



SCHEME OF ADMINISTRATION

**Chief Officer (Legal and Democratic)
December 2024**

NORTH LANARKSHIRE COUNCIL SCHEME OF ADMINISTRATION

(1) GENERAL

This document comprises the Council's Scheme of Administration specifying the business to be transacted at Committees, the arrangements for Committee and Sub-Committee meetings and the functions delegated to Committees and Sub-Committees.

(2) STANDING COMMITTEES

Save as varied by decision of North Lanarkshire Council, the following shall comprise the Standing Committees, Sub-Committees and other standing bodies of the Council. The Terms of Reference of each shall be as detailed in the Appendix hereto and the Membership of each shall not exceed that set out opposite the relevant Committee, Sub-Committee or body:-

Committees/Sub-Committees

Adult Care and Social Work Committee: 25

Communities Committee: 25

Finance and Resources Committee: 40

Employee Appeals Sub-Committee: 14

Joint Consultative Committee for Local Government Employees: 12 (plus Trade Union representatives)

**Education, Children and Families Committee: 40
(plus 3 Religious and 2 Teacher Representatives)**

Education Employee Appeals Sub-Committee: 14

Joint Negotiating Committee for Teaching Staff: 7 (plus 2 Officers and 9 Trade Union representatives)

Enterprise and Fair Work Committee: 25

Environment and Climate Change Committee: 25

Housing Committee: 40

Local Review Body: 10 (membership to come from Planning Committee)

Planning Committee: 25

Planning Hearings Committee: 77

Policy and Strategy Committee: 25

Appointments Sub-Committee: 8

Audit and Scrutiny Panel: 11

Regulatory Committee: 14

Wellbeing and Tackling Poverty Committee: 25

(3) **AD-HOC COMMITTEES**

As and when considered appropriate, the Council may establish such other Committees or Sub-Committees as may be required, either on a standing or on an ad-hoc basis, and may remit to such Committees or Sub-Committees consideration and determination of such matters as the Council may, from time to time, determine.

(4) **DELEGATION**

The following delegations to Committees and Sub-Committees proceed on the principle that decisions should be made at the lowest or most local level consistent with the nature of the issues involved.

(a) **General Delegations to Committees**

Subject to the derogations, exceptions and limitations provided for in this Scheme and in the Standing Orders of the Council, there shall be delegated to the respective Committees all functions, matters, services or undertakings contained in (a) the respective Terms of Reference of those Committees, and (b) any minute of the Council making a special delegation to a Committee.

Each Committee may exercise and perform on behalf of and in the name of the Council all powers and duties of the Council in relation to the functions, matters, services or undertakings included in the delegations to Committees and that without further approval being required. Sub-Committees may exercise and perform powers and duties on behalf of and in the name of the Council **only**

- (A) if the power or duty falls within the special delegations contained in this Scheme, or
- (B) if the power or duty falls within a delegation to that Sub-Committee specifically approved by the Council.

(b) **Exclusion from Delegations to Committees**

There shall be excluded from the delegation to any Committee or Sub-Committee the following:-

- (A) determining the objectives of the Council;
- (B) matters of new policy or variation of existing policy and matters having a common and continuing application in more than one service;
- (C) the power of raising money through borrowing;
- (D) the power of incurring any expenditure not provided for in the annual Estimates of the Council unless and until such expenditure has been reported to and approved by or on behalf of the Council;
- (E) the final approval of the annual Estimates of:-
 - 1) revenue expenditure, and
 - 2) capital expenditure for work authorised by the Council;
- (F) the setting of the Council Tax;
- (G) the appointment to a Committee, Sub-Committee or Panel of Members of the Council or of persons who are not Members of the Council or of the Committee;

- (H) matters reserved to the Council by Statute, Standing Orders or other Scheme approved by the Council;
- (I) all proposals for the promotion of or opposition to parliamentary powers;
- (J) the making, alteration or revocation of Standing Orders, Bye-laws, Schemes (including plans relative thereto), and Regulations made under Statute, and
- (K) any function, matter, service or undertaking contained in the Terms of Reference of any Committee and marked with an asterisk (*) in this Scheme of Administration.

(c) **Limitations on Delegations to Committees and Sub-Committees**

Delegations to a Committee or Sub-Committee shall be subject to the restrictions and conditions following:-

- (A) each Committee and Sub-Committee shall, in carrying out the functions, powers and duties referred to or delegated to it, observe and comply with the Standing Orders of the Council and with any resolutions, directions or instructions passed by the Council with reference to its business generally or to any specific delegation;
- (B) a Committee or Sub-Committee may, in any case, direct that a matter be reported simpliciter to the Council for decision or that their resolution be submitted to the Council in the form of a recommendation;
- (C) any general delegation by a Committee to a standing Sub-Committee shall be subject to the approval of the Council, and
- (D) each Committee of the Council shall have the powers and duties set out in the Terms of Reference of Committees except that any functions which are referred or delegated to a Committee shall be exercised subject to the functions of the Policy and Strategy Committee and its Sub-Committees.

(d) **Special Delegations of Functions to Sub-Committees**

Subject to the foregoing exclusions and limitations, the special delegations of functions to Sub-Committees shall be as detailed in the Appendix to this Scheme:-

(5) **TIMETABLE**

The timetable for meetings of Committees and Sub-Committees shall be that determined by the Council from time to time.

