own number as a life member, to be succeeded by one person to be nominated by the Church of Scotland Presbytery of Stirling and Dunblane, who shall be the Minister of St Kessog's Church, Callander or the Minister of St Bride's Church, Callander;  
 and  
 1 person from the Senatus Academicus of the University of St Andrews.

## Terms of Reference

- to undertake the functions of the Council under The Perth and Kinross Educational Trust Scheme 1964.

## **29. CLIMATE CHANGE AND SUSTAINABILITY COMMITTEE**

29.1 The following functions are delegated to the Committee:

29.2 To determine the Council's policies and strategies in relation to:

- climate change
- sustainability of the natural environment
- biodiversity
- environmental well-being

29.3 To consider the Council's performance in relation to the above areas, including any feedback from internal or external scrutiny and audit activity, and where appropriate to provide comment and recommendations as to improvement actions, to Council, the relevant Committee or Service. Additionally, the Committee may request that a detailed Climate Change Impact Assessment be carried out on any matter where it determines that the original proposal lacked detail in that regard.

29.4 To consider key corporate policies, strategies and programmes to ensure alignment and compliance with the Council's legal duties and strategic responsibilities in relation to climate change, sustainability of the natural environment, biodiversity and environmental well-being and where appropriate, provide comment and recommendations to Council or the relevant determining Committee.

29.5 To determine policies and strategies which relate to the natural environment, in partnership with other agencies as required, to ensure compliance with obligations under Scottish, UK or international law.

29.6 To monitor and oversee progress in respect of the following actions within the Council's Climate Change Action Plan:

- provision of advice and support to residents and businesses in relation to climate change mitigation measures from home energy efficiency to sustainable transport.
- promotion and support of community initiatives to tackle the climate and biodiversity crisis.
- prioritisation for the use and distribution of the new Scottish Government Nature Restoration Fund.
- performance of businesses and key employers against their agreed key indicators in relation to climate change mitigation measures.
- provision of support to private landlords to work towards the required housing energy standards, where there are issues with the co-ordination of multi owners.

29.7 To consider any recommendations from the Climate Commission, relevant to the functions of the Council.

### **Environmental Protection and Enhancement**

29.8 To exercise the strategic and policy functions of the Council in relation to enhancement, protection and sustainability of the natural environment under the following Acts and all related subordinate legislation:

- Clean Air Act 1993
- Air Quality Standards (Scotland) Regs 2010 as amended
- Environment Act 1995
- Nature Conservation (Scotland) Act 2004
- Water Environment and Water Services (Scotland) Act 2003

29.9 To consider and provide comment on any environmental assessment carried out in relation to a qualifying plan or programme as required under the Environmental Assessment (Scotland) Act 2005.

### **Countryside Management**

29.10 To exercise the strategic and policy functions of the Council, in partnership with other agencies, in relation to access to the countryside, including functions under the Countryside (Scotland) Act 1967, the Wildlife and Countryside Act 1981, the Land Reform (Scotland) Act 2003 and all related subordinate legislation.

### **Parks and Open Spaces**

29.11 To exercise the strategic and policy functions of the Council in relation to parks and open spaces (urban, rural and countryside) under Section 14 of the Local Government and Planning (Scotland) Act 1982 and all related subordinate legislation.

29.12 To exercise the Council's power of appropriation and disposal of land consisting of or forming part of an open space and to consider any objections which may be made to the proposed appropriation or disposal all in terms of the Town and Country Planning (Scotland) Act 1959 and all related legislation.

### **Trees and Woodlands**

29.13 To exercise the strategic and policy functions of the Council in relation to trees and woodlands in terms of the Town and Country Planning (Scotland) Act 1997, the Local Government and Planning (Scotland) Act 1982; and the Roads (Scotland) Act 1984, and all related subordinate legislation.

### **Reservoirs**

29.14 To exercise the strategic and policy functions of the Council in terms of the Reservoirs (Scotland) Act 2011.

### **Flood Prevention**

29.15 To exercise the strategic and policy functions of the Council in terms of the following Acts and all related subordinate legislation:

- Flood Prevention (Scotland) Act 1961
- Flood Risk Management (Scotland) Act 2009

### **Waste Management**

- 29.16 To determine the Council's strategies and policies in relation to refuse collection, waste disposal, waste reduction, re-use and recycling.

### **Mobility and Public Transport**

- 29.17 To exercise the strategic and policy functions of the Council with regard to public transport and concessionary travel under the Transport Act 1985 and the Transport (Scotland) Act 2001, the Concessionary Travel for Handicapped Persons (Scotland) Act 1980 and the Public Passenger Vehicles Act 1981 and all related subordinate legislation.

### **Fleet Management**

- 29.18 To determine the Council's policy and strategy in relation to Fleet Management including Low Emission Vehicle (LEV) strategy and public LEV charging infrastructure.

### 30. LICENSING COMMITTEE

30.1 The following functions are delegated to the Committee:

- To exercise the strategic and policy functions of the Council under the Civic Government (Scotland) Act 1982
- To determine applications for licences, permits and registrations in terms of the following Acts and all related subordinate legislation and to exercise discretion in terms of any condition attached to such licences, permits or registrations where the approval of the Council as Licensing Authority is required:
  - Animal Boarding Establishments Act 1963
  - Breeding of Dogs Act 1973
  - Breeding and Sale of Dogs (Welfare) Act 1999
  - Caravan Site and Control of Development Act 1960
  - Cinemas Act 1985
  - Civic Government (Scotland) Act 1982
  - Dangerous Wild Animals Act 1976
  - Deer (Scotland) Act 1996
  - Explosives Act 1875
  - Fireworks Act 2003
  - Gambling Act 2005
  - Game Licences Act 1860
  - Game Acts 1831 and 1980
  - Housing (Scotland) Act 2006 Part 5
  - Hypnotism Act 1952
  - Marriage (Scotland) Act 2002
  - Pet Animals Act 1951
  - Petroleum Regulation Act 1928 and 1936
  - Petroleum (Consolidation) Act 1928
  - Poisons Act 1972
  - Police, Public Order and Criminal Justice (Scotland) Act 2006
  - Riding Establishments Act 1964 and 1970
  - Zoo Licensing Act 1981
- To set fees and charges for those licences, registrations and permits referred to above.
- To grant, refuse, suspend and revoke licences, registrations or approvals where legally appropriate and set conditions in terms of the following and including all associated legislation:
  - Approval of Premises
  - Animal Health Act 1981
  - Animal Health & Welfare (Scotland) Act 2006
  - Dairy Products (Hygiene) (Scotland) Regulations 1995
  - Egg Products Regulations 1993
  - Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998
  - Meat Products (Hygiene) Regulations 1994
  - Minced Meat and Meat Preparations (Hygiene) Regulations 1995

- Slaughter of Animals (Scotland) Act 1980
  - Food Safety
  - General Food Hygiene (Butcher's Shops) Amendment (Scotland) Regulations 2000
  - Natural Mineral Water Recognitions
  - Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations 1999
  - Public Health (Scotland) Act 1897
  - Registration of Premises
  - Ice Cream (Scotland) Regulations 1948
  - Safety Certificates
  - Safety of Sports Grounds Act 1975
- To exercise the strategic and policy functions of the Council under Part 8 of the Anti-Social Behaviour etc. (Scotland) Act 2004.

### **Byelaws and Management Rules**

- 30.2 To consider the promotion of Byelaws for recommendation to the Council.
- 30.3 To consider the creation of Management Rules for recommendation to the Council.

