
To: Council

On: 27 June 2019

Report by: Director of Finance & Resources

Heading: Review of the Council's Scheme of Delegated Functions

1. Summary

1.1 The purpose of this report is to consider changes to the Council's Scheme of Delegated Functions (the Scheme).

1.2 Although there have been a number of amendments to the Scheme over the last few years, including to take into account the changes to the Council decision-making structure at the statutory meeting in May 2017, to take account of other changes to the Council's management structures and some legislative changes, the previous comprehensive review was undertaken in 2015. Given the length of time, it was considered appropriate that a full review be undertaken to ensure that the Scheme was as up to date as possible. It is also considered beneficial to have an up-to-date version of the Scheme in place to form the starting point for any changes to the council's governance arrangements arising from the current change programme.

1.3 The main proposed changes are detailed in the appendix to this report. Where there have been minor changes, corrections or changes to legislation, these have not been detailed.

2. Recommendations

2.1 That the Council approves the revised Scheme of Delegated Functions, attached, and that it comes into force with immediate effect; and

2.2 That the previous Scheme be revoked.

- 3.1 Like every other local authority, Renfrewshire Council is only able to do what statute empowers it to do. In the absence of a decision by the Council to the contrary, all powers are exercisable by the Council itself. Recognising that such a requirement would be so cumbersome as to be unworkable, the Council has chosen to exercise one of the powers available to it - the power to delegate.
- 3.2 The Scheme sets out the formal delegations made by the Council to enable decisions to be taken by its Boards and officers. The Scheme is set out in five sections: Powers reserved to the Council; Terms of Reference and delegations to Boards; The Provost and Depute Provost; Statutory appointments of officers; and Powers delegated to officers.
- 3.3 All Directors and Heads of Service were asked for their input. The proposed amendments are in keeping with the Council's aim of ensuring that decisions are taken at the appropriate level and do not contain any obstacles to the efficient operation of the Council's functions. Unless there is a real need for a decision to be taken by the Council or a Policy Board, the preparation and submission of reports to the Board is inefficient and causes delay to the decision-making processes of the Council. The amendments proposed continue to reflect that approach.
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Implications of the Report

1. **Financial – None**
2. **HR & Organisational Development - None**
3. **Community/Council Planning – None**
4. **Legal – None**
5. **Property/Assets - None.**
6. **Information Technology – None**
7. **Equality & Human Rights**

(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - None
 9. **Procurement** - None
 10. **Risk** – None
 11. **Privacy Impact** - None.
 12. **Cosla Policy Position** – not applicable
 13. **Climate Risk** - None
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List of Background Papers – comments received from relevant officers.

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APPENDIX

Section	Title	Amendment
1	2.2.2 Non-statutory Reservations (a)	To remove reference to Council's agreement to the Partnership Agreement between Children's Hearings Scotland and the Council – this is no longer required as a delegation has been given to the Head of Corporate Governance
2	Terms of Reference - various	Reference to 'determining letting policies' in the terms of reference of Education & Children's Services, Infrastructure, Land & Environment, Communities, Housing & Planning Policy Boards has been removed as this responsibility now lies with Renfrewshire Leisure.
2	Terms of Reference – Education & Children's Services Policy Board	Education & Children's Services Policy Board – addition of "To consider matters relating to the Council's role as corporate parent"
2	Terms of Reference – Infrastructure, Land & Environment Policy Board and Communities, Housing & Planning Policy Board	Infrastructure, Land & Environment Policy Board – paragraph 12 – amended to remove reference to "To approve and oversee policy and procedures for community protection" which has been added to the terms of reference of the Communities, Housing & Planning Policy Board, the remit of which has been amended to include "Consumer Protection".
2	Terms of Reference – Finance, Resources and Customer Services Policy Board	Finance, Resources and Customer Services Policy Board – paragraph 62 – deleted to remove reference to the consideration of reports in relation to the financial performance of Council trading operations as the Council no longer has any significant trading operations.