**TERMS OF REFERENCE FOR COMMITTEES, SUB-COMMITTEES
AND PANELS OF THE COUNCIL**

ADULT CARE AND SOCIAL WORK COMMITTEE

- (1) To discharge the social work functions of the Council in terms of relevant legislation, Scottish Government Guidance and direction from the Integrated Joint Board (IJB), including the functions of the Council relating to needs of:-

Adults affected by:-

- (a) Learning Disability;
 - (b) Mental Ill Health;
 - (c) Substance Misuse;
 - (d) Frailty and Long Term Conditions;
 - (e) A Need for Care at End of Life, and
 - (f) Caring Responsibilities.
- (2) To discharge the responsibility of social work services for adult protection and the contribution of Adult Social Work Services to the wider public protection agenda.
- (3) To accept tenders for previously approved projects within the responsibility of this Committee.
- (4) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
- (5) To grant authority to Members to attend seminars, conferences and other visits concerning matters within the area of responsibility of this Committee, until such time as responsibility for this matter passes to the Scottish Public Services Ombudsman.
- (6) To discharge the responsibility of the Council in joint planning with the Health Board, Health and Social Care Partnerships the Third Sector and other Partner Agencies and Organisations and the financing thereof.
- (7) To monitor and approve expenditure falling within the remit of this Committee consistent with approved Council objectives.
- (8) To consider reports on revenue and capital schemes coming within the remit of this Committee within approved Revenue Capital Programmes.
- (9) To approve and monitor implementation of the Council's Capital Programme for Adult Social Care projects.

APPOINTMENTS SUB-COMMITTEE

To deal with the recruitment and appointment of Chief and Depute Chief Officers and Heads of Service with full delegated powers to consider and agree the job outline, employee specification, advertising proposals and interviewing procedures; agree the short list of candidates to be interviewed; interview the shortlisted candidates and make the appointment.

AUDIT AND SCRUTINY PANEL

(1) Statement of Purpose

The Audit and Scrutiny Panel is a key component of the Council's corporate governance arrangements. The purpose of the Audit and Scrutiny Panel is to provide independent assurance to the Council and those charged with governance on the adequacy of the Council's risk management framework and internal control environment. It provides independent review of the Council's governance, risk management, performance and control frameworks and oversees the financial reporting and annual governance processes. It oversees the Council's internal and external audit arrangements, helping to ensure efficient and effective assurance arrangements are in place. It also undertakes the scrutiny function within the Council's governance framework and will establish short life task group reviews, as required, to undertake in-depth examination of particular areas of policy and/or service delivery with a view to making recommendations for improvement.

(2) Governance, Risk and Control

The Audit and Scrutiny Panel's remit in relation to governance, risk and control is:-

- to review the Council's corporate governance arrangements against relevant good practice guidance and consider annual governance reports and assurances;
- to review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account Internal Audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control;
- to consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements including in relation to the Council's ALEOs;
- to monitor the effective development and operation of risk management in the Council and its ALEOs, including monitoring progress in addressing risk-related issues reported to the Panel;
- to consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions, and
- to review the assessment of fraud risks and potential harm to the Council from fraud and corruption by monitoring the Council's counter-fraud strategy, actions and resources.

(3) Internal Audit

The Audit and Scrutiny Panel's remit in relation to Internal Audit is:-

- to approve the Internal Audit Charter;
- to approve the risk-based Internal Audit Plan, including Internal Audit's resource requirements;
- to approve significant interim changes to the risk-based Internal Audit Plan and resource requirements;
- to make appropriate enquiries of both management and the Audit and Risk Manager to determine if there are any inappropriate scope or resource limitations impacting on the work of Internal Audit;

- to consider reports from the Audit and Risk Manager on Internal Audit's 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);
 - periodic reports on the results of the Quality Assurance and Improvement Programme, and
 - reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement;
- to consider the Audit and Risk Manager's Annual Report, including:-
 - the statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement – these will indicate the reliability of the conclusions of Internal Audit, and
 - the opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control, together with the summary of the work supporting the opinion - these will assist the Panel in reviewing the Council's Annual Governance Statement;
- to receive reports outlining the action taken where the Audit and Risk Manager has concluded that management has accepted a level of risk that may be unacceptable to the Council or there are concerns about progress with the implementation of agreed actions;
- to contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of Internal Audit that takes place at least once every five years, and
- to support the development of effective communication with the Audit and Risk Manager.

(4) **External Audit**

The Audit and Scrutiny Panel's remit in relation to External Audit is:-

- to consider the External Auditor's Annual Plan and all relevant reports issued to those charged with governance;
- to comment on the scope and depth of external audit work and to ensure it gives value for money, and
- to advise, and make recommendations as appropriate, on the effectiveness of relationships between External Audit and Internal Audit and other inspection agencies or relevant bodies.

(5) **Financial Reporting**

The Audit and Scrutiny Panel's remit in relation to financial reporting is:-

- to review the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements, or from the audit, that need to be brought to the attention of the Council, and
- to consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

(6) Scrutiny

The Audit and Scrutiny Panel's remit in relation to the challenge and scrutiny function is:-

- to review and monitor the performance of the council in delivering upon its priorities, outcomes, programme of work and targets in the Council plan, specifically performance.
- to review performance to assess whether intended policy outcomes have been achieved;
- to consider the Council's performance, improvement, and governance arrangements to ensure that approaches continues to facilitate effective and efficient delivery of planned services and outcomes and the Council's vision, and
- to commission independent short life task group reviews (based on evidence), and carry out reviews recommended from service committees, to enable in-depth scrutiny of policy, practices, and performance where the challenge and scrutiny function can make an impact or add value.

(7) Accountability Arrangements

The Audit and Scrutiny Panel's remit in relation to accountability arrangements is:-

- to report to the Council's Policy and Strategy Committee on the Panel's findings, conclusions and recommendations concerning:-
 - the adequacy and effectiveness of the Council's governance, risk management and internal control frameworks;
 - financial reporting arrangements;
 - internal and external audit arrangements;
 - the performance of the council in delivering upon its priorities, and
 - the adequacy and effectiveness of the Council's performance and improvement arrangements, and
- to report to the Council's Policy and Strategy Committee on a regular basis on the Panel's performance in relation to its Terms of Reference and the effectiveness of the Panel in meeting its purpose.

