



GLASGOW CITY COUNCIL

SCHEME OF DELEGATED FUNCTIONS

September 2014

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INTRODUCTION

The Council accepts the principle that decisions should be made at the lowest or most local level consistent with the nature of the issues involved. An important element in the practical implementation of this principle is an effective scheme of delegations encompassing all major levels of decision making below that of the Council itself, viz.:-
committees,

- the Chief Executive,
- Directors,
- other officers.

Functions have been delegated to committees by reference to the Terms of Reference of Committees subject to certain exceptions. This general delegation gives the committees sufficient powers to enable them to carry out these functions but reserving always to the Council such matters as major policy etc.

The proposed delegations are dealt with in three main sections:-

- Delegations to Committees.
- Special Authority to the Lord Provost and the Depute Lord Provost
- Delegations to officers.

Note:- These delegations are made subject to any alterations made necessary by amendments to legislation, regulations, codes of practice or government circulars.

SECTION 1 - DELEGATIONS TO COMMITTEES.

(1) General Delegations to Committees.

Subject to the provisions of the Local Government (Scotland) Act 1973 and of any Schemes made in terms of that Act, and to the special delegations, 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 the functions, matters, services or undertakings, whether in pursuance of Acts of Parliament or otherwise, contained in

- (a) the respective Terms of Reference of those committees,
- (b) any Schemes made under the provisions of the said Acts,
- (c) any minute of the Council making a specific delegation to a committee, and
- (d) the Standing Orders Relating to Contracts.

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 or in pursuance of the Acts of Parliament included in the delegations to committees.

(2) Exclusions from Delegations to Committees.

There shall be excluded from the delegations to any committee the following:-

- (a) determining the objectives of the Council;
- (b) the Council's functions with respect to borrowing money;
- (c) the approval of the annual Estimates of
 - (i) revenue and expenditure; and
 - (ii) capital expenditure for work authorised by the Council;
- (d) the fixing of the Council Tax;
- (e) the appointment of representatives of the Council to outside bodies unless specifically referred or delegated;
- (f) matters reserved to the Council by Statute, Standing Orders and other Schemes approved by the Council;
- (g) all proposals for the promotion of or opposition to parliamentary powers;

- (h) the making, alteration or revocation of Standing Orders, Bye-laws and Schemes (including plans relative to those Schemes), Regulations and Rules made under statute;
- (i) any proposal to delegate a power or duty of the Council to or to accept a delegated power from any other local authority; and

(3) Limitations of Delegations to Committees.

Delegations to a committee shall be subject to the following restrictions and conditions:-

- (a) each 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 the said delegations;
- (b) any delegation by a committee to a sub-committee shall be subject to the approval of the Council and a specific delegation so approved shall supersede any delegation to a committee;
- (c) each committee of the Council shall have the powers and duties set out in the Terms of Reference of Committees save that any functions which are referred or delegated to committees shall be exercised subject to the functions which are vested in any other committee.

(4) Special Delegations of Functions to Committees.

Executive Committee.

The Executive Committee is authorised to carry out the powers and duties of the Council in relation to:-

- (a) discharging all the functions of the Council except:
 - (i) those reserved to the Council; and
 - (ii) those delegated to other regulatory or appeals committees by the Council;
- (b) approval of any proposal to send a member to a conference outwith the United Kingdom or to send a member to a business meeting outwith the European Union, although any member who has been appointed by the Council as its representative to a European or international organisation shall not require any further authority to attend business meetings, in the United Kingdom or overseas, of that organisation;

- (c) consideration of proposed lobbying by a committee of a Government Minister;
and
- (d) dealing with any matter of urgency on the Council's behalf, including matters normally reserved to the Council.

SECTION 2 - SPECIAL AUTHORITY TO THE LORD PROVOST AND THE DEPUTE LORD PROVOST.

- 1 The Lord Provost, whom failing the Depute Lord Provost, shall be authorised in furtherance of the duties of his/her office to undertake visits within the city and in the United Kingdom.
- 2 The Lord Provost, whom failing the Depute Lord Provost, shall be authorised to incur expenditure to meet the expenses of his/her office on the provision of reasonable hospitality, whether within or outwith the city, to representatives of other authorities, organisations, members of the Council or others.

SECTION 3 - DELEGATIONS TO OFFICERS.

The functions delegated to the Chief Executive and each Executive Director are also exercisable by officers at the levels shown on the list appended hereto. In exercising any delegated function the nominated officer will take account of any appropriate departmental practice or procedure, of any managerial instruction given and of any other similar consideration.

Qualifications of Delegations

The Scheme of Delegations to officers as set out below is subject always:

- 1 to the policies adopted by the Council as embodied in Standing Orders and any other policy documents as approved and issued from time to time and any matters specifically remitted to committees and sub-committees;
- 2 to appropriate provisions for financial outlays having been made in the Estimates for the current year;
- 3 to the right of an officer to consult with the Chief Executive on any matter, even though it has been specifically delegated to him/her, or to refer any matter to the appropriate Executive Member or Convener of the appropriate committee of the Council;
- 4 to the obligation on an officer, where he/she considers that a matter may be politically controversial even although it has been specifically delegated to him/her, to consult with the appropriate Executive Member. If, after consultation, the officer determines that the matter is politically controversial, it must be referred to committee for approval.
- 5 to the obligation on the Chief Executive or each Executive Director to arrange consultations with local members on matters which affect their areas;
- 6 to the exclusion from delegations to officers of the Council under this Scheme, of power to deal with transactions (other than the provision of a service available generally or approved by the Council under a Scheme or otherwise) which directly involve an elected member or an officer of the Council whose salary is negotiated by the Joint Negotiating Committee for Chief Officers of Local Authorities (Scotland) or equivalent or a member of the family of such elected member or officer. In any such case a report on the proposed transaction shall be submitted to the appropriate committee or committees of the Council for consideration; and
- 7 to any delegation exercised by an officer in consultation with an Executive Member being reported to the next meeting of the appropriate Scrutiny Committee for information.

General

The following delegations are hereby made to the Chief Executive or any Executive Director and are exercisable also by Assistant Directors. No. 5 is exercisable also by third tier officers.

- 1 To take such measures as may be required in emergency situations, subject to advising the appropriate Executive Member and/or local members, where possible, and reporting to the appropriate committee as soon as possible thereafter, on any items for which committee approval would normally be necessary.
- 2 To absent himself/herself or to permit any member of his/her staff to absent himself/herself occasionally and temporarily during business hours to attend to duties or services of a civic, honorary, charitable or social nature provided that these do not interfere with the efficient discharge of his/her duties to the Council.
- 3 In terms of the Standing Orders Relating to Contracts:-
 - (a) in terms of Standing Order 8.2.2.3, to issue letters of acceptance for contracts of a value up to £173,934 (or the current OJEU value threshold prescribed by the European Commission from time to time) for supplies/services, and for contracts up to £500,000 for works; and
 - (b) in terms of Standing Order 12, to enter into any contract for the disposal of surplus or scrap materials.
- 4 To make changes to staffing structures, numbers and gradings in accordance with approved pay, grading and rewards arrangements, and subject to the approval of the Executive Director of Corporate Services and the Executive Director of Financial Services. Major departmental restructurings or staffing reviews must, however, be reported to the Executive Committee for approval.
- 5 To sign and issue identity cards and any necessary authorisation to officers of the Council to exercise statutory powers (including where appropriate, the right to enter land and premises in connection with the discharge of their duties).
- 6
 - (a) To make appointments within his/her department to all posts below those defined as second tier level in the schedule maintained by the Chief Executive, so long as such posts are within the approved structure of his/her department;
 - (b) To appoint temporary staff as required, with the approval of the Executive Director of Corporate Services; and
 - (c) To take any decisions necessary regarding employment, retirement, dismissal and training of staff, in terms of the Council's appropriate Schemes of Conditions of Service, subject, where appropriate, to consultation with the Executive Director of Corporate Services.