2	Terms of Reference – Regulatory Functions Board	“associated ancillary requests” and “exemptions” has been added to the remit of the Board. This relates to requests under the Equality Act 2010 for exemptions from assisting taxi passengers which now falls under a statutory footing due to the Council agreeing to implement a designated wheelchair vehicle list.
4	Statutory Appointments of Officers	In terms of the Social Work (Scotland) Act 1968 – the Head of Child Care & Criminal Justice has been appointed as Chief Social Work Officer.
4	Statutory Appointments of Officers	The Proper Officer to make official representation in respect of houses not meeting the tolerable standard has been changed from the Director of Environment & Infrastructure to the Director of Communities, Housing & Planning Services
4	Statutory Appointments of Officers	The officer appointed for the purposes of discharging the functions imposed or conferred on the Council for dealing with stray dogs has been changed from the Director of Environment & Infrastructure to the Director of Communities, Housing & Planning Services
5	A – Chief Executive	A new delegation to the Chief Executive to make charitable donations in consultation with the Provost, to charities within the UK up to a value of £5000. A recent example of this was the request by the Argyll & Sutherland Highlanders for a contribution of £5000 towards their “Thin Red Line Appeal” which required a Council decision. It is proposed that this is limited to a total overall spend of £10,000 in any financial year and that any such payments made will be reported in the next issue of the Councillors’ information bulletin.
5	A – Chief Executive	A new delegation to the Chief Executive, in consultation with the Provost, Leader of the Council or appropriate Convener, to approve payment of subscription or membership fees for the Council’s membership of external organisations where the annual cost of membership does not exceed £500. A recent example of where this would have been helpful was the request for the Provost to join the Scottish Provost’s Association, at an annual membership cost of £250 which required a Council decision. It is proposed that this is limited to a total overall spend of £1000 in any financial year and that any such

		subscriptions or membership fees paid will be reported in the next issue of the Councillors' information bulletin.
5	A – Chief Executive	A new delegation to the Chief Executive, in consultation with the Leader of the Council, to accept gifts or bequests on behalf of the Council. Although such occurrences are rare, there may be circumstances when the Council is offered a gift or bequest the acceptance of which is time limited and it would be in the interests of the Council to accept this outwith the timetable of scheduled meetings. The proposed delegation would enable such an offer to be accepted. Any such gifts or bequests accepted will be reported in the next issue of the Councillors' information bulletin.
5	A – Chief Executive	A new delegation to the Chief Executive to authorise the use of a juvenile or vulnerable individual as a Covert Human Intelligence Source. This is to ensure that the Scheme of Delegated Functions reflects the Council's revised Surveillance Policy as agreed by the Finance, Resources & Customer Services Policy Board on 5 June 2019. There are special safeguards in relation to the use or conduct of juvenile sources and vulnerable individuals, and in relation to vulnerable individuals, any such individual should only be authorised to act in the most exceptional circumstances. These are outlined in the policy. As an added protection, although not a legal requirement, our Policy provides that only the Chief Executive can authorise any form of Covert Human Intelligence Source. Members may be familiar with test purchases of for example alcohol.
5	A – Chief Executive	A new delegation for clarification purposes to exercise any function delegated to an officer in terms of the Scheme. The Council's existing Scheme of Delegated Functions sets out delegations to be exercised by the Council, Boards and individual officers. In relation to delegations to officers, although the Chief Executive is the Head of Paid Service and the most senior officer in the Council the present Scheme does not explicitly give her the power to exercise powers delegated to other officers. Should circumstances arise in which an officer is unable to exercise a delegated power for any reason, it would be appropriate for the Chief Executive to be able to exercise that delegation in their