COMMUNITIES COMMITTEE

- (1) To oversee plans to work with communities to ensure effective participation in improving services with our community planning partners as set out in following legislation:-
 - the Local Government (Scotland) Act 2003, and
 - the Community Empowerment (Scotland) Act 2015.
- (2) To oversee the community engagement strategy in accordance with need and inequality priorities.
- (3) To determine requests for financial assistance from voluntary and community organisations under the provision of grant schemes relating to community development and learning.
- (4) To determine requests for support for attendance at sports events and for the promotion of sports facilities for people with disabilities.
- (5) To consider plans for the direction and management of the Community Boards.
- (6) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
- (7) To maintain a strategic overview of the Council's policies and functions in relation to community safety and anti-social behaviour and to consider matters in relation to the Council's participation in community safety partnership arrangements and initiatives.
- (8) To provide a community learning and development service to support young people and families.
- (9) To monitor and approve expenditure falling within the remit of this Committee consistent with approved Council objectives.
- (10) To oversee the functions of the Council in delivering the statutory responsibilities in relation to integrity planning and the prevention of serious and organised crime and terrorism.
- (11) To review any application for a Community Asset Transfer which has previously been refused by the Council, in accordance with the Community Empowerment (Scotland) Act 2015.
- (12) To accept tenders for previously approved projects within the responsibility of this Committee.
- (13) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
- (14) To grant authority to Members to attend seminars, conferences and other visits concerning matters within the area of responsibility of this Committee.
- (15) To oversee plans to promote the engagement and involvement of North Lanarkshire's young people in the strategic mainstream planning of services and to monitor the impact and outcomes of youth engagement plans.
- (16) To determine strategies and frameworks for Youth Services, including employability, and monitor outcomes.
- (17) To consider reports in relation to matters of planning, infrastructure, health, employability and education that may directly impact upon young people within the community.

- (18) To consider evaluation reports of young people's achievements and data prepared in partnership with or by key partner/stakeholder organisations.
- (19) To consider and make recommendations to the Council regarding adoption and amendment of the statutory scheme for the establishment of Community Councils and to consider and determine on behalf of the Council all other matters relating to Community Councils.
- (20) * To consider the establishment of and all other matters relating to Town Twinning links.
- (21) To oversee the management and performance of the sports, recreational, leisure and cultural facilities within the Council's control in terms of previously approved budgets.
- (22) To oversee the exercise of the Council's functions in relation to the promotion of sport, public art, community fitness, including recreation, leisure and cultural activities, and in relation to the promotion and encouragement of festivals and other forms of entertainment.
- (23) To promote sports, recreational and leisure facilities provided by the Council, to liaise with other agencies and to co-ordinate the necessarily ancillary services of the Council to promote tourism within North Lanarkshire.
- (24) To liaise with and support other agencies and voluntary bodies in the promotion of sporting, recreational, leisure, cultural and catering facilities.
- (25) To secure arrangements for the programme of building community and sports facilities within the framework of the overall aims of the Council and within the allocation of resources of the Council for such purposes.
- (26) To oversee the provision of sports, recreational and leisure facilities including libraries, museums and art galleries and other cultural facilities, and to co-ordinate and oversee the activities of the Council with regard to the direct provision of festivals and other forms of entertainment.
- (27) To oversee the functions of the Council with regard to heritage and provide a historical archive service.
- (28) To oversee arrangements for the community use of Council property, including education operational property.
- (29) To consider the appointment of any body to manage and supervise a community and learning centre.
- (30) To oversee the development, operation and monitoring of concessionary access schemes.
- (31) To make and review management rules relating to sports, recreational and leisure facilities provided by the Council.
- (32) Provide financial inclusion services for the Council in the Health and Social Care Partnership and monitor the provision of related services delivered through external funding to third party providers.
- (33) To oversee the provision of community facilities including halls and community centres.
- (34) To allocate funds for cultural activities within previously approved budget limits.
- (35) To oversee plans for the development of projects under the Local Development Programme to address local needs.

EDUCATION, CHILDREN AND FAMILIES COMMITTEE

- (1) To plan, set targets for, and monitor the performance of all services including those delivered through partners and external bodies within the remit of this Committee and to be responsible for the supervision and oversight of the Education and Families Service.
- (2) To direct and supervise the discharge of the functions of the Council as Education Authority in terms of the Education (Scotland) Act 1980 (as amended) and any enactments amending or extending such functions.
- (3) To promote, through the discharge of all services within the remit of this Committee, the Council's corporate strategies.
- (4) To approve the establishment of and the arrangements for appointing teaching and other non-teaching staff for day schools.
- (5) * To provide day schools sufficient to meet the needs of the pupils and approve entry arrangements to schools.
- (6) To secure appropriate curriculum development and in-service training.
- (7) To approve arrangements to meet special educational needs and the provision of a psychological service.
- (8) To secure the provision of a Continuous Improvement Service.
- (9) To secure the provision of an education resource service, including library support for schools.
- (10) * To approve policy in respect of the attendance and exemption from attendance of pupils at day schools.
- (11) * To approve policy in respect of education service improvement plans.
- (12) To recommend the overall Capital Programme annually, including the distribution of monies over the various components including major projects, minor adaptations, major maintenance and new technology equipment.
- (13) To monitor and approve expenditure falling within the remit of this Committee consistent with approved Council objectives.
- (14) * To approve proposals for the content of the major projects element of the Capital Programme.
- (15) To approve criteria for establishing priorities from within minor works and maintenance programmes in respect of schools and community facilities.
- (16) * To provide guidance to the Council in the formulation of its policy objectives and priorities in all appropriate matters relating to pre-5 children and their parents.
- (17) To consider advice and make recommendations to any Committee of the Council on any statutory function relating to pre-5 children and their parents which might be within the Terms of Reference of that Committee.
- (18) To consider the management and development of services which provide activities of a kind suitable for pre-5 children.

