

HIGHLAND COUNCIL

Committee: Highland Council

Date: 1 June 2017

Report Title: **Governance Arrangements**

Report By: **Chief Executive**

Purpose/Executive Summary

This report details the recommendations of the Redesign Board regarding the future governance arrangements for Highland Council. These proposals were endorsed by the Council on 9th March 2017 and a recommendation made to this new Council to consider the implementation of these proposals.

It is recommended that the Council considers and approves new governance arrangements based on 3 Strategic Committees (reducing from 5) dealing with People, Places and Corporate Resources, each with a Policy Development Group. The new Policy Development Groups would comprise Members, Officers and Trade Union representatives, working together informally and in workshop format to develop policy proposals for Committee consideration and approval. Proposed remits for these new Committees and a revised remit for Council are attached at Appendix One.

The report also proposes that the work of the Redesign Board should continue and that it should be resourced for a further year.

No other changes are recommended at this time, with the Audit and Scrutiny Committee Pensions Committee, North & South Planning Applications Committees, Planning Review Board, Highland Licensing Committee, Highland Licensing Board and the Adult Social Care Committee all continuing. It is proposed that the work of the Gaelic Implementation Group becomes part of the People Committee, supported by a Gaelic Strategy Group. Proposals regarding Localism will be included in a further report to Council on 29th June.

Recommendations

Members are asked to:

- Agree the proposed governance arrangements for 3 Strategic Committees and their Policy Development Groups.
- Agree the remits for the 3 Strategic Committees and the revised remit for Council.
- Agree the continuation and resourcing of a Redesign Board

2. Introduction - Governance Review

2.1 At the last meeting of The Highland Council, on 9th March 2017, Members received a report which set out the final recommendations from the Redesign Board for the redesign of the Council. It concluded the six phases of work of the Redesign Board. The Board recognised that the redesign proposed should be a continuous process for the Council and that some recommendations were for the outgoing Council to take forward while others were endorsed as recommendations for the new Council to consider.

2.2 The governance proposals endorsed and recommended to this new Council are:

2.2.1 Redesign the remit for Local Committees on the principle of subsidiarity (not devolving from the centre) and to support community participation;

2.2.2 With more business decided locally we would need fewer strategic committees. Three strategic committees are proposed:

- Committee for Services to People
- Committee concerned with Place
- Committee dealing with corporate affairs (e.g. resources and performance)

2.2.3 These Committees would be supported and informed by Policy Development Groups comprising members, officers and Trade Union representation.

2.2.4 These Committees would engage relevant partners as appropriate.

2.2.5 These Committees should demonstrate how communities have been or will be engaged.

2.2.6 A Scrutiny Committee will remain important, operating on a risk based approach and reviewing the assurance statements from Local Committees, escalating any concerns to Council.

2.2.7 At this time no change is proposed for Licensing or Planning Committees and the work of the Sub Committee for Adult Social Care should continue while the current partnership arrangements continue.

2.2.8 A change for the full Council would be to ensure engagement with police and fire services annually when plans are to be agreed (rather than quarterly through a separate committee), with scrutiny and other engagement carried out through the local committees (as currently done).

2.2.9 The establishment of a Commercial Board to develop the Council's commercial opportunities further.

2.2.10 The establishment of a successor to the Redesign Board to take forward and develop the redesign programme.

2.3 This report deals with some of the proposals and provides detail on how these new governance arrangements can now be established for Strategic Committees. It does not deal with the revised remits for the Local Committees, at this stage, but it is intended to bring forward a further report to Council at the end of June.