		place. However, this would not apply to the statutory officer roles which are set out in section 4 of the Scheme.
5	B – Chief Executive, Directors (including the City Deal Director and the Chief Officer, Renfrewshire Health & Social Care Partnership)	A new delegation to take any necessary action, including the lodging of objections or making representations in the event that any Council interest in land is affected by a Compulsory Purchase Order. Currently the Scheme of Delegation does not deal with the circumstances in which a Compulsory Purchase Order is served on the Council and does not include any delegations to enable officers to take action including objecting to the CPO to protect the Council's interests should a CPO be promoted that affects Council property. Such actions may require to be taken urgently without sufficient time to get the necessary Council or Board approval. There is an existing delegation to chief officers to lodge objections to applications in terms of legislation in which the Council is a competent objector but given the significance of Council land being included in a CPO, it would be better if there was an explicit stand alone delegation covering this point.
5	C – Director of Children's Services – Social Work Operations Managers and Fieldwork Managers	In relation to the Council's duty to safeguard and promote the welfare of children in their area who are in need in terms of the Children (Scotland) Act 1995 the delegation in respect of loans and grants of up to £500 has been changed to 'in respect of a child' instead of 'in respect of any one family'
5	C – Chief Social Work Officer/Head of Child Care and Criminal Justice, Social Work Operations Managers	Delegation to authorise the payment of travelling, subsistence or other expenses incurred by a relevant person (identified as a close family member and subject to assessment) for the purpose of attending the funeral of any child who, immediately before death, was being looked after by the Council, in accordance with section 88 of the Burial and Cremation (Scotland) Act 2016. The suggested limit to any such delegation to the Head of Child Care and Criminal Justice/Chief Social Work Officer would be £2000 and for operations managers of £1000, with similar delegation of £1000 to Locality Managers and Fieldwork Managers under the section of the Scheme to the Chief Officer, Renfrewshire Health & Social Care Partnership.

5	D – Director of Communities, Housing & Planning Services – Head of Communities & Public Protection	New delegations to the Head of Communities & Public Protection “to be the Council’s single point of contact in respect of counter terrorism and serious and organised crime” and “in respect of the Counter Terrorism and Security Act 2015 Prevent Guidance (Scotland) to be the Council’s single point of contact of Prevent and to make arrangements for holding Prevent Professional Concerns Case Conferences as required”
5	D – Director of Communities, Housing & Planning Services – Head of Communities & Public Protection	<p>New delegations in relation to community learning and development:</p> <p>“With the Education Manager, to develop and oversee the requirements of the Council’s Adventurous Activities License Agreement (AALA).”</p> <p>“With the Education Manager, to develop and oversee the requirements for the Duke of Edinburgh Award Scheme.”</p> <p>“With the Education Manager, to develop and oversee the requirements for the Young Scot National Entitlement Card and Renfrewshire’s information portal.”</p> <p>“With the Education Manager, to develop and oversee the Community Learning and Development legislative requirements for adult learning initiatives which tackle inequality e.g. Literacy and numeracy.”</p> <p>“With the Education Manager, to develop and oversee sustainable and meaningful youth voice initiatives including the biannual Youth Parliament Elections.”</p>
5	F – Director of Finance & Resources & Appropriate Heads of Service	Extending the power to vary the Scheme of Delegated Functions, the Council’s Standing Orders relating to Contracts, Procedural Standing Orders and Financial Regulations, to change references to Board names where these have been agreed by Council.
5	F – Director of Finance & Resources – Head of Corporate	Extending the immediate suspension power to suspend a licence to situations where the Health & Safety Executive request this, at present it is only where Police Scotland have made the request. At the moment, the existing delegation to officers to suspend a licence (in consultation

	Governance and other specified officers	with the Convener) only applies where a matter is raised with us by Police Scotland. There have been a few cases over the past couple of years where there have been public safety issues raised by the Health and Safety Executive in respect of licenced events. The only option open to us in such circumstances is to call a special meeting of the RFB. As a minimum, allowing for organising a meeting and giving notice to the licence holder/applicant and the HSE, is at least a week. By that time the event could have occurred or have started. Accordingly the extension to the existing delegation is sought to put HSE complaints on the same footing as those from Police Scotland, and allow officers to impose an immediate suspension in consultation with the convener, with a Board hearing to be fixed thereafter.
5	F – Director of Finance & Resources – Head of Corporate Governance and other specified officers	New delegations – “in consultation with the Convener of the Regulatory Functions Board to determine whether to serve a notice of proposed revocation in relation to a house in multiple occupation in terms of section 139 of the Housing (Scotland) Act 2006”; and “to determine whether to serve a notice of proposed variation in relation to a house in multiple occupation in terms of section 138 of the Housing Scotland (Act) 2006.”