- (19) To consider staffing policies relating to Council establishments which provide activities of a kind suitable for pre-5 children.
- (20) To consider training matters relating to establishments which provide activities of a kind suitable for pre-5 children.
- (21) To consider advice to the Deputy Chief Executive on all delegated matters which refer to pre-5 children or to functions under Part III and Part X of the Children Act 1989 and other amending or replacing legislation.
- (22) To allocate and oversee financial resources relating to services to pre-5 children and their parents including provision of voluntary sector grants relating to such services.
- (23) To promote, on the Council's behalf, the interests of pre-5 children and their parents with all appropriate agencies on matters affecting those interests.
- (24) * To consider the Council's policy on Education Maintenance Allowances.
- (25) To secure arrangements for the programme of building educational establishments, within the framework of the overall aims of the Council and within the allocation of resources of the Council for such purposes.
- (26) To determine the specification for the provision of a school meals service.
- (27) * To determine all policies and matters relating to school transport.
- (28) To authorise the acceptance of contracts for supplies, services and works in respect of the discharge of the functions of all services within the remit of this Committee.
- (29) To deal with all matters contained within the Terms of Reference of any Sub-Committee of this Committee.
- (30) To invite representatives (Board members and/or senior management) of ALEOs to attend to provide information and assurance on relevant matters as requested.
- (31) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
- (32) To consider, agree and monitor the impact of the strategic direction for youth work in North Lanarkshire, ensuring that the approach is underpinned by effective plans informed by engagement with young people and partner organisations in accordance with (but not limited to):-
 - the UN Convention of the Rights of the Child;
 - the Requirements for Community Learning and Development (Scotland) Regulations 2013;
 - the Strategic Guidance for Community Learning and Development;
 - Getting It Right For Every Child;
 - Curriculum for Excellence;
 - Developing Scotland's Young Workforce, and
 - the National Performance Framework.
- (33) To discharge the social work functions of the Council in terms of relevant legislation, Scottish Government Guidance, including the functions of the Council relating to needs of:-

- (a) Children and Young People Experiencing Care or who are Care Experienced;
 - (b) Children and Young People in Need;
 - (c) Children and Young People Affected by Disability, and
 - (d) Children and Young People with Caring Responsibilities.
- (34) To discharge the responsibilities of Social Work and Education Services in respect of public protection, specifically in respect of child protection, domestic abuse and MAPPAs.
- (35) To discharge the responsibility of the Council to the Community Justice Partnership with respect to Criminal Justice Social Work and other social work services.
- (36) To accept tenders for previously approved projects within the responsibility of this Committee.
- (37) To grant authority to Members to attend seminars, conferences and other visits concerning matters within the area of responsibility of this Committee, until such time as responsibility for this matter passes to the Scottish Public Services Ombudsman.
- (38) To review progress and determine future strategy and benefit realisation in respect of Developing the Young Workforce and associated sustainable youth training and employment initiatives.

EDUCATION EMPLOYEE APPEALS SUB-COMMITTEE

The Education Employee Appeals Sub-Committee shall have delegated power to determine appeals made in terms of the Disciplinary Procedure and Procedure for Settling Grievances contained in the Conditions of Service for all employees in educational establishments who are subject to Teachers' Conditions of Service and to uphold or reject such appeals, to order the varying of disciplinary action taken and to dispose of all issues arising from appeals heard in terms of the said Procedure for Settling Grievances.

EMPLOYEE APPEALS SUB-COMMITTEE

The Employee Appeals Sub-Committee shall have delegated power to determine:-

- (1) appeals arising under the Council's disciplinary and grievance procedures;
- (2) all questions arising under the Council's disciplinary and grievance procedures, and
- (3) matters relating to disputes and gradings which cannot be resolved through other means;

ENTERPRISE AND FAIR WORK COMMITTEE

- (1) To plan, set targets for and monitor the performance of all services, including those delivered through partners and external bodies, within the remit of this Committee and to be responsible for the supervision and oversight of the Enterprise group of services.
- (2) To approve strategy and business plans in relation to the activities of supported enterprise services.
- (3) To oversee and monitor the performance of supported enterprise services.
- (4) To direct, oversee and discharge the functions of the Council in relation to the physical and economic regeneration of North Lanarkshire.
- (5) To identify and oversee the strategic policies and programmes that will improve the performance of the North Lanarkshire economy and provide a lead for physical and economic regeneration within the area.
- (6) To ensure that North Lanarkshire fully benefits from public and private investment in its businesses, services and infrastructure.
- (7) To approve and monitor the Council's economic regeneration policies and plans that drive the physical and economic regeneration of North Lanarkshire.
- (8) To use the authority of the Council to facilitate the generation, attraction, retention and expansion of private, public, voluntary and social economy enterprises within North Lanarkshire in order that resident employment opportunities are maximised.
- (9) To oversee engagement with Regional, National and European partners to ensure that North Lanarkshire's needs and opportunities are understood and prioritised, with targeted policies, programmes and funding identified.
- (10) To approve proposals to maximise and ensure the strategic targeting of external funds related to Enterprise and Growth on behalf of the Council, including Vacant and Derelict land.
- (11) To gather, disseminate and monitor data relating to the economy of North Lanarkshire and review and publish the performance of the local economy inclusive of development and trends.
- (12) To promote regeneration and inclusion for rural communities.
- (13) To develop, implement and monitor service level agreements with all bodies obtaining funding in respect of regeneration services within North Lanarkshire.
- (14) To promote and publicise a positive image of North Lanarkshire as a place to live, work and locate business.
- (15) To grant authority to Members to attend seminars, conferences and other visits concerning matters within the areas of responsibility of this Committee.
- (16) To consider reports on Revenue and Capital Schemes coming within the remit of this Committee within approved Revenue and Capital Programmes.