3. Strategic Committees

- 3.1 The Council's current Scheme of Delegation (http://www.highland.gov.uk/downloads/file/16903/scheme_of_delegation) has five Strategic Committees with detailed remits to deal with Resources, Community Services, Planning, Development and Infrastructure, Education, Children and Adult Services and Communities and Partnerships.
- 3.2 In line with the recommendations of the Redesign Board, endorsed by Council, this report proposes that the current governance arrangements are streamlined and focussed on Localism with a change to 3 Strategic Committees with responsibility for People, Places and Corporate Resources, each with a Policy Development Group. Proposed remits for these Committees are attached at Appendix One and it is intended to keep these under review, with a formal review after 12 months to ensure the continued proper management of council business.
- 3.3 The Policy Development Groups would comprise Members, Officers and Trade Union representatives, working together informally and in workshop format to develop policy proposals for Committee consideration and approval. The experience of Members working together in the Redesign Board workshops has been very positive and this format has enabled constructive discussions across parties and groups. These Policy Development Groups can be the engine room for Members to work together with officers and TU reps to develop ideas and policies in preparation for formal, public consideration and approval at Committee. It is acknowledged that there has been some Member discussion about the potential for sub-committees but it is felt that this would go against the grain of streamlined governance and deciding more business locally. This also can be reviewed after 12 months.
- 3.4 In order to ensure that all Members have a place on a Strategic Committee it is recommended that the membership of each Committee increases to 25 and appointments will be made by Council on the basis of political balance. The Youth Convener will continue to be a voting member of the People Committee and Religious representatives will continue to be voting members of the People Committee, in respect of Education matters only, as required in the Local Government (Scotland) Act 1973. It is proposed that the arrangements for substitutes will change with any Member of a Group being able to substitute (in line with the political balance) with notification to officers no later than 24 hours before the commencement of the meeting.
- 3.5 This report also proposes that the work of the Redesign Board should continue and that it should continue to take forward and develop a redesign programme. As before it should be chaired by the Convener and comprise 16 Members (with appointments made by Council on the basis of political balance) plus 2 Trade Union representatives. Also as before it should be supported by the continuing secondment for a further year of the Head of Policy and Reform and the involvement of key staff as required. This support can be resourced by a budget feed of £50k from general fund balances. The

Redesign Board will be charged with developing its work plan for the year and presenting this to Council for approval on 7th September 2017.

- 3.6 The Audit and Scrutiny Committee would continue, along with Pensions Committee, North & South Planning Applications Committees, Planning Review Board, Highland Licensing Committee and Highland Licensing Board. The business of the Gaelic Implementation Group would be mainstreamed into the People Committee, ensuring a strategic platform for the Gaelic language, and supported by a Gaelic Strategy Group, and the Sub Committee for Adult Social Care will continue to oversee the work of partnerships.
- 3.7 The Council is also required to update the remit for the full Council to deal with matters relating to community planning and the scrutiny of police and fire annual reports for Highland (with local scrutiny continuing to happen at Local Committee).

4. Implications

- 4.1 Resource – there are no direct resource implications relating to the new Strategic Committee proposals. However the proposal to continue the Redesign Board will require investment and it is proposed that this is a highly appropriate use of reserves to deliver the type of transformational change that redesign is expected to effect, and is critical in meeting future financial challenges.

Legal – the proposed arrangements comply with the requirement for the council to maintain robust, open and transparent governance arrangements.

Community (Equality, Poverty and Rural) - there are no direct equality, poverty or rural implications arising from these proposals.

Climate Change/Carbon Clever – the move towards more paper-lite meetings and use of technology by Members and Officers will reduce impact of volume printing and enable more effective presentation of reports and background information.

Risk – there is not considered to be a risk arising from moving to these new arrangements.

Gaelic – Committees will continue to support and promote the use of Gaelic language in council business.

Designation: Depute Chief Executive/Director Corporate Development

Date: 23rd May 2017

Author: Michelle Morris

Background Papers:

Scheme of Delegation;

Redesign of the Highland Council (Report to Highland Council 9th March 2017).