## 31. PLANNING AND PLACEMAKING COMMITTEE

31.1 The following functions are delegated to the Committee:

31.2 In accordance with the [Scheme of Delegation](#) approved by Scottish Ministers in January 2020 (or as may subsequently be approved), to exercise the development management functions of the Council as Planning Authority under the terms of the Town and Country Planning (Scotland) Act 1997 and all related legislation, in relation to:

- (i) applications for both planning permission for major developments and approval of matters specified in conditions associated to major developments which are not significantly contrary to the development plan, unless the Strategic Lead – Economy, Development and Planning intends to refuse solely on the ground of inadequate information to enable determination; and
- (ii) applications for planning permission for local developments, for listed building consent, conservation area consent, hazardous substances consent and advertisement consent where:
  - (a) the applicant is a member or chief officer of the Council; or
  - (b) the recommendation by the Strategic Lead – Economy, Development and Planning is for approval, but the proposal is significantly contrary to the development plan; or
  - (c) the recommendation by the Strategic Lead – Economy, Development and Planning is for approval, but the proposal has attracted a \*valid planning objection from a Community Council, six or more valid objections from a household, business address or interest group (with multiple letters from the same household, organisation or property counting as one letter of objection) or where all of the local elected ward members request that the matter be considered by the Committee; or
  - (d) a similar application at the same site had previously been determined by the Committee and the recommendation is contrary to the previous committee decision.

Note: For the purposes of the above, the Strategic Lead – Economy, Development and Planning includes any person appointed in writing by them to exercise delegated powers under the Local Government Act (Scotland) 1973.

\* *Valid planning objections* means only those submitted within the time in which representations must be made.

31.3 Whether to object to an application for consent under the Electricity Act 1989, Section 36 or 37.

31.4 To deal with applications for certificates for appropriate alternative development under the provisions of the Land Compensation (Scotland) Act 1963 and all related subordinate legislation.

31.5 To exercise the functions of the Council as Building Standards Authority under the terms of the Building (Scotland) Act 2003 and all related subordinate legislation.

## **Planning and Placemaking Sub-Committees**

31.6 The Committee shall appoint the following Sub-Committee:

### **31.7 Building Standards Appeals Sub-Committee**

Comprising three members of the Committee, being the Convener and Vice-Convener and one other member of the Committee

#### Terms of Reference

- It shall be delegated to the Sub-Committee to hear and determine appeals against the refusal by the Strategic Lead – Economy, Development and Planning to grant relaxations of the specified Building Standards.

**32. COMMON GOOD FUND COMMITTEE(S)**

32.1 The Common Good Fund Committee(s) shall have the following functions:

- To determine all matters involving the disbursement of Common Good Fund monies including setting the annual budget and approving the Audited Annual Accounts, and
- To determine all matters relating to property or land or other assets held by the Common Good Funds.

### **33. LOCAL REVIEW BODY**

#### **Membership**

- 33.1 The Local Review Body will consist of three elected members drawn from a panel of elected members of the Planning and Placemaking Committee; and one substitute member from that panel for each meeting.

#### **Quorum**

- 33.2 Three members of the Local Review Body will constitute a quorum.

#### **Terms of Reference**

- 33.3 To consider and determine applications for review of decisions made by officers under delegated powers in respect of planning applications for local developments in accordance with Section 43(a)(8) of the Town and Country Planning (Scotland) Act 1997 and the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 and the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013.

**34. PRE-DETERMINATION COMMITTEE**

**Membership**

- 34.1 The Pre-Determination Committee shall consist of all elected members of the Council.

**Quorum**

- 34.2 Ten members of the Council will constitute a quorum.

**Terms of Reference**

- 34.3 To hold pre-determination hearings prior to determination of the application by full Council in terms of Section 38A of the Town and Country Planning (Scotland) Act 1997 and the Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013.

## 35. PERTH AND KINROSS INTEGRATION JOINT BOARD (for information)

### Constitution

- 35.1 Perth and Kinross Integration Joint Board is a statutory body constituted in terms of The Public Bodies (Scotland) (Integration Joint Board Establishment) (Scotland) Order 2015.
- 35.2 The functions delegated by the Council to the Board, as well as its membership, chairperson, quorum, and powers are more specifically set out in the [Perth and Kinross Integration Scheme](#), being an agreement between Perth and Kinross Council and Tayside NHS Board approved by Scottish Ministers.

### Membership

- 35.3 Voting membership comprises four persons nominated by the Council and four persons appointed by the NHS Board, each of whom may have a proxy.

### Chair

- 35.4 The Chair shall rotate every two years between a Chair nominated by the Council and one nominated by the NHS Board. The Vice Chair is nominated from whichever of the Council or NHS nominees who is not then the Chair.

### Quorum

- 35.5 At least four voting members of the Board with both Council and NHS Board members present.

### Delegated Powers

- 35.6 Perth & Kinross Integration Joint Board has fully delegated powers to implement its functions.

### Functions referred to the Integrated Joint Board as set out in the Integration Scheme

- Social work services for adults and older people
- Services and support for adults with physical disabilities
- Assessment services
- Intake services
- Services and support for adults with learning disabilities
- Mental health services
- Drug and alcohol services
- Adult protection and domestic abuse
- Carers support services
- Support services
- Health improvement services
- Housing support services

Functions delegated to the Integrated Joint Board as set out in the Integration Scheme

- National Assistance Act 1948
- The Disabled Persons (Employment) Act 1958
- The Social Work (Scotland) Act 1968
- The Local Government and Planning (Scotland) Act 1982
- Disabled Persons (Services, Consultation and Representation) Act 1986
- The Adults with Incapacity (Scotland) Act 2000
- The Housing (Scotland) Act 2001
- The Community Care and Health (Scotland) Act 2002
- The Mental Health (Care and Treatment) (Scotland) Act 2003
- The Housing (Scotland) Act 2006
- The Adult Support and Protection (Scotland) Act 2007
- Social Care (Self-directed Support) (Scotland) Act 2013

## **36. KINROSS-SHIRE COMMITTEE**

### **Constitution**

- 36.1 As agreed by Council on 6 October 2021, a separate Scheme of Administration (see below) was agreed for the Kinross-shire Committee.

### **Membership**

- 36.2 The Committee to comprise of the four ward Councillors for Kinross-shire who shall have voting rights and one representative from each of the six community councils with most or all of their area in the Kinross-shire ward (Cleish & Blairadam, Fossoway & District, Glenfarg, Kinross, Milnathort and Portmoak) who shall be non-voting.

### **Convener**

- 36.3 Council will determine the Convener and Vice-Convener.

### **Quorum**

- 36.4 A meeting of the Committee shall be quorate if two ward councillors and three community councillor members are present.

### **Scheme of Administration**

## **SECTION 1—GENERAL PROVISIONS**

- 1.1 The Committee shall comprise the four ward councillors for Kinross-shire who shall have voting rights and one representative from each of the six community councils with most or all of their area in the Kinross-shire ward (Cleish & Blairadam, Fossoway & District, Glenfarg, Kinross, Milnathort and Portmoak) who shall be non-voting.
- 1.2 A meeting of the Committee shall be quorate if 50% of ward councillors and 50% of community council members are present.
- 1.3 In the event of the absence of a ward councillor, a councillor from another ward may not substitute in his or her absence.
- 1.4 Community council members shall be appointed by the relevant community council from its complement of full members and shall remain a member of the Committee until the relevant community council decides otherwise or he or she ceases to be a community councillor.
- 1.5 In the absence of a community councillor, the community council of which he or she is a member may appoint a substitute for that meeting.
- 1.6 The Council will determine the Convener and Vice Convener of the Committee in line with the Council's standard appointment procedure.
- 1.7 In the absence of the Convener, the Vice Convener shall act on his or her behalf.

- 1.8 Meetings of the Committee shall be held in Kinross-shire.
- 1.9 Meetings of the Committee shall be held on a quarterly cycle.
- 1.10 Business for the Committee shall be determined as follows:
- The Chief Executive may bring forward papers on matters within the remit of the Committee for information, consideration, or determination.
  - The Convener may request that papers be brought forward on matters within the remit of the Committee for information, consideration, or determination.
  - The Convener shall agree a programme of business with the Lead Officer who shall take cognisance of the resource implications of requested business.