- 7 To take any necessary decisions or action, or to sign anything necessary in terms of the Council's Financial Regulations, Management and Control Code of Practice.
- 8
 - (a) To pay valid claims for damage to, or loss of, personal property of employees in his or her department occurring during the course of their employment, up to an amount of £300 per claim for any one incident; and
 - (b) To pay claims in excess of £300 after consultation with the Executive Director of Corporate Services.
- 9 In respect of Motor Hired in Plant, to settle direct minor damage claims to the hired vehicle not involving third party injury or damage up to a value of £100.
- 10 To approve:-
 - (a) the provision of reasonable hospitality to representatives of other authorities, organisations, officers of the Council or others and also to make visits within the United Kingdom and to authorise officers within his/her department to make visits within the United Kingdom as representatives of the Council, subject always to details of the expenses incurred in terms of this delegation being made available where requested by the Chief Executive or the Executive Director of Financial Services; and
 - (b) attendance at conferences within the United Kingdom of officers other than those whose attendance has already been authorised by a committee, in cases where he/she considers it to be in the interests of the Council.
- 11 To authorise the provision by the authority to other persons of any goods and materials, works or administrative, professional or technical services, or vehicles, plant or apparatus provided that proper accounts are kept in respect of such agreements.
- 12 To declare land or property surplus to the requirements of his/her department and, following consultation with local members, to refer such land or property to the Executive Director of Corporate Services for appropriate action relating to the future use or disposal of that land or property.
- 13 To approve, after consultation with the appropriate local members and Executive Member, applications for renewal of grants to voluntary organisations up to a maximum of £50,000. Any proposal to:-
 - (a) refuse or reduce a grant;
 - (b) award an increased grant, where the increase is greater than the level of inflation, as determined by the Executive Director of Financial Services; or
 - (c) approve a new application for grant, except where the Executive Director has a specific delegated function as set out in this Scheme,

must be considered by committee.

- 14 To approve, in consultation with the Executive Director of Financial Services, Service fees and charges in order to achieve the level of income approved in the Annual Estimates, subject to reporting any changes to fees or charges to the appropriate Policy Development or Scrutiny Committee for information.

CHIEF EXECUTIVE

The Chief Executive is authorised:-

- 1 To give a direction in special circumstances that any officer shall not exercise a delegated function.
- 2 To give a direction on the applicability of the Scheme of Delegated Functions to an officer in any specific case.
- 3 To act as the proper officer in terms of any provisions of the Local Government (Scotland) Act 1973 and any other local government legislation and to sign all deeds and other documents which require to be sealed with the Common Seal of the Council or are binding on the Council.
- 4 To authorise visits overseas by officers where the visit is in connection with a business meeting or conference in cases where he/she considers it to be in the interests of the Council.
- 5 To approve applications from chief officials for early retiral and voluntary severance.
- 6 To arrange for the provision of information concerning the Council's policies, services and functions and in particular,
 - (a) to negotiate and place on behalf of the Council all advertising in consultation with the appropriate Executive Director(s);
 - (b) to produce a regular Council publication and other printed publications, including leaflets, posters, guide books, directories and, where appropriate, arrange for the production of photography, film, video, and multi-media presentations to inform the public about the Council, Council services and the promotion of the city;
 - (c) to provide information about the Council and the city on the electronic media, including the internet; and
 - (d) to issue press statements, press releases, video news releases on behalf of the Council.
- 7 In consultation with Glasgow City Marketing Bureau, to approve recommendations for funding to attract major events to the city.

- 8 To designate a Senior Responsible Officer to supervise covert surveillance activity and maintain a list of officers able to approve directed surveillance authorisations.
- 9 To act as Investigations Manager for the purposes of the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) (Scotland) Order 2000, including authorising any surveillance likely to acquire confidential information.
- 10 To act as a “designated person” able to authorise the acquisition of communications data under the Regulation of Investigatory Powers Act 2000 and, if required, to seek permission from a sheriff for the acquisition of such data.
- 11 In exceptional circumstances and subject to consultation with the appropriate Executive Member, to take decisions which are deemed urgent and to report such decisions to the next available meeting of the Executive Committee, with decisions having financial implications requiring to be sanctioned by the Executive Director of Financial Services.

EXECUTIVE DIRECTOR OF CORPORATE SERVICES

The Executive Director of Corporate Services is authorised:-

- 1 To give a direction in special circumstances that any officer shall not exercise a delegated function.
- 2 To give a direction on the applicability of the Scheme of Delegated Functions to an officer in any specific case.
- 3 To act as the proper officer in terms of any provisions of the Local Government (Scotland) Act 1973 and any other local government legislation and to sign all deeds and other documents which require to be sealed with the Common Seal of the Council or are binding on the Council.
- 4 To serve any notices, issue any consents, make any orders, and take any necessary action on behalf of the Council in terms of the Local Government (Scotland) Acts, the Civic Government (Scotland) Act 1982 or any other similar legislation.
- 5 To sign missives and other documents binding the Council.
- 6 In respect of judicial or quasi-judicial proceedings to -
 - (a) engage private legal firms;
 - (b) engage Counsel;
 - (c) discharge the functions of the Council including initiating, entering, defending and withdrawing from such proceedings; and

- (d) appoint parliamentary agents.
- 7 To settle up to a maximum of £25,000 and, where appropriate, after consultation with the appropriate Executive Director and the Executive Director of Financial Services, over £25,000:-
 - (a) Public liability claims;
 - (b) Employer's liability claims;
 - (c) Motor - own fleet claims; and
 - (d) Motor - hired plant claims.
 - 8 To settle claims against the former Strathclyde Regional Council of up to £25,000 (where the settlement has involved a court action in which he/she or solicitors in agents authorities represented the Council).
 - 9 Together with the Executive Director of Financial Services, after consultation with other Executive Directors where appropriate, to settle claims against the former Strathclyde Regional Council of over £25,000.
 - 10 To settle claims arising in terms of the Land Compensation Acts in respect of Home Loss payments, following compulsory acquisitions and also to settle any discretionary payments arising from acquisitions by voluntary agreement.
 - 11 To authorise payments to account to sellers of property to the Council in cases where either negotiations in respect of the property or conveyancing procedures are protracted for any reason.
 - 12 In respect of applications for licences, permits, certificates or other consents, to determine which declared convictions or fixed penalties are relevant to the consideration of particular applications and to make grants and renewals where there are no objections or relevant convictions or fixed penalties and the applications conform to the Council's licensing policies.
 - 13 In respect of applications for licences, permits, certificates or other consents, to make grant or renewals where the applicant has agreed in writing to adhere to the conditions or recommendations contained within reports provided by consultees.
 - 14 To suspend a licence with immediate effect in terms of paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982.
 - 15 To recall Suspension Orders imposed on
 - (a) taxi and private hire car licences where the vehicle concerned had been involved in a road traffic accident and as a consequence was out of service for longer than 28 days; and
 - (b) taxi and private hire car drivers' licences where the driver concerned was declared fit to drive to Group 2 standards.