Part I

Powers Reserved to The Highland Council

1. The following powers are reserved to the Council:-
 - 1.1 To define the Council's Goals and Values and main objectives and decide on its priorities.
 - 1.2 To allocate resources between the functions and activities of the Council to reflect its priorities.
 - 1.3 To approve the annual Revenue and Capital budgets, and to set the Council Tax, HRA rent and other Housing charges.
 - 1.4 *To approve the Council's Programme including its contribution to the Local Outcome Improvement Plan.*
 - 1.5 *To approve the local plans for Police and Fire Services every three years and to provide annual strategic scrutiny and engagement of these plans on the basis that regular scrutiny and engagement related to their delivery will be undertaken locally.*
 - 1.6 *Also, to provide strategic direction and oversight for the Council's participation, contribution and engagement to Community Planning, including the Council's contribution to the Local Outcome Improvement Plan.*
 - 1.7 To make policies or substantially extend or modify any policies not otherwise delegated to Committee.
 - 1.8 To make Schemes to regulate the work and performance of the Committees and Sub Committees.
 - 1.9 To evaluate, co-ordinate and review the work and performance of all Committees.
 - 1.10 To elect the Convener, Leader of the Council, Depute Leader of the Council and both Vice Conveners.
 - 1.11 To fix the constitution, membership, functions and powers of the Council's Committees, to amend them from time to time, to appoint the Chairs and Vice-Chairs of Committees and to confirm the appointment of the Leader of the Opposition following nomination by the largest political group in opposition to the Administration.
 - 1.12 To establish, and appoint Members to represent the Council on, Companies and/or other bodies and to oversee their operation, including the receipt of Financial Reports and Accounts, where such power is not expressly delegated to a Committee or Sub Committee.

- 1.13 To incur expenditure, including capital expenditure, not otherwise budgeted for.
- 1.14 To promote or oppose Parliamentary Bills.
- 1.15 To consider and respond to proposed amendments to the Authority's boundaries or boundaries of the Electoral Wards of the Council.
- 1.16 To deal with all matters relating to the election of Members to the Council.
- 1.17 To make Schemes for Members' Allowances, and for Approved Duties.
- 1.18 To change the name of the Council.
- 1.19 To authorise the use of the Common Seal and any Coat of Arms or logo.
- 1.20 To admit honorary Freemen.
- 1.21 To make, amend or revoke this Scheme, the Standing Orders relating to the Conduct of Meetings or the Financial Regulations and the Contract Standing Orders.
- 1.22 To act as Trustee for Common Good Funds and Associated Funds in relation to determining and delivering investment policy, including the purchase and disposal of trust assets, subject to the administration of these funds being delegated to City/Area Committees or to Officers in terms of this Scheme.
- 1.23 To approve the Treasury Management Policy Statement, Annual Strategy Statements and Out-Turn Reports.
- 1.24 To adopt the Council's Decentralisation Scheme and to amend it as required.
- 1.25 In relation to the Planning, Development and Infrastructure Service –
 - (a) to adopt Local Development Plans under the Town and Country Planning (Scotland) Act 1997 (as amended); and
 - (b) to make schemes for Simplified Planning Zones under the Town and Country Planning (Scotland) Act 1997 (as amended).
- 1.26 To make formally Byelaws, Regulations, Management Rules and Schemes where not otherwise dealt with by Strategic Committees and/or City/Area Committees.
- 1.27 To make Compulsory Purchase Orders, recommended by Committees.