Business shall otherwise be conducted in accordance with the Council's standing orders.

## **SECTION 2—GENERAL POWERS**

- 2.1 To request that the committee convener or relevant strategic lead attend meetings and respond to relevant questions or submit a report or written evidence on any relevant matter.
- 2.2 To request that elected members, officers, other persons, and outside organizations attend meetings to give evidence or advice.
- 2.3 To receive petitions relating to the Kinross-shire ward in accordance with the Council's petitions policy where the matter falls within the remit of the Committee in line with the Council's standard petitions policy.
- 2.4 To initiate local community engagement in relation to Council business in the Kinross-shire ward; supporting existing engagement delivered by the Council; and, where possible to be consulted on larger-scale Council engagement insofar as it relates to Kinross-shire.

## **SECTION 3 - DECISION MAKING POWERS**

- 3.0.1 To agree local policies in relation to implementation of the specific placemaking powers devolved to the Committee subject to compliance with any statutory requirements and Council policy.
- 3.0.2 To agree the allocation of funds to individual functional areas devolved to the Committee to meet local priorities in the Kinross-shire ward within a devolved revenue budget.
- 3.0.3 To determine business cases for and agree any local capital project priorities within a devolved capital budget for the Kinross-shire ward or by allocating funds from a devolved revenue budget towards borrowing costs in line with approved capital investment governance arrangements.
- 3.0.4 To allocate and monitor expenditure from agreed localized funds, e.g., the Community Investment.

### **Section 3.1 - Infrastructure and Economic Development**

- 3.1.1 To make recommendations to Council on the formation of any Local Development Plans, strategies and supplementary guidance insofar as they relate to the Kinross-shire ward.
- 3.1.2 To support the development of community-led Local Place Plans.
- 3.1.3 To develop local measures to support and promote economic activity in Kinross-shire.
- 3.1.4 To work in partnership with VisitScotland, other agencies and local organizations to plan, promote and oversee the implementation of a tourism and events strategy for Kinross-shire.

### **Section 3.2—Roads**

- 3.2.1 To determine local priorities for maintenance programmes for roads and bridges, and for surfacing and surface dressing schemes.
- 3.2.2 To determine a local policy on road safety.
- 3.2.3 To promote local Road Traffic Orders, including those where there are statutory objections that the Committee believe can be overcome, and make recommendations thereon where the Council is acting as planning authority.
- 3.2.4 To approve the stopping up of roads and private means of access and the deletion of roads from the list of public roads and the adoption of roads (that are not constructed under the Road Construction Consent procedure) onto the list of public roads and make recommendations thereon where the Council is acting as planning authority.
- 3.2.5 To agree local priorities for winter road and footpath maintenance.

### **Section 3.3 - Environment**

- 3.3.1 To agree local priorities for community greenspace and grounds maintenance activities.
- 3.3.2 To agree the establishment and maintenance of local footpaths, including additions and alterations to core path routes.
- 3.3.3 To make recommendations to Council on trees that should be considered for tree preservation orders based on local assessment criteria within legislation.
- 3.3.4 To approve and support local initiatives to encourage waste minimization, reduce litter and increase recycling.
- 3.3.5 To lead on and engage with community groups on initiatives to tackle the climate emergency.

2DC3.3.6 To approve new Perth & Kinross Council Comfort Scheme providers according to Council policy within the Kinross-shire ward.

3.3.7 To support community-led local flood prevention and resilience initiatives.

3.3.8 To recommend to Council proposals for the establishment of any regional parks within the Kinross-shire ward and agreements with other councils where these cross local authority boundaries.

3.3.9 To make recommendations to Council on local landscape designations for the Kinross-shire ward.

### **Section 3.4—Communities**

3.4.1 To support the work of the Kinross-shire Community Transport Group on public transport and community transport initiatives in collaboration with the Council's Public Transport Unit.

3.4.2 To make proposals to Council on community participation requests and the transfer of functions to community management and ownership subject to Council policies.

3.4.3 To engage with Community Planning Partners regarding the delivery of their services in the Kinross-shire ward.

3.4.4 To support local youth organizations and to promote the engagement of young people in local democracy.

3.4.5 To support local initiatives that promote and support the history and heritage of Kinross-shire.

3.4.6 To facilitate and, where appropriate, make arrangements in relation to Town Twinning and ceremonial matters in consultation with the Civic Services.

### **SECTION 4 - SCRUTINY AND RECOMMENDATORY POWERS**

4.1 To consider and make recommendations on matters which do not fall within the decision-making powers of the Committee, including:

- Proposals made by the Chief Executive to review Council service delivery insofar as it affects the Kinross-shire ward; and
- The impact of policy on the local service delivery and performance of Council services in the Kinross-shire ward.

Council or the relevant committee must give due consideration to these recommendations during the decision-making process.

4.2 To receive assurance on progress of Council capital project delivery in Kinross-shire.

## DELEGATION TO OFFICIALS

### (AS REQUIRED BY SECTION 50G (2) OF THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973)

#### 37. GENERAL PROVISIONS

- 37.1 Where statutory powers are delegated to the Chief Executive, Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer, or any other officer, those powers are to be exercised (i) subject to the Council or the relevant Committee retaining overall control of general policy matters; and (ii) subject to the power contained in Section 56(4) of the Local Government (Scotland) Act 1973 allowing the Council or the relevant Committee to exercise those statutory powers.
- 37.2 Any reference to a statutory provision includes a reference to any subsequent amending or superseding provision.
- 37.3 All powers delegated to any officers are done so within the context of and subject to any specific duties, powers, restrictions and reservations as set out in any of the following acts and all relevant subordinate legislation:
- Local Government (S) Act 1973
  - Local Government etc. (S) Act 1994
  - Local Government & Housing Act 1989
  - Local Government in Scotland Act 2003
- 37.4 The Chief Executive, Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer, or any other officer possessing delegated powers in terms of this Scheme may, unless otherwise stated, authorise any other officer to exercise that delegated power. A record should be kept of such further delegation.
- 37.5 The Chief Executive, Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer, or any other officer possessing delegated powers in terms of this Scheme are authorised to take, or make arrangements for, any action required to implement any decision of the Council, its Committees or any decision taken in the exercise of delegated powers.
- 37.6 The Chief Executive, Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer, or any Strategic Lead are authorised to take all necessary actions in order to affect the delivery of their services and the management of their staff.
- 37.7 The Chief Executive or Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer, in consultation with the relevant statutory officers, are authorised to take such measures as may be required in emergency situations, subject to reporting to Council or the relevant Committee as soon as possible on any matters for which approval would normally be necessary.
- 37.8 In exercising the authority delegated to them, officers must act in accordance with the policies and procedures of the Council, its Committees and Sub-Committees.