- 16 To grant dispensation from Condition 24 of taxi drivers' licences and Condition 23 of private hire car drivers' licences in circumstances where the licence holder had already completed and passed the relevant training programme.
- 17 To renew licences which do not conform to the Council's licensing policies provided that the exceptions to the policies have previously been determined by the Licensing and Regulatory Committee or its predecessors.
- 18 To refund a reasonable part of a licensing fee if an application for a licence is withdrawn within 3 weeks of receipt.
- 19 To determine whether claimed changes in circumstances are adequate to allow the processing of a further application for a licence within one year of the date of refusal of the last application in terms of paragraph 6 of Schedule 1 to the Civic Government (Scotland) Act 1982.
- 20 To advertise possible taxi stance appointments and
 - (a) appoint a new stance where no public objections or representations are received in consultation with the Executive Director of Land and Environmental Services, the Chief Constable, Strathclyde Police and the local members; or
 - (b) vary or revoke an appointment in consultation with the Executive Director of Land and Environmental Services, the Chief Constable, Strathclyde Police and the local members.
- 21 To issue General Safety Certificates and Special Safety Certificates, in terms of the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 as directed by the Licensing and Regulatory Committee or the Council's Safety Team on Safety at Sports Grounds.
- 22 Together with any two members of the Council, to make Regulations in terms of the relevant legislation concerning traffic routing for major football matches and similar occasions.
- 23 In terms of the Standing Orders Relating to Contracts
 - (a) to issue additional procedural rules for E-Tendering from time to time as permitted in terms of Standing Order 7.2.3 (electronic procurement);
 - (b) to award contracts for supplies/services with an estimated value equal to or in excess of £173,934 (or the current OJEU value threshold prescribed by the European Commission from time to time) but no greater than £500,000 and to award contracts for works with an estimated value equal to or in excess of £500,000 but no greater than £4,348,350 (or the current OJEU value threshold prescribed by the European Commission from time to time);
 - (c) in the event that no committee is available to accept contracts in excess of the amounts stated at (b) above such as during a period of recess or the pre-election period, to award such contracts on behalf of the Council

provided Council and EU procurement policy has been followed and the tender represents best value, with any such approval being reported to the first available meeting of the Executive Committee.

- 24 To approve requests for civic hospitality up to a maximum cost of £10,000 within the guidelines for civic hospitality as may be approved from time to time by the Council.
- 25 To deal with requests for the use of the City Chambers.
- 26 To exercise the powers conferred on the Council to appoint persons to safeguard the interests of children before a Children's Hearing or before a Sheriff.
- 27 To appoint, after consultation with the Executive Director of Education Services, members to serve on Appeal Committees in terms of Section 28(d) of the Education (Scotland) Act 1980.
- 28 In respect of the Council's arms length companies, to approve
 - (a) the appointment of the company's Managing Director;
 - (b) a change in the place of business or the opening of a new place of business;
 - (c) non material amendments to the company documentation, including LLP Members Agreement, Services Agreements and Business Plans;
 - (d) entering into new contracts in excess of agreed limits;
 - (e) the commencement, settlement or abandoning of any litigation in excess of agreed limits; and
 - (f) decisions relating to voluntary liquidation, application for administration or winding up or related activities under the Insolvency Act;
 - (g) and sign on behalf of the Council, Ordinary and Special resolutions.
- 29 In respect of the Council's shareholding in Scottish Exhibition Centre Ltd, to respond to mandatory consultation on:
 - (a) non material amendments to company documentation, agreements and Business Plan;
 - (b) remuneration policy for Directors;
 - (c) number and appointments of Directors;
 - (d) Business Plan projections;
 - (e) company name;
 - (f) changes to insurance cover; and

- (g) transactions/unbudgeted capital expenditure in excess of agreed limits, as set out in the Memorandum and Articles of Association along with the power of direction reserved for shareholders.
- 30 To instruct the immediate implementation of any Circular from any officially recognised body which allows no discretion to the Council. The terms of such Circulars shall be reported to the appropriate Scrutiny Committee for information.
 - 31 To consider and determine applications for extension of leave from employees who have not completed the necessary period of continuous service in terms of the Council's Conditions of Service.
 - 32 To approve, in conjunction with the appropriate Executive Director, special leave with or without pay where the period of leave is in excess of the provision of the Council's Conditions of Service.
 - 33 To review salary placing in appropriate circumstances, within approved salary scales in conformity with accepted practice.
 - 34 To exercise the discretionary powers available in implementation of the Conditions of Service in respect of all the employees (except teachers) in the employment of the Council.
 - 35 To authorise emergency financial aid to employees of up to £200.
 - 36 To approve, in conjunction with the Executive Director of Financial Services, applications from employees (except teachers and Chief Officials) for early retiral and voluntary severance.
 - 37 In consultation with the Executive Director of Financial Services, to deal with requests for the application of any of the discretionary elements contained in the Local Government Pension Scheme (Scotland) Regulations 1998.
 - 38 To approve the retention of staff beyond normal retiral age where it is in the interests of the Council to do so.
 - 39 To approve ex gratia payments to employees where the circumstances of the payments are not covered by the Council's Conditions of Service.
 - 40 To deal with and, in appropriate circumstances, to approve applications by employees convicted of and fined under the Health & Safety at Work etc Acts, the Factories Acts, the Offices, Shops & Railway Premises Acts, the Road Traffic Acts or any associated legislation in respect of offences committed whilst acting in the course of their employment for
 - (a) payment of the fine imposed, or
 - (b) assistance with the legal expenses of their defence,

subject to the right of an employee aggrieved by a decision of the Executive Director of Corporate Services to appeal to the Personnel Appeals Committee.

- 41 To approve grants to community councils for the production of newsletters and other items of expenditure up to a maximum of £400, in terms of the guidelines and conditions for discretionary grants for community councils.
- 42 If listed on the list of approved officers held by the Senior Responsible Officer, to act as Investigation Manager for the purposes of the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) (Scotland) Order 2000.
- 43 If listed on the list of approved officers held by the Senior Responsible Officer, to act as a “designated person” able to authorise the acquisition of communications data under the Regulation of Investigatory Powers Act 2000
- 44 To seek permission from a sheriff for the acquisition of communications data under the Regulation of Investigatory Powers Act 2000.
- 45 To issue, after consultation with the Executive Member for Governance and the Corporate Management Team, Procedural Rules relating to the use and management of information within the Council.
- 46 In consultation with the Council Business Manager, to authorise the attendance of elected members at conferences etc in Scotland up to a maximum cost of £250.

EXECUTIVE DIRECTOR OF DEVELOPMENT AND REGENERATION SERVICES

The Executive Director of Development and Regeneration Services is authorised:-

Subject to reporting to the Operational Delivery Scrutiny Development Committee for information, details of any matters dealt with in terms of paragraphs 1 to 17 below:-

- 1 To negotiate terms for the acquisition of land or property and to agree terms where it has been specifically budgeted for.
- 2 To agree terms for the disposal of land or property (including by way of the grant of a long lease or grassum, with or without an option to purchase), which has been declared surplus to requirements and which has been advertised on the open market, where more than one offer has been received and the highest offer is being accepted and subject to being satisfied that this represented full market value.
- 3 To agree terms for the disposal of land or property on an off-market basis (including by way of the grant of a long lease or grassum, with or without an option to purchase), which has been declared surplus to requirements, where the disposal price is less than £100,000, and, subject to being satisfied that this represented the best consideration which could be reasonably obtained where either the subjects have recently been unsuccessfully marketed or the

proposed disposal conforms to the Development and Regeneration Services policy on off-market disposals.