- 1.28 To make Resolutions under Section 9 of the Civic Government (Scotland) Act 1982.
- 1.29 To appoint, fix the salary of and to dismiss the Chief Executive and any Director unless any of these powers are specially delegated to any Committee.
- 1.30 To approve any review of staffing structures at Director level.
- 1.31 To appoint the Proper Officer of the Council for specified roles and the Council's Monitoring Officer.
- 1.32 To appoint the Parliamentary Returning Officer.
- 1.33 To respond to any finding of maladministration by the Public Services Ombudsman.
- 1.34 To consider any report prepared by the Council's Monitoring Officer under Section 5 of the Local Government and Housing Act 1989 and to comply with the requirements of that Section.
- 1.35 To determine all applications for planning permission relating to 'national development' (designated as such under s3A(4)(b) of the Town and Country Planning (Scotland) Act 1997 (as amended)).
- 1.36 To determine all applications for planning permission relating to 'major developments' (as designated by s26A(1)(b)&(2) of the Town and Country Planning (Scotland) Act 1997 (as amended) which are considered to be significantly contrary to the development plan
- 1.37 *To agree the delegation of functions in line with Requests from Local Committees based on statements of intent and risk assessments (including criteria for improvement, targets, financial management, resources and governance).*
- 1.38 *To oversee and approve any changes to the Scheme of Establishment for Community Councils.*

2. Delegation to Committees and Sub Committees

There shall be delegated to the Committees and Sub Committees of the Council the powers and duties set out in this Scheme subject to the limitations and conditions stated. Decisions taken by Committees and Sub Committees exercising powers delegated to them shall be deemed to be acting and proceedings of the Council, except as otherwise provided by Statute or by this Scheme.

3. Right of Reference to Committees and Council

Nothing shall prevent a Committee, Sub Committee, Chairman and Vice Chairman, or an Officer from referring any matter to the Council or any

Committee for decision where that matter could otherwise be dealt with under delegated powers in terms of this Scheme.

4. Interpretation

In any situation of uncertainty, it is for the Depute Chief Executive/Director of Corporate Development to determine which Committee is empowered to exercise authority which has been delegated (to a Committee) by the Council.

(Amendments/additions in italics above)

Corporate Resources Committee

1. General

The following powers/duties shall be exercisable by all the Headquarters Strategic Committees to:-

1. Approve and review policies, strategies and service plans for the delivery of the services within the Committee's remit.
2. Scrutinise the management of the Revenue and Capital Budgets for the services included in the Committee's remit and monitor and control these budgets including dealing with over-expenditure.
3. Scrutinise performance relating to service delivery and implementation of strategy, policy and service plans.
4. Review the effectiveness of the standard and level of services provided in accordance with the Council's commitment to Best Value and continuous improvement.
5. Make decisions about entering into partnerships including consultation with other agencies, organisations and communities, as appropriate, in order to achieve a collaborative and effective approach to service delivery.
6. Consider representations, consultations etc from Government and statutory bodies and to make representations to Ministers and those bodies regarding services included in the Committee's remit.
7. Promote sustainable development and equal opportunities in the conduct of Council business and the delivery of services.
8. Consider the impact of decisions on communities, specifically taking into consideration the issues of poverty and rurality.
9. Ensure that all decisions take into account the Resource, Legal and Risk implications that need to be considered.

2. Specific

Finance Service - Responsibility for:-

- 2.1 All financial affairs of the Council including corporate monitoring of the Revenue and Capital Budgets.
- 2.2 Treasury management (including the scrutiny of policy and strategy statements, outturn and performance monitoring reports and practices).
- 2.3 Charges, rebates and allowances not linked to the functions of any other Committee.
- 2.4 Applications for loans and grants, not linked to the functions of any other committee and which are included in the budget e.g. Capital Discretionary Budget.
- 2.5 Local Government Pension Scheme discretionary policies in respect of the Council's role as an employer within the Pension Fund.

- 2.6 All matters relating to the administration of local taxation, including Council tax and non-domestic rates, and council tax reduction and benefits, including benefits promotion and anti-fraud activities.
- 2.7 Collection and recovery of debts owed to the Council.
- 2.8 Determination of appeals against non-domestic rates assessments and the disposal under any enactment of all other claims or applications for relief.
- 2.9 Procurement and the review and monitoring of compliance with Contract Standing Orders.
- 2.10 The review and monitoring of the superannuation of employees under the Local Government Superannuation (Scotland) Acts but excluding the management and investment of the superannuation and other funds.