- 37.9 The Chief Executive, Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer, or any other officer possessing delegated powers in terms of this Scheme are authorised to enter into contracts on behalf of the Council in accordance with the Council’s Financial Regulations, Contract Rules and Contract & Procurement Guidance.
- 37.10 The Chief Executive, Depute Chief Executive or Director – Integrated Health and Social Care/Chief Officer, in consultation with the Strategic Lead – Finance & Business Support, may determine ex-gratia payments in respect of claims against the Council of up to £25,000.
- 37.11 The Chief Executive, Depute Chief Executive or Director – Integrated Health and Social Care/Chief Officer may, in accordance with Council’s recruitment policies and procedures, appoint Strategic Leads or equivalent.
- 37.12 Strategic Leads, in consultation with the Chief Executive, Depute Chief Executive or Director – Integrated Health and Social Care/Chief Officer as appropriate, may in accordance with Council’s recruitment policies and procedures, appoint all employees below the level of Strategic Lead or equivalent.
- 37.13 The Chief Executive, Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer or Strategic Leads may amend the establishment of their Service in respect of the number and grading of posts, provided the Strategic Lead - Finance & Business Support and the Council’s most senior Human Resources officer have been consulted.
- 37.14 The Chief Executive, Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer and Strategic Leads may attend or may authorise any employee in their Service to attend conferences, meetings (including appropriate professional associations) or undertake visits, both within and out with the United Kingdom relating to the duties of that employee.
- 37.15 The Chief Executive may, in consultation with the Strategic Lead - Finance & Business Support and the Council’s most senior Human Resources officer, approve applications to leave the employment of the Council on grounds of redundancy and/or early retirement by any employee in their Service (with the exception of Chief Officers), where a saving will be generated.
- 37.16 The Chief Executive, Depute Chief Executive, Director – Integrated Health and Social Care/Chief Officer or Strategic Leads may approve requests to work under flexible retirement provisions where there is no cost to the pension fund.
- 37.17 The Chief Executive, Depute Chief Executive or Director – Integrated Health and Social Care/Chief Officer, in consultation with the Strategic Lead – Property Services, may declare any property held by their Service surplus to operational requirements.

### **38. CHIEF EXECUTIVE**

38.1 The Chief Executive is authorised:

- to give a direction in special circumstances that any official shall not exercise a delegated function, or to exercise that delegated function, always subject to reporting to the next meeting of the Council or the relevant Committee.
- to act as Returning Officer/Counting Officer for all elections/referenda. The Strategic Lead - Finance & Business Support is authorised to act as the Depute Returning Officer.
- to suspend the Depute Chief Executive or Director – Integrated Health and Social Care/Chief Officer from duty, subject to any appropriate statutory provisions and to reporting the suspension to the Finance and Resources Committee as soon as practicable.
- in consultation with the Provost, to grant civic hospitality up to a maximum cost of £5,000.

38.2 The Chief Executive is designated as the Head of Paid Service, in accordance with Section 4 of the Local Government and Housing Act 1989. As such the Chief Executive, supported by the Depute Chief Executive, is responsible for the executive management, policy and performance of all operational services provided by the Council.

38.3 The Chief Executive as the Head of Paid Service is authorised to exercise the functions of the Council in relation to the Health and Safety at Work Act 1974 and all relevant subordinate and related legislation.

### **39. ROLE OF DEPUTE CHIEF EXECUTIVE / DIRECTOR – INTEGRATED HEALTH AND SOCIAL CARE / CHIEF OFFICER**

39.1 The Depute Chief Executive and Director - Integrated Health & Social Care/Chief Officer will deputise for the Chief Executive as may be required from time to time in their absence.

39.2 Should at any point there be absence or unavailability of the substantive Chief Executive for a period of more than 4 weeks, the Depute Chief Executive will become the Interim Chief Executive and assume the role of Head of Paid Service in accordance with Section 4 of the Local Government and Housing Act 1989.

### **40. STRATEGIC LEAD - LEGAL & GOVERNANCE**

40.1 The Strategic Lead - Legal & Governance is designated as the Council's Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989.

40.2 The Legal Managers will deputise for the Strategic Lead - Legal & Governance in the capacity as Monitoring Officer as may be required from time to time.

40.3 The Strategic Lead - Legal and Governance is authorised:

#### 40.4 General

- To make orders for the prohibition, restriction etc. of traffic in terms of the Road Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984 or any amending or superseding legislation.
- To make orders for the temporary prohibition or restriction of traffic in terms of Section 14(1) of the Road Traffic Regulation Act 1984 and Section 62 of the Roads (Scotland) Act 1984 or any amending or superseding legislation.
- To institute, defend or appear in any legal proceedings or any inquiry held by or on behalf of any minister or public body under any enactment (including, for the avoidance of doubt, proceedings before any statutory tribunal, board or authority).
- To execute, publish or serve on any person or body, any notice, direction, order, licence, summons, writ or other document which the Council is required or authorised to execute, publish or serve under any Act or any regulation or order made thereunder.
- To receive notifications of public processions and to either approve or make orders imposing conditions on the holding of such processions under Section 63(1) of the Civic Government (Scotland) Act 1982.
- To exercise the functions of the Council in terms of the following Acts and all relevant subordinate legislation:
  - Regulation of Investigatory Powers Act 2000
  - Regulation of Investigatory Powers (Scotland) Act 2000
- To provide or where the Strategic Lead - Legal and Governance deems necessary, to procure legal advice and advocacy services.

#### 40.5 Procurement

- To exercise the functions of the Council in relation to public procurement, including tender and contract award.

#### 40.6 Licensing Under the Civic Government (Scotland) Act 1982 and Housing (Scotland) Act 2006

- To exercise the functions of the Council under the above Acts except:
  - (i) The approval of an application for a licence or variation of the terms of a licence where an objection or unfavourable representation has been received in relation to the application, and
  - (ii) The suspension of a licence under paragraph 11 of Schedule 1 of the 1982 Act.

- (iii) The revocation of a house in Multiple-Occupation license under Section 139 of the 2006 Act.

40.7 To exercise the functions of the Council in relation to the Local Licensing Forum in terms of the Licensing (Scotland) Act 2005 and all related subordinate legislation.

#### **40.8 Permits under the Gambling Act 2005**

- To approve applications for permits in terms of the Gambling Act 2005.

#### **40.9 Byelaws and Management Rules**

- To maintain (a) the Register of Byelaws and (b) the Register of Management Rules.
- To initiate reviews of current Byelaws and Management Rules.

#### **40.10 Anti-Social Behaviour etc. (Scotland) Act 2004 – Private Landlord Registration**

- To register landlords where there are no adverse reports and to issue rent penalty notices under Section 94 and notice of relocation under Section 95.

#### **40.11 Children’s Hearings Scotland**

- To exercise the functions of the Council in respect of the arrangements for the appointment of legal representatives to children under the Children’s Hearings (Legal Representation) (Scotland) Rules 2002 and Children’s Hearings (Scotland) Act 2011.
- To exercise the functions of the Council in respect of the relevant region and Children’s Panel area or Panels appointed under the Children’s Hearings (Scotland) Act 2011, including supporting arrangements for training of relevant members of said Panel or Panels and associated volunteers.

#### **40.12 Information Risk**

- To be designated as the Senior Information Risk Officer.

#### **40.13 Public Order**

- To make Orders under Section 14A of the Public Order Act 1986.

### **41. STRATEGIC LEAD - FINANCE & BUSINESS SUPPORT**

41.1 The Strategic Lead - Finance & Business Support is designated as the Council's Chief Finance Officer in accordance with Section 95 of the Local Government (S) Act 1973.

41.2 The Finance Managers/Business Partners will deputise for the Strategic Lead - Finance & Business Support in the capacity as Chief Finance Officer as may be required from time to time.

41.3 The Strategic Lead - Finance and Business Resources is authorised:

#### 41.4 Finance

- To make the necessary arrangements in accordance with the CIPFA Code of Practice on Treasury Management for duly authorised borrowing and lending in terms of Schedule 3 to the Local Government (Scotland) Act 1975.
- To make adjustments to management budgets (Revenue) that:
  - Do not result in any increase or reduction in the Net Expenditure of the Council
  - Do not adjust Council policy

#### 41.5 Pensions

- In relation to the Local Government Pension Scheme (Benefit, Membership and Contributions) (Scotland) Regulations 2008, to determine pension discretions other than those contained in [Report 15/400](#).

### 42. STRATEGIC LEAD - PROPERTY SERVICES

42.1 The Strategic Lead - Property Services is authorised:

- to act as the Council's agent in all operational property matters.
- to determine requests for lets, including free lets or lets at reduced charge of educational and other operational facilities.