- (17) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
- (18) To accept tenders for previously approved projects within the responsibility of this Committee.
- (19) To monitor and approve expenditure falling within the remit of this Committee consistent with approved Council objectives.
- (20) To consider reports on Revenue and Capital Schemes coming within the remit of this Committee within approved Revenue and Capital Programmes.
- (21) To scrutinise and approve the submission of all business cases relating to the City Deal Infrastructure Fund to the Glasgow City Deal Region Cabinet, in accordance with the Assurance Framework.
- (22) To approve and monitor the implementation of City Deal projects.
- (23) To oversee the development of alternative and new infrastructure proposals and business cases for consideration by the Glasgow City Deal Region Cabinet.
- (24) To grant authority to Members to attend seminars, conferences and other visits concerning matters within the areas of responsibility of this Committee.
- (25) To invite representatives (Board members and/or senior management) of ALEOs to attend to provide information and assurance on relevant matters as requested
- (26) To oversee the development and monitoring of the Council's employability policies and plans that support the economic regeneration of North Lanarkshire.
- (27) To oversee the work being undertaken with partners charged with reducing/minimising unemployment levels within North Lanarkshire.
- (28) To minimise workforce skill shortages by developing, monitoring, supporting and improving access to training and skill development programmes within North Lanarkshire.
- (29) To develop, implement and monitor service level agreements with bodies obtaining funding in respect of employability services.
- (30) To oversee engagement with Regional, National and European partners to ensure that the employability needs and opportunities of North Lanarkshire are understood and prioritised, with targeted policies, programmes and funding identified.
- (31) To monitor the development of legislation that can effect employability within North Lanarkshire and advise the Council with a view to influencing such legislation in line with the needs of North Lanarkshire.
- (32) To review progress, for its information, and determine future strategy and benefit realisation in respect of Developing the Young Workforce and associated sustainable youth training and employment initiatives.

ENVIRONMENT AND CLIMATE CHANGE COMMITTEE

- (1) To plan, set targets for, and monitor the performance of all services, including those delivered through partners and external bodies, within the remit of this Committee and to be responsible for the supervision and oversight of those services.
- (2) To direct and supervise and discharge the functions of the Council:-
 - in relation to open spaces, parks, nurseries, playground, playing fields, allotments and war memorials;
 - with regard to the countryside and landscape management, and
 - as Environmental Health and as Trading Standards Authority.
- (3) To oversee the management of arrangements and provision of facilities for the collection and disposal of waste and recycle in terms of previously approved estimates.
- (4) To oversee the management of the maintenance and cleaning of buildings, streets, public toilets and other areas in terms of previously approved estimates.
- (5) To supervise arrangements for management and oversight of an internal transport service in relation to all functions of the Council.
- (6) To provide and manage cemeteries in terms of previously approved estimates.
- (7) To provide facilities in relation to recycling.
- (8) To be responsible for the supervision and oversight of the Council's:-
 - Building Cleaning Operations;
 - Schools Catering Services Operations;
 - Cleansing Operations;
 - Grounds Maintenance Operations, and
 - Transport Operationsand to monitor the trading accounts in relation thereto.
- (9) To approve expenditure and capital schemes coming within the remit of this Committee within the approved Capital Programme and within approved Council objectives and to accept tenders for previously approved projects within the responsibility of this Committee.
- (10) To formulate, for the consideration of the Council, of policies in relation to Nuclear Free Zones and to keep such policies under review.
- (11) To supervise and implement the Council's activities in relation to energy conservation.
- (12) To direct and supervise and discharge the functions of the Council:-
 - as Roads Authority;
 - in relation to the lighting of roads and streets etc, and

- in relation to transportation, and to advise and represent the Council in relation to transportation matters and the operation of the Strathclyde Partnership for Transport.
- (13) To consider road safety and accident prevention matters and the safety of public passenger transport operated under the Council's control or with the benefit of subsidy from the Council.
 - (14) To consider periodic reports from:-
 - (a) the appropriate Service after consultation, where appropriate, with the Chief Constable, on road safety, accident prevention and other matters within the terms of their shared responsibilities;
 - (b) the Strathclyde Partnership for Transport, on the safety of public transport operations, and
 - (c) the appropriate Service on safety of transport infrastructure under his jurisdiction.
 - (15) * To consider the transportation policies and programmes of the Council.
 - (16) To consider and determine on behalf of the Council all traffic management proposals in terms of the Road Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984 together with all associated legislation and regulations, to determine Orders and to deal with associated matters.
 - (17) To oversee the operation of the Roads and Transportation Services.
 - (18) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
 - (19) To monitor and approve expenditure falling within the remit of this Committee consistent with approved Council objectives.
 - (20) To grant authority to Members to attend seminars, conferences and other visits concerning matters within the areas of responsibility of this Committee.
 - (21) To accept tenders for previously approved projects within the responsibility of this Committee.
 - (22) To exercise the functions of the Council in relation to resilience planning, including the preparation and review of the Council's Corporate Resilience Plan and oversight and monitoring of the Council's resilience planning business continuity arrangements.
 - (23) Oversee the Council's management and approach towards decriminalised car parking enforcement.
 - (24) To invite representatives (Board members and/or senior management) of ALEOs to attend to provide information and assurance on relevant matters as requested.