- 4 To grant temporary leases or licences of land or property which has not been recently advertised, for appropriate periods, determined by the use.
- 5 To grant leases or licences of land or property which has been advertised for lease on the open market, at market value, for appropriate periods determined by the use.
- 6 To grant leases or licences of land or property which has been advertised for lease on the open market, at market value, for a period of more than one year, at rentals of up to £100,000 per annum.
- 7 To grant leases or licences of land or property for the establishment of plant and equipment associated with the provision of service utilities, for periods of up to 60 years at rents up to £50,000 per annum.
- 8 To grant leases or licences at concessionary rents to organisations and projects conforming to the terms of the Council's concessionary rental policy.
- 9 To take land or property on lease or licence for up to 3 years, at market value, at rentals of up to £100,000 per annum.
- 10 To agree rent reviews of land or property leased by or to the Council up to an increase of £100,000 per annum.
- 11 To approve assignments of leases of land or property, subject to satisfactory business and financial references being obtained.
- 12 To grant consent to the sub-letting of property or to the variation in the terms of the sub-lease.
- 13 To vary conditions in leases granted by the Council of land or property, subject to the rent reflecting market value up to £100,000 per annum.
- 14 To grant or obtain minutes of waiver, servitudes and wayleaves up to a price of £50,000.
- 15 To agree renewals and grant leases for up to 20 years to existing tenants currently occupying property on an annual or monthly tenancy where that tenancy has been conducted to the satisfaction of the Executive Director of Development and Regeneration Services for a minimum of 3 years.
- 16 To terminate existing monthly/annual tenancies and grant new monthly/annual tenancies.
- 17 To terminate leases and to take any necessary action to secure possession of property or recover rent arrears.
- 18 To fix dates between which the city markets are closed at holiday times where the various trade organisations are in agreement.

- 19 To deal with payments due to persons in terms of the Housing (Scotland) Acts following a committee determination that houses do not meet a tolerable standard.
- 20 To let Council properties for use as election rooms at Council, Scottish, Westminster and European elections, subject to guidelines as may be approved by the Council.
- 21 To negotiate and settle claims arising in terms of Land Compensation or Flood Prevention legislation.
- 22 To apportion office accommodation between Council departments and to arrange for any necessary alterations or adaptations to such accommodation within budgeted expenditure.
- 23 To make grants and loans of up to £50,000 to small businesses.
- 24 In terms of the Town and Country Planning (Scotland) Act 1997, the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, the Planning (Hazardous Substances) (Scotland) Act 1997 and associated legislation:-
 - (a) to grant unconditionally, or subject to conditions, applications for planning permission; for planning permission in principle; for matters specified in conditions; for listed building and conservation area consent; for reserved matters; for amendments and other consents, including material and non-material variations; for advertisement consent; for discharge, amendment or deletion of conditions including those imposed by committee; for certificates of lawfulness; for hazardous substances consent; for notice of intent to develop by Government departments and for certificates of appropriate alternative development, unless
 - (i) the planning application is, in terms of the planning hierarchy, a national planning application or a major planning application significantly contrary to the development plan; or
 - (ii) there are material objections received in writing by the end of the overall expiry date from one or more Councillors to a national or major application, from 3 or more Councillors to any other type of application, or from 6 or more third parties to any type of application; or
 - (iii) there is a material contravention of the Council's policies; or
 - (iv) the applicant is an elected member or close family member or partner of an elected member of Glasgow City Council; or
 - (v) the applicant or close family member or partner of the applicant is an officer employed within the Planning Division of Development and Regeneration Services;
 - (b) to refuse applications as detailed in (a) above where there is a material breach of the development plan, unless

- (i) the application is, in terms of the planning hierarchy, a national planning application or major planning application significantly contrary to the development plan; or
 - (ii) there are material representations of support for the proposals received in writing by the end of the overall expiry date from one or more Councillors to a national or major application, from 3 or more Councillors to any other type of application, or from 6 or more third parties to any type of application;
- (c)
- (i) to enforce unauthorised advertisements, development and works on listed buildings, including serving enforcement notices and fixed penalty notices, advertisement and listed building notices, Section 125 (planning contravention) notices, Section 145 (breach of conditions) notices, Section 168 (Tree Replacement) notices, Section 179 (amenity) notices, Section 187 (placards and posters), Fixed Penalty Notices, Stop and Temporary Stop Notices, Notification of Initiation of Development, Notification of Completion of Development, On-site Notices, notices requiring retrospective applications and direct action in respect of breaches of planning control;
 - (ii) to enter land without a warrant, in terms of Section 156 of the Town and Country Planning (Scotland) Act 1997 and Section 56 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997;
 - (iii) to serve urgent interdicts on unauthorised development or works or signage including flyposting; and
 - (iv) to seek interim interdict in respect of unauthorised flyposting;
- (d) to respond on behalf of the Council where the Council's observations have been sought in respect of developments of adjoining planning authorities;
- (e) to respond on behalf of the Council to appeals and call-ins unless the appeal is against a decision contrary to the Service recommendation;
- (f) to agree to the temporary display of an advertisement for a period not exceeding one week, providing there are no adverse road safety implications;
- (g) to agree to the temporary alteration to an existing advertisement consent for a period not exceeding one month without requiring a fresh advertisement application;
- (h) to approve road closures and the diversion of services subsequent to development previously approved;
- (i) to decline to determine an application for planning permission following refusal and/or appeal of similar applications;
- (j) to revoke permission for applications approved under delegated powers;

- (k) to respond to requests for all screening and scoping opinions, including Screening Opinions on whether a development is a major or local application having regard to the Planning (Hierarchy of Developments) (Scotland) Regulations 2009 and consequently whether formal pre-application consultation requires to be carried out;
 - (l) to determine whether developments are permitted in terms of the appropriate Permitted Development Order;
 - (m) to determine whether works to a listed building require consent;
 - (n) to assess and accept or not the scope of a Proposal of Application Notice;
 - (o) to respond to prior notifications for agricultural development and demolition and as otherwise required;
 - (p) to decline to determine an application for planning permission where the required Pre-application Consultation Report has not been submitted with the application.
- 25 To allocate ENV 2 funds from the Greenspace Reserve Fund to approved projects up to a value of £50,000.
- 26 To make Tree Preservation Orders in terms of Sections 160 and 163 of the Town and Country Planning (Scotland) Act 1997 and the Forestry Act 1967 and to grant or refuse consent in respect of tree operations in conservation areas or felling of trees covered by Tree Preservation Orders.
- 27 To serve Urgent Works Notices on historic buildings under the terms of Section 49 of the Planning (Listed Building and Conservation Areas) (Scotland) Act 1997.
- 28 To take all actions and decisions, make all determinations and serve, vary or withdraw all Notices under the High Hedges (Scotland) Act 2013 and any regulations made thereunder, and such subsequent legislation as may amend those provisions.
- 29 To serve any Notice in terms of Section 87 of the Civic Government (Scotland) Act 1982.
- 30 To approve planning grants to voluntary organisations up to a value of £20,000.
- 31 To approve applications in respect of Repairs and Improvement Grants in respect of the following categories, namely roof, fabric, dry rot eradication, lead pipe replacement, standard amenities, Housing Renewal Areas, damp proof course installation, electrical and kitchen upgrading, disabled adaptations, care and repair, structural failures, statutory notice work and any other categories designated by the Council.
- 32 To approve applications by Housing Associations and Societies where such applications are in accordance with schemes of financial assistance, the principles of which have been approved by the Council.