3. Corporate Development – Responsibility for:-

- 3.1 Matters relating to the workforce including equal opportunities in employment, employee learning and development, human resource management and the health, safety and well-being of employees.
- 3.2 Improving employee engagement and partnership working, ensuring good industrial relations through effective consultation and communication in partnership with the trade unions.
- 3.3 Customer services including the Service Point Network, Service Centre, Digital Services and other channels being developed to support efficient and effective access to the Council and services.
- 3.4 Registration of Births, Deaths and Marriages (as required under the Registration etc Act 1965) and for the licensing of approved places for civil marriages under the Marriage (Approved Places) (Scotland) Regulations 2002.
- 3.5 Continuous service improvement and efficiency through the work of the Corporate Improvement Team.
- 3.6 ICT Services (corporate and curriculum) including services delivered in-house and those delivered in partnership and through contractual arrangements with external organisations.
- 3.7 Legal and democratic services to ensure effective corporate governance and the legality of Council decisions and actions at all times.
- 3.8 Effective administration of, and to ensure appropriate resources for, the licensing function including the Highland Licensing Committee and Board.
- 3.9 Responsibility for consumer protection, including Trading Standards, Consumer Advice and the enforcement of Civic Government Licensing.
- 3.10 Functions of the Council, as the statutory authority, in relation to Weights and Measures and Consumer Safety, storage of petrol and explosives. (Ref Health and Safety at Work Act 1974/ Petroleum (Consolidation) Regulations 2014& Explosives Regulations 2014 respectively); all year round supply of fireworks (Ref. Fireworks Regulations 2004 made under the Fireworks Act 2003 and by sections 11(3) and 27(2) of the Consumer Protection Act 1987)

3.11 Appointments to Committees/Sub-Committee with the remits detailed below, acting with full delegated powers, to deal with Appeals, Disputes and Early Retirement **

4. Other General Business

Relating to the effective and legal operation of the Council and not covered by other committees.

Powers and Duties Delegated to the Committee

All of the powers and duties detailed in 1.1 to 3.11 above other than those specifically reserved under Part 1 of the Scheme and those fully delegated to the following -

**** (a) Appeals Committee**

To conduct formal Appeals Hearings in accordance with Council policy relating to dismissals, disciplinary sanctions taken by a Service Director or his/her nominated representative, grievances and claims of harassment or discrimination.

To conduct formal hearings in accordance with procedures laid down by the Council to enable the settlement of differences and disputes between the Council and its employees.

**** (b) Disputes Committee (Ad Hoc)**

To conduct formal hearings in accordance with procedures laid down by the Council to enable the settlement of differences and disputes between the Council and its employees.

**** (c) Employment Release Sub-Committee**

To agree early retirement or redundancy for any post which is considered to be out-with the authority delegated to the Chief Executive and Director of Finance

To consider exceptional circumstances applying to transfers into the Local Government Pensions Scheme from occupational pension schemes or personal pension schemes.

**** (d) Non Domestic Rates Appeal Committee**

To consider and determine appeals by ratepayers on non-Valuation aspects of rates administration".

** Full delegated powers.

Places Committee

1. General

The following powers/duties shall be exercisable by all the Headquarters Strategic Committees to:–

1. Develop and review charges, policies, strategies and service plans for the delivery of the services within the Committee's remit.
2. Approve the Revenue and Capital Budgets for the services included in the Committee's remit and to monitor and control these budgets including dealing with over-expenditure.
3. Scrutinise performance relating to service delivery and implementation of strategy, policy and service plans.
4. Review the effectiveness of the standard and level of services provided in accordance with the Council's commitment to Best Value and continuous improvement.
5. Make decisions about entering into partnerships including consultation with other agencies and organisations, as appropriate, in order to achieve a collaborative and effective approach to service delivery.
6. Consider representations, consultations etc from Government and statutory bodies and to make representations to Ministers and those bodies regarding services included in the Committee's remit.
7. Promote sustainable development and equal opportunities in the conduct of Council business and the delivery of services.
8. Consider the impact of decisions on communities, specifically taking into consideration the issues of equality, poverty and rurality.
9. Ensure that all decisions take into account the Resource, Legal, Climate Change/Carbon Clever, Risk and Gaelic implications that need to be considered.