### 43. STRATEGIC LEAD - DIGITAL & CUSTOMER SERVICES

43.1 The Strategic Lead - Digital & Customer Services is authorised to exercise the functions of the Council under the following legislation and all relevant subordinate legislation:

- Council Tax (General) Regulations 1992
- Housing Benefit (General) Regulations 1987
- Local Government Finance Act 1992

43.2 The Strategic Lead - Digital & Customer Services is authorised:

#### 43.3 Registration of Births, Deaths, Marriages, Civil Partnerships and Other Life Events

- To exercise the functions of the Council as local Registration Authority for the purposes of the Registration of Births, Deaths and Marriages (Scotland) Act 1965, Marriage (Scotland) Act 1977, Civil Partnership Act 2004 and the Local Electoral Administration and Registration Services (Scotland) Act 2006, and all related subordinate legislation.

43.4 To award Rates relief in accordance with legislation and the Council's agreed discretionary policies.

43.5 To be designated as the Depute Senior Information Risk Officer.

#### **44. STRATEGIC LEAD - CHILDREN, FAMILIES & JUSTICE**

44.1 The Strategic Lead - Children, Families & Justice is authorised:

##### **44.2 Children's Services**

- To manage and deliver the operational services to enable the Council to fulfil its duties in relation to children and young people in terms of the following Acts and all related subordinate legislation:
    - Adoption and Children (Scotland) Act 2007
    - Adoption (Intercountry Aspects) Act 1999
    - Adults with Incapacity (Scotland) Act 2000
    - Anti-Social Behaviour etc. (Scotland) Act 2004
    - Carers (Recognition and Services) Act 1995
    - Carers (Scotland) Act 2016
    - Children (Scotland) Act 1995
    - Children (Scotland) Act 2020
    - Children Act 1975
    - Children and Young People (Scotland) Act 2014
    - Children and Young Persons (Scotland) Act 1937
    - Children's Hearings (Scotland) Act 2011
    - Chronically Sick and Disabled Persons Act 1970
    - Chronically Sick and Disabled Persons Act 1972
    - Community Care (Direct Payments) Act 1996
    - Disabled Persons (Services, Consultation and Representation) Act 1986
    - Education (Additional Support for Learning) (Scotland) Act 2004
    - Equality Act 2010
    - Forced Marriage Etc (Protection and Jurisdiction) (Scotland) Act 2011
    - Foster Children (Scotland) Act 1984
    - Immigration and Asylum Act 1999
    - Mental Health (Care and Treatment) (Scotland) Act 2003
    - Nationality, Immigration and Asylum Act 2002
    - Protection of Children (Scotland) Act 2003
    - Protection of Vulnerable Groups (Scotland) Act 2007
    - Public Services Reform (Scotland) Act 2010
    - Self Directed Support (Scotland) Act 2013
    - Social Work (Scotland) Act 1968
- 44.3 To appoint a suitably qualified Agency Decision Maker in connection with the approval, amendment or rejection of recommendations made by the Fostering and Permanence Panel.
- 44.4 Under the Support Assistance for Young People Leaving Care (Scotland) Regulations 2003:
- (i) To provide the minimum level of Financial Support to young people leaving care at age 16.
  - (ii) Approve individual payments in consultation with Convener and Vice-Conveners.

## 44.5 Criminal Justice

- To carry out the functions of the Council in relation to criminal justice services in terms of the following Acts and all related subordinate legislation:
  - Community Justice (Scotland) Act 2016
  - Crime and Disorder Act 1998
  - Criminal Justice (Scotland) Act 2003
  - Criminal Procedure (Scotland) Act 1995
  - Management of Offenders (Scotland) Act 2005
  - Mental Health (Care and Treatment) (Scotland) Act 2003
  - Prisons (Scotland) Act 1993
  - Prisoners and Criminal Proceedings (Scotland) Act 1993
  - Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
  - Sexual Offences Act 2003
  - Sexual Offences (Scotland) Act 2009
  - Social Work (Scotland) Act 1968
- To determine applications for the employment of children in terms of the Perth and Kinross Council Bye-laws on the Employment of Children 1999.
- To determine applications for licences in respect of children taking part in public performances in terms of the Children (Performances) Regulations 1968.
- To accept or reject material offered as donations, loans, sponsorship or bequests in respect of Children, Families & Justice Services.

## 45. STRATEGIC LEAD - EDUCATION & LEARNING

45.1 The Strategic Lead - Education & Learning is authorised:

### 45.2 Schools Education

- To carry out the functions of the Council as Education Authority in terms of the Acts set out at paragraph (i) below and all related subordinate legislation, subject to the qualification in paragraph (ii) below and under the exception of the specific provisions of the Education (Scotland) Act 1980 set out in paragraph (iii):
  - (i) Children and Young Persons (Scotland) Act 1937
  - Children (Scotland) Act 1995
  - Education (Additional Support for Learning) (Scotland) Act 2004
  - Education (Scotland) Act 1980
  - Education (Scotland) Act 2016
  - Gaelic Language (Scotland) Act 2005
  - Health (Tobacco, Nicotine etc and Care (Scotland) Act 2016
  - Road Traffic Regulation Act 1984
  - Schools (Health Promotion and Nutrition) (Scotland) Act 2007 for education
  - Scottish Schools (Parental Involvement) Act 2006
  - Standards in Scotland's Schools etc. Act 2000

- (ii) In respect of exclusions of pupils, the power to exclude may be exercised by the Head Teacher and in the absence of the Head Teacher by a Depute Head Teacher. Where neither Head Teacher nor the Depute Head Teacher is available to consider a possible exclusion, the Strategic Lead – Education & Learning or a Service Manager, School Improvement Services, may exercise the power to exclude.

In respect of a referral that a pupil be removed from the school register, only the Strategic Lead – Education & Learning may make such a decision.

- (iii) Section 20 - Acquisition of land and execution of works  
 Section 22 - Discontinuance and moves of educational establishments  
 Section 22A - Any proposals requiring consultation under this Section  
 Section 79 - Receiving and administering bequests  
 Section 105 - Schemes for management of endowments

- To approve requests from teachers who meet the criteria set by SPPA wind down and to take phased retirement, where there are no costs to the Council.
- To accept or reject material offered as donations, loans, sponsorship or bequests in respect of Education Services.

## **46. STRATEGIC LEAD - HOUSING & COMMUNITIES**

46.1 The Strategic Lead - Housing & Communities is authorised:

- To exercise the functions of the Council in terms of the following Acts and all relevant subordinate legislation:
  - Regulation of Investigatory Powers Act 2000
  - Regulation of Investigatory Powers (Scotland) Act 2000

### **46.2 Housing**

- To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:
  - Anti-Social Behaviour (Scotland) Act 2004
  - Crime & Disorder Act (Chapter ii), and Anti-Social Behaviour etc. (Scotland) Act 2004
  - Housing Act 1988
  - Housing (Scotland) Acts 1987, 1988, 2001, 2006 (with the exception of Part 5 Houses in Multiple Occupation) and 2010
  - Housing (Scotland) Act 2014
- To implement, determine and vary conditions of let for Council house tenants, including, eviction, where appropriate.
- To allocate Council houses in accordance with the scheme approved by the Council.

- To act as the responsible person in terms of the Property Factors (Scotland) 2011 as approved by the Housing and Health Committee on 31 October 2012 (Art. 518) ([Report 12/481](#)).
- To administer the Council's Housing Grant Scheme in terms of the Housing (Scotland) Act 1987 and the Civic Government (Scotland) Act 1982.