- 33 To approve applications for funding relating to the Development Programme, within the Scheme approved by the Council and agreed between the Council and the Scottish Government.
- 34 To serve any Notices and take any necessary action on behalf of the Council in terms of the Housing (Scotland) Acts or generally any legislation appropriate to the repair or improvement of housing property in pursuance of the Council's housing investment priorities.
- 35 To carry out the functions of the Council in relation to Parts 1, 2 and 7 to 10 of the Antisocial Behaviour (Scotland) Act 2004 regarding Antisocial Behaviour Orders and the registration of private landlords.
- 36 In consultation with the Executive Member for Development and Regeneration, to approve funding requests from the Special Projects (Environmental Sustainability) Budget.
- 37 In consultation with the chair of the Glasgow Greenspace Partnership, to commit funds allocated to that partnership towards projects additional to those in the approved implementation programme, subject to their meeting the aims and objectives of the partnership and to their being reported to the partnership quarterly.
- 38 In terms of the Building (Scotland) Acts and the Civic Government (Scotland) Act 1982, to grant or refuse building warrants, grant or refuse certificates of completion, serve any notices, execute any works and generally take any necessary action in connection within these Acts.
- 39 To enter and inspect sports grounds in terms of the Safety of Sports Grounds Act 1975.
- 40 To issue certificates of suitability under section 23 of the Licensing (Scotland) Act 1976 and certificates under section 50 of the Licensing (Scotland) Act 2005.
- 41 Subject to consultation with the local members, to approve new street names.
- 42 To serve notices and take any necessary action under the Civic Government (Scotland) Act 1982, the Housing (Scotland) Act 1987 and the Environmental Protection Act 1990 in relation to houses in multiple occupation.
- 43 To enter and inspect, serve notices and take any necessary action under the Environment Act 1995 and the Environmental Protection Act 1990 in relation to Contaminated Land.
- 44 To enter, inspect and take any necessary action/works on property under the Flood Risk Management (Scotland) Act 2009.
- 45 To serve enforcement notices, in terms of Section 90 of the Civic Government (Scotland) Act 1982, requiring owners to correct defective lighting.

- 46 To exercise the functions of the Council regarding applications for Roads Construction Consent in terms of Sections 16 to 18 and 21 to 23 of the Roads (Scotland) Act 1984.

EXECUTIVE DIRECTOR OF EDUCATION SERVICES

The Executive Director of Education Services is authorised:-

- 1 To serve any notices, deal with any applications, and take any necessary action on behalf of the Council, in terms of the Education (Scotland) Acts, the Children Acts, or generally legislation concerning the Council relating to the provision of Education Services.
- 2 In respect of Educational Trusts or endowments, to accept and administer any Trusts or endowments which may be offered to the Council for schools in their area and to receive and determine applications for the disbursement of funds in accordance with the provisions of any Trust Schemes.
- 3 To make grants of up to £5,000 to voluntary organisations, schools and other organisations which make provision for children of school age, pre-fives, or out of school care.
- 4 To approve support for any type of educational course and to make grants from any bursary or other financial scheme operated by the Council.
- 5 To carry out the administration, assessment and award of any education maintenance allowances, further education bursaries or other awards.
- 6 To make grants to staff and/or pupils in connection with courses, conferences, educational visits and excursions.
- 7 To instruct the immediate implementation of any Circular concerning teachers pay and conditions which allows no discretion to the Council. The terms of any such Circular shall be reported to the Children and Families Policy Development Committee for information.
- 8 To permit parent councils, Parent Teacher Associations or such other organisations or persons as he/she considers appropriate to execute works of construction or improvement within the curtilage of an educational establishment, subject to
 - (a) being satisfied that the works are relevant to the function of and will not prejudice the operation of the educational establishment;
 - (b) the Managing Director of City Building LLP being satisfied that for his/her interest, the works are acceptable; and
 - (c) the Executive Director of Corporate Services and the Executive Director of Financial Services being satisfied with the contractual and financial arrangements relating to the execution of the works.

- 9 To determine the dates of local school holidays after consultation with the appropriate parent councils and appropriate trade unions.
- 10 To exclude pupils from school.
- 11 To make appointments to promoted and unpromoted posts in all educational establishments.
- 12 To approve applications from teachers for early retiral and voluntary severance.

EXECUTIVE DIRECTOR OF FINANCIAL SERVICES

The Executive Director of Financial Services is authorised:-

- 1 To act as the proper officer of the Council in terms of the Local Government Acts, to administer the financial affairs of the Council, and to take any necessary action in terms of the Council's Financial Regulations, Management and Control Code of Practice.
- 2 To issue any notices, collect any monies, adjudicate in respect of any claims or objections, and to take any other necessary action in terms of the Local Government Acts.
- 3 To take decisions on debt write-off in accordance with recognised accounting policies and the Financial Regulations, Management and Control Code of Practice.
- 4 To amend service budgets for new monies received or subsequent approvals during the year, with all such changes being recorded in the monitoring statements.
- 5 To approve virement within the revenue budget and the investment programme up to a limit of £100,000, with all virement being reported to the first available meeting of the Executive Committee.
- 6 To arrange appropriate insurance cover on behalf of the Council and negotiate claims against the Council as per the Financial Regulations, Management and Control Code of Practice.
- 7 To take decisions required for the financial administration of the Group Life Assurance Scheme.
- 8 In respect of the Loans Fund, to administer Council requirements for borrowing and temporary investment in accordance with the CIPFA Treasury Management Code.
- 9 To administer the Local Government Pension Scheme and implement investment arrangements for the Strathclyde Pension Fund in accordance with the Local Government Pension Regulations.

- 10 In respect of Strathclyde Pension Fund, to appoint persons to serve on the Investment Advisory Panel.
- 11 To agree participation by Strathclyde Pension Fund in securities litigation.
- 12 To take decisions on investments or other matters in respect of monies held or funds administered by the Council.
- 13 To sign, for banking activity purposes, bank indemnities on behalf of the Council.
- 14 To determine interest rate levels charged to Home Loan borrowers, in terms of Section 219 (4) (a)/(b) of the Housing (Scotland) Act 1987.
- 15 To set charges for services requested of his/her department additional to those relating to the sale of valuation rolls, Council Tax lists and electoral registers.
- 16 To arrange operational and/or financial leases on behalf of the Council.
- 17 In consultation with the appropriate local members, to authorise proceedings to exceptional attachment in respect of non-domestic rates debt and to remit such debt on the grounds of hardship in terms of Section 25A of the Local Government (Scotland) Act 1966.
- 18 In consultation with the Chief Executive, to consider those cases of business rates debts for which liquidation or sequestration might be the appropriate course and, after consultation with the appropriate local members, to authorise liquidation or sequestration.
- 19 To make objections or complaints to the Licensing Board in respect of liquor licences in cases of failure to pay business rates.
- 20 In respect of the Council's arms length companies, to approve
 - (a) the annual accounts;
 - (b) LLP Banking arrangements;
 - (c) additional expenditure or the extension of business beyond agreed budgets;
 - (d) borrowing or lending or the giving of guarantees beyond agreed limits;
 - (e) the disposal or acquisition of any business shares or material assets;
 - (f) the acquisition of capital assets beyond agreed limits;
 - (g) entering into a partnership, joint venture or profit sharing arrangement beyond the agreed limits;
 - (h) parent company guarantees or bonds in respect of new contracts;

- (i) the establishment of or participation in any pension scheme other than the Strathclyde Pension Fund.
- 21 In respect of the Council's arms length companies, to respond to mandatory consultation on
- (a) the appointment of the Director of Finance (where specifically stated) and
 - (b) the appointment and remuneration of LLP/Company Auditors.
- 22 If listed on the list of approved officers held by the Senior Responsible Officer, to act as Investigation Manager for the purposes of the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) (Scotland) Order 2000.