2. Specific

- 2.1 To carry out the functions of the Council as the statutory authority in relation to the following – Access, Building Standards, Burials, Coast Protection, Development Planning, Development Management, Environmental Health, Environmental Protection, Flood Risk Management, Harbours, High Hedges, Planning Enforcement, Roads, Street Cleaning and Waste Collection and Disposal.
- 2.2 To carry out the functions of the Council in delivering services relating to the following Asset Management, Community Asset Transfer, Capital Design and Delivery, Cleaning, Catering and Facilities Management, Climate Change, Communications, Countryside Facilities, Economic Development and Regeneration, Energy, Environmental Health, Animal Health and Contaminated Land, Estates and Tenancy Management, Europe, Ferries, Fleet Management, Grounds Maintenance, Industrial Investment, Land Reform and Environment,

Capital Design and Delivery, Oil Pollution, Parking Enforcement and Management, Property Maintenance, Recycling, Road Safety, Roads Network Management, Public and School Transport, Purchasing and Logistics, Street Cleansing, Street Lighting, Traffic Management, Transport Infrastructure, Waste Management, Housing Development and Winter Maintenance.

- 2.3 To set service standards and approve policy and overall priorities for the delivery of Place service functions to comply with the Council's legal, regulatory and financial responsibilities, approve the distribution of operational budgets to Local Committees, scrutinise expenditure against local budgets and agree corrective action to ensure a balanced Service budget.
- 2.4 To monitor budgets, approve any variations (including those functions and budgets delegated to Local Committees) and consider changes to local service delivery arrangements proposed by Local Committees where these would have an impact on more than one Local Committee area.

3. Specific

Development & Infrastructure Service – Responsibility for:-

- 3.1 Land Reform and Environment - To deliver the Council's duties and responsibilities, where such duties and responsibilities are not delegated to Officers (or where Officers have declined to exercise their delegated powers) or to Planning Applications Committees, under the Countryside Act 1967, the Land Reform (Scotland) Act 2003 (in terms of access) and the Nature Conservation Act 2004.
- 3.2 Property Estates
 - 3.2.1 The management, lease and disposal of land and property of a capital value exceeding £200,000 or £25,000pa: investigating and formulating proposals for joint venture utilising Council property assets.
 - 3.2.2 The acquisition and lease of land and property of a capital value exceeding £150,000 for acquisitions or £15,000pa for leases.
 - 3.2.3 The disposal of land at less than the best consideration than can reasonably be obtained with a market value in excess of £10,000 or where marginal differences between proposed prices and best consideration prices is 25% or less and the marginal difference exceeds £10,000.
- 3.3 Housing
 - 3.3.1 To consider all applications for housing development loans and grants and to oversee the operation of the Council's Landbank Fund.
 - 3.3.2 To consider all applications for the Scottish governments. Evergreen Infrastructure Loans Fund and to oversee the operation of the loan fund.
- 3.4 Planning and Building Standards
 - 3.4.1 To oversee the functions of the Council as the Planning Authority under the Town and Country Planning (Scotland) Act 1997 (as amended) and as the Buildings Authority under the Building (Scotland) Act 2003 (as amended).
 - 3.4.2 To prepare, monitor and review (for the Council) any Local Development Plans (and associated Action Programmes), Supplementary Guidance and other land use, policies and guidance that provide a Highland-wide policy context for place-

specific plans, policies and guidance, in accordance with the terms of the Town and Country Planning (Scotland) Act 1997 (as amended).