### 46.3 Countryside

- To exercise the functions of the Council in terms of the Countryside (Scotland) Act 1967 and all related subordinate legislation, but with the following exceptions:
  - Section 24 - Acquisition of land for public access
  - Section 31 - Creation of public paths by compulsion
  - Sections 34 - 38 - Closure and diversion of public paths
  - Section 54 - Byelaws
- To exercise functions of the Council in terms of the Land Reform (Scotland) Act 2003 and all related subordinate legislation, but with the following exceptions:
  - Section 11 - Power to exempt land from the right of access for 6 days or longer
  - Section 12 - Making Byelaws
  - Section 16 - Acquisition of land to enable or facilitate access rights
  - Section 18 - Core paths plan: further procedure - giving notice of the plan, formal consultation, adopting it etc.
  - Section 22 - Path orders
  - Section 25 - Appointments to local access forum
- To agree terms and conditions for access agreements to the countryside provided that any consideration, exclusive of fees and costs, does not exceed £5,000.
- To exercise the functions of the Council in terms of the High Hedges (S) Act 2013 all related subordinate legislation

### 46.4 Regulatory

- To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:
  - Agriculture Act 1970
  - Animal Boarding Establishments Act 1963
  - Animal Health Act 1981
  - Animal Health and Welfare (Scotland) Act 2006
  - Breeding of Dogs Act 1973 and the Breeding and Sale of Dogs (Welfare) Act 1999
  - Caravan Site and Control of Development Act 1960
  - Cinemas Act 1985
  - Control of Pollution Act 1974

- Dangerous Wild Animals Act 1976
- Deer (Scotland) Act 1996
- Dog Fouling (Scotland) Act 2003
- Environment Act 1995
- Environmental Assessment (Scotland) Act 2005
- Environmental Protection Act 1990
- European Union (Withdrawal) Act 2018 – all retained and current EU derived domestic legislation
- Explosive Act 1875
- Fair Trading Act 1973
- Food Safety Act 1990
- Game Licenses Act 1860 and the Games Acts 1831 and 1980)
- Health and Safety at Work Etc. Act 1974
- Housing Acts 1969 – 2001
- Performing Animals (Regulation) Act 1925
- Riding Establishments Act 1964 and 1970
- Sewerage (Scotland) Act 1968
- The Tobacco and Primary Medical Services (Scotland) Act 2010
- Theatres Act 1968
- Trade Descriptions Act 1968
- Water (Scotland) Act 1980
- Water Environment and Water Services Act 2003
- Weights and Measures Act 1985
- Zoo Licensing Act 1981
- To grant conditionally or otherwise, refuse or suspend where legally appropriate, and to designate officers to grant conditionally or otherwise, refuse or suspend where legally appropriate, licences, registrations, recognitions or approvals in terms of the legislation referred to above.
- To exercise the functions of the Council in terms Part 1 of the Smoking Health and Social Care (Scotland) Act 2005 and all related subordinate legislation:
  - (i) The consideration of representations and the hearing of appeals relative to Part 1 of the Smoking, Health and Social Care (Scotland) Act 2005.
  - (ii) Arrangements for administration of Fixed Penalties.

#### **46.5 Public Health**

- To appoint competent persons in terms of Part 1 of the Public Health (Scotland) Act 2008, and to maintain a list of such competent persons.

#### **46.6 Public Transport**

- To exercise the functions of the Council in terms of the Transport Act 1985 and the Transport (Scotland) Act 2001, and all related subordinate legislation.
- To carry out the management and administration of the day to day operation of school and special education transport on behalf of the Strategic Lead - Education & Learning and the Strategic Lead - Children, Families & Justice, and client transport on behalf of the Director of Integrated Health & Social Care/Chief Officer, including the specification, tendering and award of conveyance contracts.

#### **46.7 Burial & Cremation**

- To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:
  - Burial Grounds (Scotland) Act 1855 and Amendment Acts 1881 and 1886
  - Cremation Act 1902
  - National Assistance Act 1948 (Burials and Cremation Only)

#### **46.8 Community Councils**

- To exercise the functions of the Council in relation to Community Councils in terms of the Local Government (Scotland) Act 1973 and all related subordinate legislation.

#### **46.9 Financial Assistance**

- To determine requests between £2,001 and £50,000 under the Financial Assistance to the Voluntary Sector Revenue Budget and the Community Environment Challenge Fund.

### **47. STRATEGIC LEAD - ECONOMY, DEVELOPMENT & PLANNING**

#### **47.1 Strategic Lead - Economy, Development & Planning is authorised:**

- To exercise the functions of the Council in terms of the following Acts and all related subordinate legislation:
  - Climate Change Scotland Act 2009
  - Environmental Assessment (Scotland) Act 2005
  - Housing (Scotland) Act 2006 Part 3 and Associated Prescribed Documents Regulations
  - Land Compensation (Scotland) Act 1973
  - Leasehold Reform, Housing and Urban Development Act 1993
  - Local Government and Planning (Scotland) Act 1982
  - Nature Conservation (Scotland) Act 2004
  - Public Libraries Consolidation (Scotland) Act 1887

#### **47.2 Economic Development**

- To exercise the functions of the Council in terms of Section 154 of the Local Government (Scotland) Act 1973 and all relevant subordinate legislation in relation to Perth Harbour.
- To approve:
  - event funding applications up to £10,000
  - grant applications up to £20,000

#### **47.3 Building Standards**

- To exercise functions of the Council in terms of the Building (Scotland) Act 2003 and all related subordinate legislation.

- To determine applications for licences in terms of the following and all related subordinate legislation:
  - Raised Platforms (Civic Government (Scotland) Act 1982)
  - Safety Certificates (Safety of Sports Grounds Act 1975)
- To issue prohibition notices in terms of Section 10 of the Safety of Sports Grounds Act 1975 as amended by Section 23 of the Fire Safety and Safety of Places of Sport Act 1987 restricting the admission of spectators to a sport ground, or any part of it, if that admission would involve a serious risk to spectators.

#### 47.4 Land Use Planning

- In accordance with the [Scheme of Delegation](#) approved by Scottish Ministers in November 2022 (or may subsequently be approved) to exercise the functions of the Council as Planning Authority in terms of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning (Scotland) Act 2019, the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) and all related subordinate legislation.
- Nothing in the above clauses shall prohibit the Strategic Lead - Economy, Development & Planning from approving householder/local applications in accordance with the provisions of this Scheme.

#### 47.5 Affordable Housing Developer Contributions

- To determine the tenure of affordable housing required in accordance with the decision of the Enterprise and Infrastructure Committee on 17 January 2007.
- In consultation with the Convener of the Economy and Infrastructure Committee, to approve grants of up to a maximum of £200,000 per site to meet the need for affordable housing as agreed by the Enterprise and Infrastructure Committee on 17 January 2007.
- In consultation with relevant local members and the Conveners of the Economy and Infrastructure Committee, and the Housing and Social Wellbeing Committee:
  - (i) to agree to proposals from developers to build up affordable housing credits on particular sites;
  - (ii) to agree to the use of accrued affordable credits to offset the affordable requirements on other sites within the same housing market area; and
  - (iii) to extend the period for which credits can be held, up to a maximum period of 10 years.
- To determine requests for funding from the Auchterarder Community Challenge Fund up to a maximum **of £50,000**.

#### 47.6 Property

- To manage the Council's leasehold portfolio including, without prejudice to the generality, agreeing tenancies, rentals, rent reviews, assignments, sub-tenancies, terminations and renewals.

- In consultation with the Strategic Lead - Legal & Governance and Strategic Lead - Property Services:
  - dispose of any property or right in property valued at £100,000 or less either by negotiation or advertisement and subject to section 74 of the Local Government (Scotland) Act 1973 (the duty to obtain best reasonable consideration), as amended by Section 11 of the Local Government in Scotland Act 2003 and the Disposal of Land by Local Authorities (Scotland) Regulations 2010
  - to acquire any property or right in property in respect of which there is a relevant project or programme and budget provision and instructions have been received from the relevant Director or Strategic Lead.