EXECUTIVE DIRECTOR OF LAND AND ENVIRONMENTAL SERVICES

The Executive Director of Land and Environmental Services is authorised:-

- 1 To serve any notices, issue any licences, give any consents and generally take any necessary action on behalf of the Council in terms of the Roads (Scotland) Acts, the Road Traffic Regulation Acts and the New Roads and Streetworks Act 1991 or generally any legislation concerning the Council's functions relating to transport, parking, roads, lighting, parks, open spaces, cemeteries and crematoria, jetties, tidal waters, flood prevention measures, the collection and disposal of waste, the cleaning of roads, streets and open spaces, food safety and food standards, the safety, health and well-being of the community, health and environmental protection and consumer protection.
- 2 To grant wayleaves in respect of public utilities.
- 3 To carry out the functions of the Joint Road Safety Officer in conjunction with the Chief Constable.
- 4 After consultation with the Executive Director of Corporate Services, to agree terms for bridge agreements with private bridge owners (British Railways Board, Network Rail and others) and the terms of the discharge of the Council's liability for annual maintenance and renewal charges in connection with such bridges.
- 5 To approve applications for school crossing patrols at sites where it is justified in terms of the adopted criteria.
- 6 To refuse applications for school crossing patrols where the criteria approved by the Council are not met.
- 7 Subject to consultation with the local members and the associated primary school parent council, to discontinue an existing school crossing patrol where it no longer meets the adopted criteria or does not comply with Council policy.
- 8 To approve alterations to the list of public roads.

- 9 To approve, in consultation with the appropriate Executive Member, Traffic Regulation Orders which are not subject to objection or which are subject to objection but not to a mandatory hearing.
- 10 To approve, in consultation with the appropriate Executive Member, applications for use of public parks, George Square, bandstands, pedestrian precincts and the Clyde Walkway.
- 11 To determine and regulate the use of parks, open spaces, civic spaces and pedestrian precincts, cemeteries and crematoria, display houses and other similar facilities.
- 12 To exercise any functions of the Council required in terms of Management Rules approved by the Council.
- 13 To exercise enforcement powers and to issue fixed penalty notices in respect of legislation governing Environmental Health and Trading Standards, in terms of the coded list of legislation in the appendix to this scheme.
- 14 If listed on the list of approved officers held by the Senior Responsible Officer, to act as Investigation Manager for the purposes of the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) (Scotland) Order 2000.

EXECUTIVE DIRECTOR OF SOCIAL CARE SERVICES

The Executive Director of Social Care Services is authorised:-

- 1 To serve any notices and to take any necessary action on behalf of the Council in terms of the National Assistance Acts, the Social Work (Scotland) Act 1968, the Adoption (Scotland) Act 1978, the Mental Health (Scotland) Act 1984, the Children (Scotland) Act 1995, the National Health Service & Community Care Act 1990, the Adults with Incapacity (Scotland) Act 2000, the Housing (Scotland) Act 2001, the Community Care and Health (Scotland) Act 2002, the Homelessness (Scotland) Act 2003, the Mental Health (Care and Treatment) (Scotland) Act 2003 or generally any legislation concerning the Council's functions relating to the provision of Social Care Services.
- 2 To commission and enter into any contracts for social care and/or housing support services in accordance with the Rules of Procedure for Contracts for Social Care and/or Housing Support Services and to establish contracts for existing services on a call-off basis with no commitment to use any given level of service up to the value of the European Union Public Procurement threshold.
- 3 To make payments to voluntary organisations for the purchase of services or initial purchase of equipment up to a value of £20,000.
- 4 To provide aids and adaptations for disabled people up to the value of £50,000 in any one case.

- 5 To consider and decide upon recommendations made by the Adoption & Fostering Review Panel in reviewing original decisions made in connection with adoption and fostering matters.
- 6 To consider and decide on recommendations of the Parental Rights Order Panel.
- 7 To consider and decide upon recommendations by Adoption & Fostering Panels, on matters of approval of persons to adopt or foster, and the placement of children with such persons.
- 8 To add and delete from the restricted standing list(s) of accredited providers, subject to appropriate scrutiny in terms of departmental procedures, and the Council's financial and other regulations.
- 9 Subject to the Council's Financial Regulations, Management and Control Code of Practice, to purchase
 - (a) appropriate social care and housing support services within open-ended call-off contracts from providers on the restricted standing list(s) of accredited providers and/or the list of contracted providers for care homes (residential/nursing), including the use of approved budgets, flexible budgets for social care and housing support purchase, and the budgets for direct payments, care homes (residential/nursing) and residential respite placements; and
 - (b) care packages in Children's Services for placements at residential/open schools.
- 10 To provide direct assistance (loans or grants) under statutory provisions in
 - (a) the Social Work (Scotland) Act 1968, the Children's Act 1975 or the Children (Scotland) Act 1995; and
 - (b) Sections 29 and 30 of the Children (Scotland) Act 1995, Section 73 of the Regulation of Care (Scotland) Act 2001 and Section 6 of the Children (Leaving Care) Act 2000.
- 11 To appoint Mental Health Officers under the Mental Health Acts (approval as Mental Health Officers is restricted to those members of staff who have satisfactorily completed the approved training course).
- 12 To admit children to secure care in terms of the Secure Accommodation Regulations.
- 13 To take decisions regarding child placements which would involve separating sibling groups.
- 14 To authorise the emergency "transfer" of placement of a child subject to a supervision requirement in terms of Section 72 of the Children (Scotland) Act 1995.

- 15 To waive parental contributions.
- 16 To apply for Child Protection Orders, Exclusion Orders and Child Assessment Orders in terms of Sections 57, 76 and 55 respectively of the Children (Scotland) Act 1995.
- 17 To approve refuges in terms of Section 38 of Children (Scotland) Act 1995.
- 18 To approve waivers and disregards in respect of determining a client's liability for contribution to social care and housing support services provided.
- 19 To approve waivers and disregards in respect of determining a client's liability for contribution to care home (residential/nursing) costs.

SANCTIONS PANEL

The Head of Audit and Inspection is authorised:-

- 1 To oversee the operation of a Sanctions Panel in accordance with current legislation and Department for Work and Pensions Regulations, with the Panel disposing of cases of Benefit fraud, whether attempted or actually committed, including where appropriate referral to the Procurator Fiscal. The need for a Sanctions Panel will cease once the planned introduction of a single Fraud Investigation Service comes into effect.