- 3.4.3 To determine all applications referred to the Committee (with the exception of applications relating to 'major developments' (as designated by s26A(1)(b)&2 of the Town and Country Planning (Scotland) Act 1997 (as amended) which are considered to be significantly contrary to the development plan, rather than to a Planning Applications Committee where the Director, following consultation with the Planning, Development, and Infrastructure Chair and the relevant Chairs of the Planning Applications Committees, is of the opinion that an application raises strategic and/or cross boundary issues.
 - 3.4.4 To exercise all functions available to the Council under the High Hedges (Scotland) Act 2013, unless otherwise reserved to The Highland Council or delegated to Planning Applications Committees or Officers.
 - 3.4.5 To determine applications referred to the Committee under the Council's Notice of Amendment procedures in respect of applications first considered at a Planning Applications Committee.
 - 3.4.6 To respond to consultations from Scottish Ministers on energy developments under the Electricity Act 1989 (including those relating to s36 and s37 applications) referred to the Committee under the Council's Notice of Amendment (Planning) procedures in respect of applications first considered at a Planning Applications Committee.
 - 3.4.7 To fulfil the functions of the Council under the terms of the Ancient Monuments and Archaeological Areas Act 1979 (as amended) and the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) where such functions are not delegated to Officers (or where Officers have declined to exercise their delegated powers) or to Planning Applications Committee.
 - 3.4.8 Planning etc (Scotland) Act 2006 – to determine under Part 9 (Business Improvement Districts) whether the Council should exercise its power of veto over a BID proposal and hence whether a ballot shall be held or not.
- 3.5 Property and Facilities
- 3.5.1 To take over (at the request of any Committee) the management and maintenance of any land or property while it is not required by that Committee, to approve terms and conditions negotiated by the Director of Development and Infrastructure for the acquisition, disposal or lease of land and property and to monitor the status of building projects appearing in the capital works and maintenance programmes.
 - 3.5.2 To set policy for the management and maintenance of property and countryside facilities including lets.
 - 3.5.3 To monitor the Property Client role to ensure that statutory compliance obligations of the Council for Property related legislation are met and changes to Property/Built Environment Assets are controlled.
 - 3.5.4 To agree and monitor the project management arrangements for Public Private Partnership schemes relating to building construction or maintenance programmes and the Service's role as Client and Principal Designer under the Construction (Design and Management) Regulations 2015 (CDM Regulations).
 - 3.5.5 To monitor the purchase of fuels and energy (and agree such contracts), approve and maintain competed framework arrangements for minor and major works

contracts and decide on grants of national significance which relate to the Service's responsibilities.

4. Community Services – Responsibility for:-

- 4.1 Burials – to manage the Council's Burial Grounds and Crematorium to ensure that they meet current and future needs.
- 4.2 Coast Protection – to set policy for the maintenance of existing coast protection schemes and the implementation of new schemes.
- 4.3 Community Support – to scrutinise and approve the distribution of funds to external parties to assist in community based projects.
- 4.4 Amenity Services – to approve the policy and standards to be achieved for the range of activities delivered through Amenity Services, including grounds maintenance and public conveniences.
- 4.5 Environmental Health - To promote and approve policies and strategies in relation to Public Health, Health and Safety at Work, Pollution Control, Private Water Supplies, Animal Health and Welfare, Contaminated Land, Enforcement of Civic Government Licensing and Food Safety.
- 4.6 Ferries, Harbours, Piers and Slipways - To set policy for the management and maintenance of ferries, harbours, piers and slipways and to approve the scale of charges for those in Council control, to promote Harbour Orders and to receive the Minutes of the Harbours Management Board meetings.
- 4.7 Roads - To set policy for the management and maintenance of roads and bridges and to approve the scale of charges required under Roads legislation.
- 4.8 Waste Management - To promote and approve strategies for waste minimisation, storage, collection, treatment and disposal and to approve the scale of charges for the collection and disposal of certain wastes and street cleaning.