#### **47.7 New Roads**

- To grant consent under Part III of the Roads (S) Act 1984 except where the applicant objects to proposed conditions in respect of such consents.

### **48. STRATEGIC LEAD - ENVIRONMENT & INFRASTRUCTURE**

48.1 The Strategic Lead - Environment & Infrastructure is authorised:

#### **48.2 Environment**

- To exercise the Council's functions as contained in the following Acts (and any relevant new laws or amendments which come into force) and all related subordinate legislation:
  - Carbon Reduction Commitment Energy Efficiency Scheme Order 2010
  - Climate Change Scotland Act 2009
  - Control of Pollution Act 1974
  - Environment Act 1995
  - Environmental Assessment (Scotland) Act 2005
  - Environmental Protection Act 1990
  - European Union (Withdrawal) Act 2018 – all retained and current EU derived domestic legislation
  - Petroleum (Consolidation) Regulations 2014
  - Nature Conservation (Scotland) Act 2004
  - Public Health (Scotland) Act 1897
  - Refuse Disposal Amenity Act 1978
  - Sewerage (Scotland) Act 1968

48.3 To negotiate with potential partners to provide toilet facilities for the public in connection with the Perth and Kinross Comfort Scheme and enter into Minutes of Agreement therefore.

48.4 To set the charges for the range of recycling and composting skip hire services to be offered.

## 48.5 Roads and Traffic

- To exercise the functions of the Council as roads authority in terms of the Roads (Scotland) Act 1984 and all related subordinate legislation, but with the following exceptions:
  - (i) Roads Construction Consents under Part III
  - (ii) Section 97 - Permitting trading on A class roads.
- The Strategic Lead shall have the power to promote and propose and where no objections are raised, confirm roads orders in terms of the Road Traffic Regulation Act 1984 and any subsequent legislation regulating the use of the Perth and Kinross Council roads network.
- To exercise the functions of the Council in terms of the Road Traffic Acts 1988 and 1991 and all related subordinate legislation.
- To exercise the functions of the Council in terms of the New Roads and Street Works Act 1991 and all related subordinate legislation.
- To exercise the functions under the Transport (Scotland) Act 2005.
- To carry out the naming and numbering of streets in terms of the Civic Government (Scotland) Act 1982.

## 48.6 Flood Prevention

- To exercise the functions of the Council in terms of the following and all related subordinate legislation:
  - Flood Prevention (Scotland) Act 1961
  - Flood Risk Management (Scotland) Act 2009

## 48.7 Reservoirs

- To exercise the functions of the Council in terms of the Reservoirs Act 1975, and all related subordinate legislation.

## 49. DIRECTOR – INTEGRATED HEALTH AND SOCIAL CARE/CHEF OFFICER

49.1 The Head of Integrated Health and Care - Older People and Head of Integrated Health and Care - Adults are authorised to exercise the functions of the Council, as they relate to adults, in relation to the following legislation and all relevant subordinate legislation:

- Adult Support and Protection (Scotland) Act 2007
- Adults with Incapacity (Scotland) Act 2000
- Carers (Scotland) Act 2016 (needs to be in Children's Services list as well)
- Chronically Sick and Disabled Persons Act 1970
- Community Care and Health (Scotland) Act 2002
- Disabled Persons (Employment) Act 1958
- Disabled Persons (services, Consultation and Representation) Act 1986
- Forced marriage Etc (Protection and Jurisdiction) (Scotland) Act 2011

- Housing (Scotland) Act 2001 section 92
- Housing (Scotland) Act 2006 section 71(1)(b)
- Local Government and Planning (Scotland) Act 1982 section 24(1)
- Mental Health (Care and Treatment) (Scotland) Act 2003
- National Assistance Act 1948
- Social Care (Self Directed Support) (Scotland) Act 2013
- Social Work (Scotland) Act 1968

49.2 The Director – Integrated Health and Social Care/Chief Officer shall deputise for the Chief Social Work Officer in their absence.

49.3 The Director – Integrated Health and Social Care is designated by the Perth and Kinross Integration Joint Board (IJB) as the Chief Officer of the IJB in accordance with Section 10 of the Public Bodies (Joint Working) (Scotland) Act 2014. The specific provisions relating to the role are as set out in Section 6 of the [Perth and Kinross Integration Scheme](#).

## **50. HEAD OF GOVERNANCE & PERFORMANCE/CHIEF FINANCE OFFICER - INTEGRATION JOINT BOARD**

50.1 The Head of Governance and Performance is authorised:

50.2 To manage the budget associated with the exercise of the functions as specified in 49.2 above.

50.3 To be designated as the Integration Joint Board's Chief Finance Officer in accordance with Section 95 of the Local Government (S) Act 1973 in respect of the budget delegated to it by the Council in accordance with the Public Bodies (Joint Working) (S) Act 2014.

## 51. STATUTORY APPOINTMENTS OF OFFICERS

51.1 In terms of various statutes, the Council is required to appoint Officers for a variety of particular purposes. Officers so appointed are empowered to take such action as is implicit in their role. The statutory appointments agreed by the Council are as follows:

<b><u>STATUTORY PROVISION</u></b>	<b><u>PURPOSE / ROLE</u></b>	<b><u>OFFICER</u></b>
<b>Social Work (Scotland) Act 1968</b>		
s.3	Chief Officer of Social Work	Strategic Lead - Children, Families & Justice
	Depute Chief Officer of Social Work	Director Integrated Health & Social Care
<b>Local Government (Scotland) Act 1973</b>		
s.33A	Proper Officer for various purposes in connection with Councillors' declaration of acceptance of office	Chief Executive Strategic Lead - Legal & Governance
s.34	Proper Officer for receipt of Councillors' resignations	Chief Executive Strategic Lead - Legal & Governance
s.43 and Sch.7	Proper Officer for various purposes in connection with meetings and proceedings of the Council, Committees and Sub-Committees	Strategic Lead - Legal & Governance Democratic Services Manager
ss.50A-50K	Proper Officer for various purposes in connection with access to meetings and documents of the Council, Committees and Sub-Committees	Strategic Lead - Legal & Governance Democratic Services Manager
s.92	Proper Officer for dealing with the transfer of securities	Strategic Lead - Finance & Business Support
s.95	Proper Officer for the administration of the Council's financial affairs	Strategic Lead – Finance & Business Support
s.190	Proper Officer for service of legal proceedings, notices, etc on the Council	Chief Executive Strategic Lead - Legal & Governance Legal Managers

<b><u>STATUTORY PROVISION</u></b>	<b><u>PURPOSE / ROLE</u></b>	<b><u>OFFICER</u></b>
s.191	Proper Officer in respect of claims on behalf of the Council in sequestrations and liquidations	Strategic Lead - Legal & Governance  Legal Managers
s.192	Proper Officer for services of notices etc by Local Authority	Strategic Lead - Legal & Governance  Legal Managers
s.192-193	Proper Officer for the purpose of the execution of Notices of Proceedings under the Housing (Scotland) Act 2001	Strategic Lead - Housing and Communities
s.192-193	Proper Officer for the purpose of signing tenancy agreements under the Housing (Scotland) Act 2001	Strategic Lead - Housing and Communities  Area Housing Managers
s.193-194	Proper Officer in respect of authentication of documents and certifying deeds	Strategic Lead - Legal & Governance  Legal Managers
s.197	Proper Officers in respect of arrangements for the inspection and depositing of documents	Chief Executive  Strategic Lead - Legal & Governance  Democratic Services Manager
ss.202-204	Proper Officer for various purposes in connection with byelaws	Strategic Lead - Legal & Governance
s.206	Proper Officer in respect of the keeping of a register of persons admitted as freemen of the Council's area	Chief Executive
<b>Licensing (Scotland) Act 2005</b>		
Section 22	Competent Objector / Representations to the Licensing Board	Chief Executive  Director (Strategy, People and Resources)  Director (Economy, Place and Learning)