GLASGOW CITY COUNCIL

SCHEME OF DELEGATED FUNCTIONS

Local Government (Scotland) Act 1973, Section 50G

List of Officers by whom delegated powers are exercisable

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|---|--|
| 1 | As regards functions delegated by section 3 of the scheme to the Chief Executive and each Executive Director, the delegations are also exercisable in each case by the Assistant Director in each department. No 3 is also exercisable by the following officers in Corporate Services: Head of Legal and Administration, Executive Legal Manager, Head of Corporate Procurement and Legal Manager. No 5 is also exercisable by third tier officers. |
| 2 | As regards the delegations in respect of departments, the following are the lists of officers by whom delegated powers are exercisable. |

Chief Executive

No 6	Head of Communication and Service Development
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Executive Director of Corporate Services

Nos 3 - 7	Head of Legal and Administration Executive Legal Manager Legal Manager
Nos 8 - 11	Head of Legal and Administration Executive Legal Manager Legal Manager
Nos 12 - 13	Head of Legal and Administration Executive Legal Manager (Litigation and Licensing) Legal Manager (Licensing) Legal Manager (Corporate Litigation and Debt Recovery) Senior Solicitor (Corporate Litigation and Debt Recovery)
No 14	Head of Legal and Administration Legal Manager (Licensing) Legal Manager (Corporate Litigation and Debt Recovery)

No 15	Head of Legal and Administration Executive Legal Manager (Litigation and Licensing) Legal Manager (Licensing) Legal Manager (Corporate Litigation and Debt Recovery)
Nos 16 - 20	Head of Legal and Administration Legal Manager (Licensing) Legal Manager (Corporate Litigation and Debt Recovery)
No 21	Head of Legal and Administration Executive Legal Manager Legal Manager
No 22	Head of Legal and Administration
No 23(a)	Head of Legal and Administration
Nos 23(b)	Head of Legal and Administration Executive Legal Manager Legal Manager
No 24	Adviser to the Lord Provost
No 25	Head of Legal and Administration
Nos 26 - 27	Head of Legal and Administration Committee Services Manager
Nos 30 - 40	Executive HR Manager
No 41	Head of Legal and Administration Head of Democratic Services Partnership and Development Manager
Nos 42 – 44 (except in relation to confidential information)	Head of Legal and Administration Executive Legal Manager Legal Manager
No 45	Head of Legal and Administration Executive Legal Manager Legal Manager Senior Solicitor Solicitor

Executive Director of Development and Regeneration Services

No 19	Head of Housing Services
No 21	Head of Planning and Building Control
No 23	Head of Business and the Economy Principal Officer (Business Advice) Principal Officer (Business Finance)
No 24	Head of Planning and Building Control Group Manager or equivalent of the following teams:- <ul style="list-style-type: none"> ▪ City Centre and Clyde ▪ Neighbourhoods ▪ Delegated and Performance/Support Services ▪ Enforcement (enforcement matters only) Principal Officer of the following teams:- <ul style="list-style-type: none"> ▪ City Centre and Clyde ▪ Neighbourhoods ▪ Delegated and Performance ▪ Enforcement
No 25	Head of Planning and Building Control Group Manager (Development Plan) Principal Officer (Development Plan)
Nos 26 - 30	Head of Planning and Building Control
Nos 31 - 35	Head of Housing Services
No 36	Head of Planning and Building Control
No 37	Head of Planning and Building Control
Nos 38 - 40	Head of Planning and Building Control Group Manager (Building Control and Public Safety) Team Leader Building Control Surveyor Assistant Building Control Surveyor Structural Engineer
No 41	Head of Planning and Building Control Group Manager (Building Control and Public Safety)
No 42	Head of Planning and Building Control Group Manager Team Leader(Licensing) Environmental Health Officer Structural Engineer

No 43	Head of Planning and Building Control Group Manager (Environmental) Principal (Geotechnical & Land Remediation) Environmental Health Officer (Land Remediation) Technical Officer (Land Remediation) Senior Engineer (Geotechnical)
No 44	Head of Planning and Building Control Group Manager (Environmental) Principal (Flood Risk Management)
No 45	Head of Project Management and Design Team Leader (Mechanical/Electrical/Stairlighting)
No 46	Head of Planning and Building Control

Executive Director of Education Services

Nos 1 - 9	Head of Service
No 10	Head of Service Head Teacher Depute Head Teacher
No 11	Head of Service Head Teacher Acting Head Teacher Depute Head Teacher
No 12	Head of Service

Executive Director of Financial Services

Nos1 -3	Head of Section
Nos 4 – 5	Head of Corporate Finance
Nos 6 - 7	Head of Insurance and Claims
No 8	Head of Corporate Finance
Nos 9 - 10	Head of Strathclyde Pension Fund
Nos 11-13	Head of Corporate Finance
No 14	Head of Section
No 15	Head of Corporate Finance

Nos 16 – 18	Head of Revenues and benefits
No 21	Head of Audit and Inspection Principal Officer, Benefit Counter Fraud

Executive Director of Land and Environmental Services

	<p>Category C officers are authorised to exercise all functions in No 1 of the delegations to the Executive Director with the exception of -</p> <p>(a) there being reserved to Category A matters in respect of Sections 12, 13, 16(1)(b), 36 and 37, 62 and 152(2) of the Roads (Scotland) Act 1984 and Section 23 of the Road Traffic Regulation Act 1984; and</p> <p>(b) there being reserved to Category A exercise of functions in respect of delegation 1 in so far as they relate to the advertisement of any proposal for the making, revocation or variation of orders and schemes under the Road Traffic Regulation Act 1984 and Sections 68-71 of the Roads (Scotland) Act 1984 and the power to deal with all requests for information in connection with grant applications made under Section 8 of the Railways Act 1974.</p> <p>Delegation No 2: Category C</p> <p>Delegation No 3: Category A</p> <p>Delegation No 4: Category B - plus Parking Manager</p> <p>Delegation No 5: Category A</p> <p>Delegation No 9: Category E</p> <p>Delegation No 13: Category D</p> <p>Delegation No 14: Community Enforcement Officer</p> <p>Delegation No 16: Technical Liaison Officer</p>
Categories of Officer	
Category A	Head of Policy, Planning & Projects Head of Roads & Traffic Head of Finance

Category B	Category A plus Head of Parks & Support Services Head of Projects Head of Corporate Services Head of Policy & Design Parks Development Manager
Category C	Category A plus Category B plus Design Manager Roads Design Manager Structures Roads & Lighting Manager Senior Project Manager Operations Manager (Parks) Commercial Manager (Parks) Area Maintenance Manager (Roads) Traffic Operations Manager Transport Manager Parking Manager Procurement & Commercial Manager Resident Engineer Personnel & Resources Manager Financial Accounting Manager
Category D	Category A plus Category B plus Category C plus Arboricultural Officer
Category E	Category A plus Category B plus Category C plus Events Manager Parks Area Manager

Environmental Health and Trading Standards staff - Coded List of Legislation

01	Explosives Acts 1875 and 1923 (as amended)
02	Burgh Police (Scotland) Acts 1892 and 1903
03	Agricultural Produce (Grading and Marking) Acts 1928 and 1931
04	Petroleum (Consolidation) Acts 1928
05	Petroleum (Transfer of Licence) Act 1936
06	Children and Young Persons (Scotland) Act 1937
07	Cancer Act 1939

08	Prevention of Damage by Pests Act 1949
09	Caravan Sites and Control of Development Act 1960
10	Factories Act 1961
011	Offices, Shops and Railway Premises Act 1963
012	Farm and Garden Chemicals Act 1967
013	Agricultural (Miscellaneous Provisions) Act 1968
014	Medicines Act 1968
015	Sewerage (Scotland) Act 1968
016	Trade Descriptions Act 1968
017	Health Services and Public Health Act 1968
018	Development of Tourism Act 1969
019	Agriculture Act 1970
020	European Communities Act 1972
021	Poisons Act 1972
022	Fair Trading Act 1973
023	Hallmarking Act 1973
024	Consumer Credit Act 1974 and 2006
025	Control of Pollution Act 1974
026	Health and Safety at Work Etc Act 1974
027	Prices Acts 1974 and 1975
028	Weights and Measures Acts 1976 and 1985
029	Energy Act 1976
030	Dangerous Wild Animals Act 1976 (as amended)
031	Refuse Disposal (Amenity) Act 1978
032	Estate Agents Act 1979
033	Customs and Excise Management Act 1979