FINANCE AND RESOURCES COMMITTEE

- (1) To plan, set targets for, and monitor the performance of all services within the remit of this Committee.
- (2) Without prejudice to the duties and responsibilities of the Service Committees, to review the effectiveness of the whole work of the Council and the standards and levels of service provided, to identify the need for new services and to keep under review the necessity for existing services.
- (3) To consider, whether following reference by another Committee or otherwise, new policies or changes in policy which may have significant impact on the resources of the Council.
- (4) To advise the Council on the allocation and oversight of its financial, personnel and land resources.
- (5) To ensure that the organisation and management processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives and, to that end, to keep such organisation and management processes under review in light of changing circumstances, making recommendations, as necessary, for change in either the Committee or service structures and in the distribution of functions and responsibilities.
- (6) To advise the Council generally as to its financial and economic policies and as to the allocation and oversight of its financial resources and, in particular, to consider and make recommendations to the Council on:-
 - (a) the annual estimates of revenue expenditure and estimates of capital expenditure of all Committees;
 - (b) all proposals relating to the setting of the Council Tax;
 - (c) the determination of requests to incur expenditure not provided for in the approved Capital Estimates, and
 - (d) matters relating to local finance and taxation including the determination of amounts due for the purpose of the Council Tax.
- (7) * To oversee arrangements made to secure that the functions of the Council are carried out with due regard to the need to meet the requirements of the law for the time being related to equalities and equal opportunities and to advise the Council generally on its policies with regard thereto so as to promote equality of opportunity among the residents of North Lanarkshire and users of the Council's services.
- (8) To deal with any matters contained within the Terms of Reference of any Sub-Committee of the Finance and Resources Committee.
- (9) To advise the Council on all matters relating to Finance and Local Taxation.
- (10) To make and supervise arrangements for the proper administration of the Council's financial affairs.
- (11) To exercise such other functions in relation to matters of finance or local taxation as are imposed on the Council by any Enactment or Statutory Order.
- (12) To be responsible for:-
 - (a) supervision of the recovery of monies due to the Council;

- (b) all accounting and audit arrangements;
 - (c) all insurance arrangements, and
 - (d) all questions relating to loans or guarantees.
- (13) To write off accounts due to the Council.
 - (14) To oversee co-ordination of financial provision for the undertaking of Council activities and projects, including the securing of expenditure consents.
 - (15) In terms of the Council's Financial Regulations to consider and determine requests to incur expenditure not provided for in the approved Revenue Estimates.
 - (16) In terms of the Council's Financial Regulations to consider and determine requests for income or expenditure virement.
 - (17) To monitor the capital and revenue budgets of the Council and all expenditure incurred by the Council.
 - (18) To monitor and approve expenditure falling within the remit of this Committee consistent with approved Council objectives.
 - (19) To oversee and allocate Trust Funds within the responsibility of the Council other than Educational Endowments or any Trust appropriate to another Committee.
 - (20) To write off deficiencies or bring into charge surplus stocks and stores held in any service.
 - (21) To oversee the operation of the Revenues function of the Council.
 - (22) To consider reports summarising the financial position of revenue budgets under the direct oversight of other Committees of the Council.
 - (23) To consider monitoring reports in respect of the composite capital programme.
 - (24) To formulate recommendations in relation to the operation of a housing benefit system in terms of appropriate legislation.
 - (25) To exercise the whole functions and powers of the Council as the Authority responsible for licensing, registration and the determination of applications for permits and permissions except to the extent that such functions and powers are expressly within the Terms of Reference of another Committee or are the responsibility of the Licensing Board.
 - (26) * To make and review bye-laws and, except insofar as expressly contained within the Terms of Reference of another Committee, management rules and to promote and oppose private legislation.
 - (27) To consider arrangements in relation to public and statutory holidays.
 - (28) * To consider provisions contained in Bills, Acts and provisional Orders affecting the interests of the Council and to promote or oppose provisional Orders etc. in the interests of the Council but only in so far as such Bills, Acts or provisional Orders are not specifically and solely appropriate for consideration by another Committee.

- (29) To discharge the functions of the Council in relation to staffing, accommodation and associated matters under the legislation relating to the jurisdiction of the Licensing Boards.
- (30) To oversee arrangements for the provision of resources for Members whether by way of accommodation, equipment or otherwise.
- (31) To direct and supervise the discharge of functions of the Council under the Registration of Births, Deaths and Marriages (Scotland) Act 1965 and the Marriage (Scotland) Act 1977 and any enactments altering or amending the same.
- (32) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
- (33) Oversight on broader Human Resource and Workforce matters such as employability, managing absence, reviewing and managing human resource risks and programmes of work under the "Workforce for the Future" strategy, including the Council's apprenticeship programme.
- (34) To determine on behalf of the Council, responses to consultations in relation to pay negotiations and associated national conditions of service.
- (35) To consider all matters associated with the employment policies and practices in relation to the human resources of the Council including:-
 - (a) the establishment of all services of the Council, and
 - (b) the salaries, pay, and Conditions of Service of all Council employees including matters associated with Sick Pay Schemes, Pensions and Accident Assurance and Allowances.
- (36) To promote good industrial relations between the Council and its employees.
- (37) To grant authority to Members to attend seminars, conferences and other visits concerning matters within the areas of responsibility of this Committee.
- (38) To accept tenders for previously approved projects within the responsibility of this Committee.
- (39) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
- (40) To allocate to a Council Committee or to dispose of Council property other than Council houses or lock-ups whether by way of sale or lease and irrespective of the identity of the Committee to which such property was previously allocated.
- (41) To determine terms on which property and land is disposed of or acquired by the Council, whether by way of sale, purchase, lease or otherwise.
- (42) To secure the provision of a complete construction service to the Council (non-housing) and to all services of the Council including all feasibility, technical advice, brief preparation work, programming, client and related tenant communications and all project management duties of design and construction works implementation including site supervision.
- (43) To secure the preparation, review, selection and appointment of all construction related consultancy services (non-housing), including Construction (Design and Management) Regulations and Health and Safety Regulations requirements, utilising both in-house services and external services employed on fee basis arrangements.