Powers and Duties Delegated to the Committee

All the powers and duties listed above - other than those specifically reserved under Part I of this Scheme and those fully delegated to the following.

Education Transport Review Sub Committee – to determine reviews in respect of the provision of school transport.

People Committee

1. General

The following powers/duties shall be exercisable by all the Headquarters Strategic Committees to:

- 1.1 Develop and review charges, policies, strategies and service plans for the delivery of the services within the Committee's remit.
- 1.2 Approve the Revenue Budgets for the services included in the Committee's remit and to monitor and control these budgets including dealing with over-expenditure.
- 1.3 Scrutinise performance relating to service delivery and implementation of strategy, policy and service plans.
- 1.4 Review the effectiveness of the standard and level of services provided in accordance with the Council's commitment to Best Value and continuous improvement.
- 1.5 Make decisions about entering into partnerships including consultation with other agencies and organisations, as appropriate, in order to achieve a collaborative and effective approach to service delivery.
- 1.6 Consider representations, consultations etc from Government and statutory bodies and to make representations to Ministers and those bodies regarding services included in the Committee's remit.
- 1.7 Promote sustainable development and equal opportunities in the conduct of Council business and the delivery of services.
- 1.8 Consider the impact of decisions on communities, specifically taking into consideration the issues of equality, poverty and rurality.
- 1.9 Ensure that all decisions take into account the Resource, Legal, Climate Change/Carbon Clever, Risk and Gaelic implications that need to be considered.

2 Specific

- 2.1 Carry out the functions of the Council as the statutory authority in relation to the following: Additional Support for Learning; Adult Social Care; Allied Health Professionals; Chief Social Work Officer; Children's Services Planning; Community Learning and Development; Corporate Parenting; Criminal Justice Social Work; Early Learning and Childcare; Educational Psychology; Estate

and Capital Planning; Local Housing Strategy; Primary and Secondary Education; Gaelic Development and Language Plan; Gaelic Medium Education; Getting it right for every child; Health Improvement; Health Visiting; Looked after Children services; Mental Health Officers; Housing and Homelessness policies Out-of-hours Social Work; Quality Improvement in Schools; School Hostels; Statutory School Consultations; Throughcare and Aftercare; Violence against Women services, Youth Work and Reporting against the Public Sector Equality Duty.

- 2.2 Carry out the functions of the Council in delivering services relating to the following: Culture and Leisure; Developing Scotland's Young Workforce; Early intervention and preventative services for children; ICT systems support and planning; Libraries; Museums; Music tuition; PPP Projects; Primary Mental Health Workers; Public Protection arrangements; Safe Highlander; School Crossing Patrollers; and School Nursing.
- 2.3 Set service standards and approve policy and overall priorities for the delivery of People service functions to comply with the Council's legal, regulatory and financial responsibilities.

3 Care & Learning Service – Specific Duties:

- 3.1 Make recommendations to the Council on the outcomes of statutory consultation on school provision.
- 3.2 Undertake consultation with relevant agencies and organisations, including the voluntary sector, to achieve a co-ordinated approach to the provision of services within the Committee's remit.
- 3.3 Contribute to the development and delivery of the strategic plan relating to Highland's provision of Community Justice Services, including appointing a member to the Highland Community Justice Partnership.
- 3.4 Oversee the scrutiny of adult social care services delegated to NHS Highland, including to appoint the Adult Services Development and Scrutiny Sub-committee, and to consider any recommendations from it.
- 3.5 Secure the process for Community Learning and Development by publishing a 3 year plan setting out how provision will be co-ordinated with other bodies, what will be provided directly and how needs for Community Learning and Development will be assessed.
- 3.6 Receive reports on the performance and activity of High Life Highland and Eden Court.

4. Community Services – Specific Duties:

- 4.1 Determine the Local Housing Strategy
- 4.2 Approve housing and homelessness policies.
- 4.3 Approve Housing Revenue Account Estimates, setting revenue and capital budgets and associated rents and service charges.