034	Water (Scotland) Act 1980
035	Animal Health Act 1981
036	Energy Conservation Act 1981
037	Wildlife and Countryside Act 1981
038	Zoo Licensing Act 1981
039	Civic Government (Scotland) Act 1982
040	Telecommunications Act 1984
041	Roads (Scotland) Act 1984
042	Video Recordings Acts 1984 and 1993
043	Food and Environment Protection Act 1985
044	National Health Service Amendment Act 1986
045	Housing (Scotland) Act 1987
046	Consumer Protection Act 1987
047	Motor Cycle Noise Act 1987
048	Education Reform Act 1988
049	Environment and Safety Information Act 1988
050	Glasgow District Council Order Confirmation Act 1988
051	Copyright, Designs and Patents Act 1988
052	Water Act 1989
053	The Pesticides (Fees and Enforcement) Act 1989
054	Courts and Legal Services Act 1990
055	Environmental Protection Act 1990
056	Food Safety Act 1990 and any Orders, Regulations or other instruments made thereunder or relative thereto or having effect by virtue of the European Communities Act 1972 and relating to food safety or animal feedstuff and any modification or re-enactment of the foregoing
057	Children and Young Persons (Protection From Tobacco) Act 1991

058	Motor Vehicles (Safety Equipment for Children) Act 1991
059	Dangerous Dogs Act 1991 (as amended)
060	Property Misdescriptions Act 1991
061	Timeshare Act 1992
062	Clean Air Act 1993
063	Noise and Statutory Nuisance Act 1993
064	Trade Marks Act 1994
065	Environment Act 1995
066	Olympic Symbol Etc (Protection) Act 1995
067	Trading Schemes Act 1996
068	Town and Country Planning (Scotland) Act 1997
069	Pesticides Act 1998
070	Regulation of Investigatory Powers (Scotland) Act 2000
071	Regulation of Investigatory Powers Act 2000
072	Vehicle Crime Act 2001
073	Enterprise Act 2002
074	Copyright etc and Trade Marks (Offences and Enforcement) Act 2002
075	Tobacco Advertising and Promotion Act 2002
076	Building (Scotland) Act 2003
077	Dog Fouling (Scotland) Act 2003
078	Fireworks Act 2003
079	Road Traffic (Vehicle Emissions)(Fixed Penalty)(Scotland) Regulations 2003
080	Antisocial Behaviour etc (Scotland) Act 2004
081	Water Services etc (Scotland) Act 2005
082	Smoking, Health and Social Care (Scotland) Act 2005
083	Licensing (Scotland) Act 2005

084	Animal Health and Welfare (Scotland) Act 2006
085	Housing (Scotland) Act 2006
086	Violent Crime Reduction Act 2006
087	Consumers, Estate Agents and Redress Act 2007
088	Public Health (Scotland) Act 2008
089	Tobacco and Primary Medical Services (Scotland) Act 2010
090	Control of Dogs (Scotland) Act 2010

Associated Coded list of Officers

Assistant Director Environmental Health and Trading Standards Manager Group Manager (Business Regulation, Public Health and Out of Hours)	All codes from 01 to 090, except 028
Group Manager (Trading Standards)	All codes from 01 to 090
Assistant Manager (Business Regulation, Public Health and Out of Hours) Team Leader (Business Regulation, Public Health and Out of Hours) Technical Officer Consumer Advice Officer Taxi Enforcement Officer Investigators Illegal Money Lending Unit Environmental Health Officer Pest Control Supervisor Pest Control Operative Commercial Waste Enforcement Officer Tobacco Control Officer Licensing Standards Officer Dog Warden Technical and Enforcement Support Officer	All codes from 01 to 090, except 028, 070 and 071
Assistant Manager (Trading Standards and Illegal Money Lending) Team Leader (Trading Standards) Trading Standards Officer	All codes from 01 to 090, except 070 and 071
Scottish Scambuster Team	020, 042, 046, 051, 064, 073 and 087

Health and Safety – Authorisation to enter premises with an Inspector	As required by Section 20(2)(c)(i) of the Health and Safety at Work Etc Act 1974
Authorised officers of East Dunbartonshire, East Renfrewshire, North Lanarkshire, Renfrewshire, South Lanarkshire and West Dunbartonshire Councils	No 39 – Sections 5 and 11 of the 1982 Act in respect of taxis and private hire cars licensed by this authority

Executive Director of Social Care Services

Nos 1	Head of Service Development
No 2	Strategic Head of Service
No 3	Head of Service Development, up to £10,000 Head of Social Work (Areas) and Strategic Head of Service, up to £5,000 Services Manager and Head of Addictions (city-wide lead), up to £2,500
No 4	Head of Service Development, Social Work Manager (Areas) and Head of Service, up to £10,000 Head of Addictions (city-wide lead), Service Manager and Homelessness Services Planning and Commissioning Manager, up to £5,000 Homeless Team Service/Operations Manager and Head of Service Addictions, up to £2,500 Assistant Service Manager and Team Leader, up to £1,000 Qualified Occupational Therapist and other staff authorised to order equipment from EquipU, up to £500 for adaptations and standard items of equipment provided by EquipU
Nos 5 - 7	Head of Practice Audit Children & Families Head of Direct Services Head of Social Work (Areas)
No 8	Head of Service Development Head of Service Modernisation Strategic Head of Adult Services Head of Direct Services

No 9 (a)	<p>Head of Social Work (Areas) Head of Service Assistant Service Manager and Team Leader (except Direct Payments) Homelessness Operations Manager, Head of Service Addictions and Service Manager (limited to £10,000 in respect of Direct Payments) Homelessness Services Commissioning Officer (social care/housing support) Homelessness Services Manager Community Casework Team Leader James MacLean Project Manager Hostel Manager (housing support)</p> <p>In respect of Older People's Services authority to approve rates</p> <p>(a) above the Council approved rate, excluding 24-hour supported living, is delegated to Strategic Head of Adult Services and Head of Service Development;</p> <p>(b) above the Council approved rate for 24-hour supported living is delegated to Strategic Head of Adult Services, Head of Service Development and Head of Mental Health; and</p> <p>(c) at the Council approved rate in care homes (residential/nursing) within Scotland and in 24 hour supported living services within Glasgow, is delegated to Team Leaders and above</p>
No 9 (b)	<p>Head of Practice Audit Children & Families Head of Direct Services Head of Social Work (Areas)</p>
No 10 (a)	<p>Directorate, up to £4,000 Strategic Head of Service, Head of Social Work (Areas) and Head of Direct Services, up to £2,000 Service Manager, Head of Addiction (city-wide lead), Service Manager (Standby), Homelessness Operations Manager and Homelessness Team Manager, up to £500 Assistant Service Manager and Team Leader, up to £250</p>

No 10 (b)	Head of Practice Audit Children & Families, Head of Direct Services and Head of Social Work (Areas), up to £4,000 Service Manager, up to £2,500 for single person or £3,000 for single person with child Assistant Service Manager and Team Leader, up to £300
No 11	Head of Service Mental Health
No 12	Head of Practice Audit Children & Families
Nos 13 - 15	Head of Practice Audit Children & Families Head of Direct Services Head of Social Work (Areas)
No 16	Head of Practice Audit Children & Families Head of Direct Services Head of Social Work (Areas) Service Manager Children & Families Service Manager (Standby) Assistant Service Manager Children & Families Homelessness Operations Manager Team Leader (Standby) Homeless Team Leader
No 17	Head of Practice Audit Children & Families Head of Direct Services Head of Social Work (Areas)
No 18	Head of Service Development Head of Social Work (Areas) Strategic Head of Service Head of Direct Services
No 19	Head of Service Development Strategic Head of Adult Services Head of Finance Finance Manager OPPD