

New Scheme of Governance

This was reported to Full Council on 24 November for approval. Implementation of the Scheme will be from the 27 January 2017.

The Governance Champions (Mairi) will deliver information/training on the main changes to the Scheme of Governance, in particular focusing on any particular document or aspect within the Scheme that will have implications for the Service.

The documents are:

The Standing Orders

List of Committee Powers

List of Officers' Powers

Planning Delegations

Financial Regulations

Scrutiny Guidance

Procurement changes

Revised Corporate Report Template

All staff will require to be made aware of the new Scheme and the implications for them in their role.

Specific training is being organised to cover:

- Procurement
- Financial Regulations
- Scrutiny
- Revised Corporate Report Template – training for Report Authors

There will also be ALDO training - this will be available by end of January 2017.

A summary of all the changes is in the report to Full Council on 29 September. The main changes are:

Committee Structure

Policy & Resources to be replaced by Business Services Committee.

Other Policy Committees – Communities, Infrastructure and, Education & Children's Services.

Full Council will deal with major financial matters, e.g. approval of Council budget, and proposals to incur expenditure not provided for in Capital or Revenue budgets.

Service budgets will go to the relevant Policy committee, e.g. Infrastructure

Scrutiny & Audit Committee will no longer exist. Audit Committee will deal with audit matters and scrutiny role will move to Area and Policy committees.

Policy Development

Only policies that impact externally on residents, communities, businesses will require committee approval. Internal policies, for example HR and H&S will no longer require committee approval. Advice is to be produced on the difference between policy and procedure. There will be a new policy development and review framework (a process for development, approval and review of policy).

Procurement Changes

More information will be required at the beginning of the procurement process rather than at the time of letting the tender. A contract reference will be required at the start of the process and this reference will be used throughout.

Forward Workplans (template to be provided) will need to go to the relevant Committee at the beginning of the financial year for all proposed procurements over £50k. Interim reports will be required where projects are required that have not previously been reported. Area only based expenditure will go to area committee. Cross area expenditure will go to relevant Policy committee.

A Business case will be required for all spend over £50k. For spend between £50k and £1million the Committee can reserve this for their approval. All Business cases for procurements over £1 million require Committee approval.

After Business case has been approved there will no requirement to submit an award of contract report to the Committee unless the Committee reserves the matter for their approval or, the value of the contract is 25% greater than the estimate in the Business Case.

Scrutiny process – Topics can be raised by a Committee. A Lead officer will be appointed and will have to report back to the Committee in 2 cycles. Officer can provide a response to the question/issue or recommend moving to Stage 2 a Workshop with members. The matter might then proceed to a Stage 3 Investigation. Training on Scrutiny to be provided.

New Committee report template

This will require to indicate why the report is going to the particular committee with specific reference to the relevant section of the Scheme of Governance.

List of Officers Powers

Will have powers to serve notices under the Land Reform Act.

Have updated powers in relation to Tree Preservation Orders.

Now includes reference to functions under Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas)(Scotland) Act.

Now includes powers to carry out activities to deliver duties under the Nature Conservation Act and Wildlife and Countryside Act.

Have powers to respond to consultations from Scottish Government and other bodies on applications/consents and policy development matters.

“Authorised Officer”

Means an officer authorised by the Council to carry out a specific task or function.

“Authorised Signatory”

Means an officer who has been duly authorised to sign documents on behalf of the Council.

“Chief Officer(s)”

Means a politically restricted statutory or non-statutory Chief Officer, as defined in section 2 of the 1989 Act including the Chief Executive, Directors, Area Managers, Heads of Services and the Chief Officer for Integration Joint Board.

Proper Officers

Robert Gray – Head of Service

Authorised Signatories

Head of Service

Service Managers

Team Managers

Team Leaders

Senior Planners ?

Sub delegation

Stephen Archer to Robert Gray

Robert Gray to Service Managers