- (44) To secure the maximisation of use of construction resources, the achievement of value for money in consultancy services and the progress of project implementation to optimise the use of available finance and, thereby, assist all services of the Council (non-housing) in achieving their objectives.
- (45) To secure the management and monitoring of all construction contract works (non-housing) and related project expenditure and capital and revenue projects.
- (46) To deal with the creation and maintenance of the select list of contractors eligible to tender for all construction works of the Council and to be responsible for determining if and when a contractor should be removed from such a list.
- (47) To compile and maintain a register of all land and buildings owned or occupied by the Council, incorporating information on location, size, use, condition, occupation, leases, rentals, reviews and Committee allocation.
- (48) Subject to the operational requirements of a Committee to which property has been allocated, to establish an effective system of management of all Council property other than Council houses or lock-ups, including procedures for inspections, and assessment of running costs.
- (49) To consider all matters relating to building works, both capital and maintenance, in respect of all land and buildings used by more than one service of the Council (non-housing).
- (50) Except insofar as falling within the specific Terms of Reference of another Committee, to oversee the specification of tenders, assess and authorise acceptances of such tenders, monitor the performance of contracts and authorise the termination of any contracts for maintenance of Council ground and to accept other tenders within the responsibility of this Committee.
- (51) Provide Financial Inclusion services for the Council and the Health and Social Care Partnership and monitor the provision of related services delivered through external funding to third party providers.
- (52) To oversee all matters relating to central purchasing of goods and services, including policies on procurement.
- (53) * To prepare and review Standing Orders relating to Contracts and Regulations governing financial and contractual matters.
- (54) To provide oversight of the Council's Information Technology (IT) service in relation to performance, expenditure and service delivery.
- (55) To advise and represent the Council on all matters relative to the operation of the Lanarkshire Valuation Joint Board.

HOUSING COMMITTEE

- (1) To plan, set targets for, and monitor the performance of all services including those delivered through partners and external bodies within the remit of this Committee and to be responsible for the supervision and oversight of the Communities and Housing group of services.
- (2) To consider and make recommendations to the Council in relation to the following matters:-
 - (a) policies and programmes for house construction, improvement and maintenance;
 - (b) policies and programmes based on assessment of housing needs within the Council's area, and
 - (c) policies and programmes relating to the allocation, letting and sale of houses and other properties held on the housing accounts.
- (3) To approve the Local Housing Strategy to identify and help address housing needs in North Lanarkshire.
- (4) To approve the Strategic Housing Investment Plan to help increase housing supply and meet identified needs.
- (5) To consider and determine special cases in relation to the allocation of Council houses which warrant exception to the Council's Housing Allocation Policy.
- (6) To approve and monitor implementation of the Council's Capital Programme for housing investment projects.
- (7) To liaise with other agencies in relation to meeting the housing needs and priorities of the Council and the provision of resources for housing.
- (8) Removal or improvement of unfit or unsatisfactory housing conditions and oversight of houses in multiple occupation and registration.
- (9) To formulate recommendations in relation to rent income collection, rent levels and rent structure in terms of appropriate legislation.
- (10) To secure the provision of a complete construction service to the Council (housing).
- (11) To oversee policy and practice with regard to anti-social behaviour.
- (12) To direct, supervise and discharge the functions of the Council as Building Standards Authority and associated Services within the Built Environment Service in terms of the legislation relating to building standards.
- (13) To exercise the Council's functions in relation to the improvement or removal of unsatisfactory housing conditions in respect of properties not in Council ownership except those functions which are within the areas of responsibility of another Committee.
- (14) To direct and supervise and discharge the functions of the Council in relation to removal or improvement of unfit or unsatisfactory housing conditions and oversight of houses in multiple occupation and registration of landlords.
- (15) To discharge the Council's functions under the legislation relating to Housing and any byelaws, rules, regulations or orders made thereunder with regard to:-
 - (a) the provision of housing accommodation;

- (b) the promotion of investment in privately owned housing, treatment of houses in disrepair and substandard houses;
 - (c) homeless persons;
 - (d) the provision of financial and other assistance towards works of improvement, repair and conversion;
 - (e) the management, modernisation and improvement of the Council's houses to meet the Scottish Housing Quality Standard;
 - (f) the abatement of overcrowding, and
 - (g) the improvement of the physical environs of Council owned houses.
- (16) To approve Schemes of Assistance, including financial assistance, whether by way of grant or loan or otherwise, to assist in the improvement of quality of the housing in North Lanarkshire generally.
- (17) To approve and review the Council's policies in relation to participation by Council tenants in the activities of the Council as Housing Authority and in terms of Housing legislation.
- (18) Oversee the delivery of Corporate Property Repairs and Maintenance and the scrutiny of performance.
- (19) To ensure that the Council's housing stock and other properties under the oversight of all services in the remit of the Committee are adequately and efficiently managed and maintained and to give consideration to practices and procedures in relation to the repair of such properties.
- (20) To monitor and approve expenditure falling within the remit of this Committee consistent with approved Council objectives.
- (21) To consider and oversee the Council's policies and functions in relation to CCTV.
- (22) To direct and supervise and discharge the function of the Council in relation to the naming of streets and the numbering of premises.
- (23) To invite representatives (Board members and/or senior management) of ALEOs to attend to provide information and assurance on relevant matters as requested.
- (24) To accept tenders for previously approved projects within the responsibility of this Committee.
- (25) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.

LOCAL REVIEW BODY

On a requirement by the applicant which complies with the relevant statutory provisions to review an application for planning permission which has been determined or deemed to be determined by a person appointed by the Council under a scheme of delegation prepared and approved in terms of Section 43A of the Town and Country Planning (Scotland) Act 2007 and shall have delegated power to uphold, reverse or vary that determination.

PLANNING COMMITTEE

To direct, supervise and discharge the functions of the Council as Planning Authority under the Town and Country Planning Acts and other related legislation with the exception of power to determine applications for planning permission for a development of a class mentioned in Section 38A(1) of the Town and Country Planning (Scotland) Act 1997 being a development within the categories of national developments or major developments which are significantly contrary to the Local Development Plan.

PLANNING HEARINGS COMMITTEE

To consider applications for planning permission, determination of which by statute is reserved to the Council and, having afforded the applicant and any person who has submitted representations the opportunity of appearing and being heard, to make recommendations thereon to the Council.