<b><u>STATUTORY PROVISION</u></b>	<b><u>PURPOSE / ROLE</u></b>	<b><u>OFFICER</u></b>
Section 36	Applying for a Review of a Premises Licence to the Licensing Board	Chief Executive Director (Strategy, People and Resources) Director (Economy, Place and Learning)
Para 8, Schedule 1	Clerk to the Licensing Board	Strategic Lead - Legal & Governance
<b>Civic Government (Scotland) Act 1982</b>		
s.113	Proper Officer in respect of evidence of management rules	Strategic Lead - Legal & Governance Legal Managers
<b>Representation of the People Act 1983</b>		
s.25 and s.41	Returning Officer Depute Returning Officer	Chief Executive Strategic Lead - Finance & Business Support
<b>Local Government and Housing Act 1989</b>		
s.2	Proper Officer in respect of lists of politically restricted posts	Senior Human Resources Officer
s.4	Head of Paid Service	Chief Executive
s.5 and 5A	Monitoring Officer Depute Monitoring Officer	Strategic Lead - Legal & Governance Legal Managers
<b>Requirements of Writing (Scotland) Act 1995</b>		
Para 4, Schedule 2	Proper Officer in respect of execution of Deeds and use of the Council's seal	Chief Executive Strategic Lead - Legal & Governance Legal Managers
<b>Local Government (Contracts) Act 1997</b>		
s.3	Certification of contracts	Strategic Lead - Legal & Governance Legal Managers

**STATUTORY  
PROVISION****PURPOSE / ROLE****OFFICER****Town and Country Planning (Scotland) Act 1997**

All other powers and duties, not hereby specified, arising in terms of the 1997 act are hereby delegated to:

Strategic Lead - Economy, Development and Planning

Service Manager:  
Development Management and Building Standards

Service Manager: Planning and Housing Strategy

Development Management Team Leaders

Development Plan Team Leader

**Ethical Standards in Public Life etc. (Scotland) Act 2000 s.7 and The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003**

Proper Officer for all purposes in connection with registration of Members' interests and other related purposes under the Councillors' Code of Conduct

Strategic Lead - Legal & Governance

**Article 37 of REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL**

**Section 69 of the Data Protection Act 2018**

Designated Officer for data protection

Data Protection Officer

## **52. DUTIES OF STATUTORY OFFICERS**

### **HEAD OF PAID SERVICE**

- 52.1 The Head of Paid Service is a statutory appointment by virtue of Section 4 of the Local Government and Housing Act 1989. The Council has resolved that the Head of Paid Service is the Chief Executive.
- 52.2 Although a statutory appointment, the law does not require the Head of Paid Service to hold any specific qualifications. However, the post holder is expected to have appropriate leadership, communication and interpersonal skills and qualities of integrity and impartiality in order to deliver the statutory objectives of the post.
- 52.3 By virtue of section 2(1)(a) of the 1989 Act, the post of Head of Paid Service is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.

### **MONITORING OFFICER**

- 52.4 The Monitoring Officer is a statutory appointment by the Council by virtue of Section 5 of the Local Government and Housing Act. The Council has resolved that the Monitoring Officer is the Strategic Lead - Legal and Governance.
- 52.5 By virtue of Section 5(7) of the 1989 Act, the duties of the Monitoring Officer must be carried out personally by them or, where they are unable to act owing to absence or illness, personally by such member of their staff nominated by them as their deputy.
- 52.6 By virtue of Section 2(1)(e) of the 1989 Act, the post of Monitoring Officer is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.
- 52.7 Although a statutory appointment, the law does not require the Monitoring Officer to hold any specific qualification, and in particular, they do not require to be a solicitor or advocate. However, the recommendation of Audit Scotland is that the post holder should be in a position of sufficient seniority within the Council to enable them to carry out their statutory responsibilities effectively. This means that, irrespective of the substantive post which the Monitoring Officer holds in the Council, they will either be a member of the Council's Executive Leadership Team, or have direct access to the Council's Chief Executive, Directors and Strategic Leads as they see fit.

### **PROPER OFFICER for FINANCIAL ARRANGEMENTS (Chief Financial or Section 95 Officer)**

- 52.8 The Proper Officer for Finance Arrangements is a statutory appointment by virtue of Section 95 of the Local Government (Scotland) Act 1973 which requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a Chief Financial Officer (CFO) to have responsibility for those arrangements. The Council has resolved that the Proper Officer is the Strategic Lead - Finance & Business Support.

- 52.9 By virtue of section 2(1)(b) and (6)(d) of the Local Government and Housing Act 1989, the post of CFO is designated as a politically restricted post, and accordingly is included in the list of such posts required to be maintained by the Council.
- 52.10 In Scotland, there is no statutory requirement for the CFO to be a member of a specified accountancy body.

### **CHIEF SOCIAL WORK OFFICER**

- 52.11 The Chief Social Work Officer is a statutory appointment by virtue of Section 3 of the Social Work (Scotland) Act 1968. The Chief Social Work Officer is appointed for the purposes of the Council's functions under the 1968 Act and under those other enactments listed in Section 5(1B) of that Act. In broad terms, those functions cover all social work and social care services whether provided directly by the Council, in partnership with other agencies, or procured by the Council and provided by others on its behalf.
- 52.12 The qualifications required for the post are set out in the Qualifications of Chief Social Work Officers (Scotland) Regulations 1996 (S.I.1996/515 (1996/49)).
- 52.13 The Chief Social Work Officer is required by section 5(1) of the 1968 Act to carry out the duties of the post under the general guidance of the Scottish Ministers. The Scottish Ministers issued revised and finalised guidance in May 2016. <http://www.gov.scot/Publications/2016/07/3269/0>.
- 52.14 The Chief Social Work Officer is a "proper officer" of the Council in relation to its social work functions.
- 52.15 The Council has resolved that the Chief Officer/Director – Integrated Health and Social Care is the Chief Social Work Officer.
- 52.16 By virtue of Sections 2(1)(b) and (6)(c) of the Local Government and Housing Act 1989, the post is designated as a politically restricted post, and accordingly it is included in the list of such posts required to be maintained by the Council.

### **DATA PROTECTION OFFICER**

- 52.17 The Data Protection Officer (DPO) is a statutory appointment by virtue of Section 69 of the Data Protection Act 2018 and Article 37 of the UK General Data Protection Regulation ("UK GDPR"). The Council has a designated post of Data Protection Officer.
- 52.18 Whilst legislation does not explicitly prescribe qualifications of the DPO, the DPO must have an expert knowledge of data protection law and practice and a thorough understanding of how to build, implement and manage data protection programmes.
- 52.19 The DPO is an independent role within the Council and as such cannot be directed in the performance of their statutory tasks.
- 52.20 The DPO must have direct access to the Council's Chief Executive, Directors and Strategic Leads as they see fit.

52.21 By virtue of Section 71 of the Act and provisions of the UK GDPR, the duties of the DPO must include the following:

- (a) to inform and advise the controller or the processor and the employees who carry out processing of their obligations pursuant to this Regulation;
- (b) to monitor compliance with the UK GDPR and the Data Protection Act 2018 and with the policies of the controller or processor in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits;
- (c) to provide advice where requested as regards the data protection impact assessment under Section 64 and to monitor compliance
- (d) to cooperate with the supervisory authority; and
- (e) to act as the contact point for the supervisory authority on issues relating to processing, including the prior consultation referred to in Section 65 of the Data Protection Act, and to consult, where appropriate, with regard to any other matter.