POLICY AND STRATEGY COMMITTEE

- (1) To plan, set targets for, and monitor the performance of all services within the remit of this Committee.
- (2) To guide the Council in the formulation of its policy objectives and priorities and, for this purpose, to consider the broad social and economic needs of the Authority and matters of comprehensive importance to the area including the Business Plans and Strategies for North Lanarkshire, and to recommend to the Council such forward programmes and other steps as may be necessary to achieve those objectives.
- (3) To consider, whether following reference by another Committee or otherwise, new policies or changes in policy which may have significant impact on the policy and plans of the Council.
- (4) To prepare, implement and keep under continuous review such forward programmes as the Committee considers necessary to achieve the Council's long term aims and objectives.
- (5) To consider matters concerned with the structure and organisation of Local Government generally, including arrangements concerning relations with the Scottish Parliament and the Convention of Scottish Local Authorities except where those fall within the operational responsibilities of another Committee.
- (6) * To prepare and review Standing Orders for the conduct of Meetings and the Scheme of Administration of Council Business.
- (7) To consider electoral registration and all matters relating to the election of Councillors and Scottish, United Kingdom and European elections including, inter alia, alteration of electoral divisions and polling districts and the provision of polling stations and review of boundaries and electoral arrangements.
- (8) * To oversee arrangements in relation to the Council's corporate planning process including development and review of the Business Plans and/or Strategies.
- (9) * To oversee the development, co-ordination and monitoring of the Plan for North Lanarkshire.
- (10) To provide information concerning the activities of the Council and to consider matters of public relations.
- (11) * To consider matters relating to allowances for Members.
- (12) To advise and represent the Council relative to Police and Fire matters.
- (13) * To oversee arrangements made to secure that the functions of the Council are carried out with due regard to the need to meet the requirements of the law for the time being related to equalities and equal opportunities and to advise the Council generally on its policies with regard thereto so as to promote equality of opportunity among the residents of North Lanarkshire and users of the Council's services.
- (14) To supervise the activities of the Council, including the deployment of resources, in the event of any emergency, as such may be defined by the Chief Executive.
- (15) To examine on behalf of the Council the ALEOs' strategies, policies and future plans.

- (16) To monitor and approve expenditure falling within the remit of this Committee consistent with approved Council objectives.
- (17) To periodically review ALEOs to ensure that they remain the best option for service delivery and represent best value in delivering against the relevant Council priorities and objectives, and to determine on behalf of the Council, all recommendations within such reports.
- (18) To deal with any matters contained within the Terms of Reference of any Sub-Committee of the Policy and Strategy Committee.
- (19) To grant authority to Members to attend seminars, conferences and other visits concerning matters within the areas of responsibility of this Committee.
- (20) To accept tenders for previously approved projects within the responsibility of this Committee.
- (21) To consider all reports submitted by the Audit and Scrutiny Panel and to determine, on behalf of the Council, all recommendations contained in all such reports.
- (22) To consider and agree action in relation to petitions received by the Council relative to the business of the Committee.
- (23) To oversee the operation of the Chief Executive's Office.
- (24) To deal, on behalf of the Council, with any matter of urgency.
- (25) To deal with all matters not otherwise within the area of responsibility of another Committee.
- (26) To guide the design, development and implementation of the Council's transformational policy programme and projects.
- (27) To approve and then oversee the delivery of the Council's transformational and digitisation programmes and projects, specifically:-
 - to initiate projects with a supporting business case, as appropriate;
 - to monitor progress against the Council's Transformation Plan, and specific projects, and agree the reporting arrangements that will be necessary to gain assurance on delivery;
 - to monitor progress against the standard and associated benefits realisation, and
 - to monitor and authorise changes to the scope and timing of projects included within the Transformation Plan.
- (28) To consider, agree and monitor delivery of the Council's investment plan for the Shared Prosperity Fund.

REGULATORY COMMITTEE

- (1) The Regulatory Committee shall have delegated power to consider and determine applications for licences, permits and registrations under:-

The Methylated Spirits (Sale by Retail) (Scotland) Act 1937

The Hypnotism Act 1952

The Theatres Act 1968

The Civic Government (Scotland) Act 1982

The Cinemas Act 1985

The Safety of Sports Grounds Act 1975

The Fire Safety and Safety of Places of Sport Act 1987

The Explosives Regulations 2014

The Health and Safety at Work etc Act 1974

Any enactments replacing, amending or containing provisions similar in effect to any of the foregoing enactments.

Any other enactments not specifically referred to or clearly referable to any other Committee of the Council.

- (2) To determine applications which attract objections or representations or those which are recommended for refusal under the Civic Government (Scotland) Act 1982 (Licensing of Skin Piercing and Tattooing) Order 2006.
- (3) To exercise the whole powers of the Council with regard to the registration of landlords in terms of Part 8 of the Antisocial Behaviour etc. (Scotland) Act 2004.
- (4) To exercise the whole powers of the Council with regard to the licensing of Houses in Multiple Occupation under Part 5 of the Housing (Scotland) Act 2006.
- (5) To exercise delegated power with regard to public processions, and in particular, to make an Order prohibiting or modifying the route or start time of a public procession.
- (6) To determine issues in relation to the short term let licensing regime.

WELLBEING AND TACKLING POVERTY COMMITTEE

- (1) To determine strategies, plans, and outcomes and monitor the impact of the actions being taken by the Council to ensure that equality and human rights responsibilities are embedded across the organisation in accordance with (but not limited to):-
 - a. the Equality Act 2010;
 - b. the Public Sector Equality Duty in Scotland;
 - c. the Human Rights Act 1998;
 - d. the UN Convention on the Rights of the Child, and
 - e. the Equality and Human Rights Commission Guidelines and Codes of Practice.
- (2) To consider all matters relating to Equalities and Human Rights.
- (3) To approve the publication of the outcomes and progress, employment information and the Equalities Mainstreaming Report in accordance with appropriate legislation.
- (4) To oversee the performance and assurance information to assess compliance with the Council's Equality and Human Rights related strategies and policies.
- (5) To oversee monitoring reports regarding Equality Impact Assessments.
- (6) To oversee the Council's approach to tackling poverty, review policies relevant to this area and the Council's performance against any relevant targets.