Renfrewshire Council

Scheme of Delegated Functions

Document Title	Scheme of Delegated Functions		
Service	Finance & Resources	Lead Author	Democratic Services Manager
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INDEX		
Section 1: Introduction and Powers Reserved to Council		
	Introduction	
	Introduction	3
	Extent of delegations	3
	Powers reserved to Council	4
	Delegations to boards	4
	Statutory appointments of officers	5
	Powers delegated to officers	5
	Interpretation of the Scheme	5
	Powers reserved to Council	
	Statutory reservations	6
	Non-statutory reservations	7
Section 2: Terms of Reference and Delegations to Boards		
	Appeals Board	11
	• Personnel Appeals and Applied Conditions of Service Appeals Panel	11
	• Bursaries and Endowments Appeals Panel	11
	• Placing Requests and Exclusions Appeals Panel	11
	• Non Domestic Rates Appeals Panel	11
	Audit, Risk and Scrutiny Board	13
	Education and Children's Services Policy Board	15
	Infrastructure, Land and Environment Policy Board	17
	Finance, Resources and Customer Services Policy Board	21
	Communities, Housing and Planning Policy Board	27
	Leadership Board	31
	Regulatory Functions Board	35
	Adoption and Fostering Panels	37
	Appointments Board	39
	Emergencies Board	40
	Employees Joint Consultative Board (Non Teaching)	41
	Investment Review Board	42
	Local Review Body	43
	Renfrewshire Joint Negotiating Committee for Teaching Staff	44
	Police and Fire & Rescue Scrutiny Sub-Committee	45
	Community Asset Transfer Sub-committee	46
	Petitions Board	47
	Cross Party Sounding Board	48
Section 3: Delegations to Provost and Depute Provost		49
Section 4: Statutory Appointments of Officers		53

Section 5: Delegations to Officers		
	Exercise of powers	63
	Chief Executive	64
	<ul style="list-style-type: none"> • Head of Marketing & Communications • Head of Policy & Commissioning • Head of Regeneration • Project Director (City Deal) 	68-69
	<ul style="list-style-type: none"> • Chief Executive, all Directors (including the City Deal Project Director and the Chief Officer Renfrewshire Health & Social Care Partnership) 	71-76
	<ul style="list-style-type: none"> • Director of Children's Services • Assistant Director (Education)/Chief Education Officer • Head of Childcare & Criminal Justice • Head of Early Years & Broad General Education • Head of Schools. • Head Teachers/Depute Head Teachers • Social Work Service Managers and Fieldwork Managers 	77-86
	<ul style="list-style-type: none"> • Director of Communities, Housing & Planning Services, Head of Communities & Public Protection and Head of Planning & Housing • Community Safety Service Officers, and Environmental Health Officers 	87-98
	<ul style="list-style-type: none"> • Director of Environment & Infrastructure, Head of Operations & Infrastructure and Head of Facilities Management • Amenity Services Supervisors and Commissionaires 	99-114
	<ul style="list-style-type: none"> • Director of Finance & Resources • Head of Business & Customer Services • Head of Corporate Governance • Head of Finance • Head of Transformation & Organisational Development • Head of ICT • Head of Property Services • Legal & Democratic Services Manager and Depute Director City Deal Project • Civic Government Enforcement Officer and Licensing Standards Officer • Data Protection Officer 	115-132
	<ul style="list-style-type: none"> • Chief Officer Renfrewshire Health & Social Care Partnership • Head of Adult Services • Locality Managers • Fieldwork Managers • Mental Health Officers 	133-134
Amendments	Amendments agreed at Council meetings and by the Head of Corporate Governance	n/a

Guidance and Constitutional Documents		135
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Scheme of Delegated Functions

Section 1 Introduction and Powers Reserved to Council

1 Introduction

1.1 Like every other local authority, Renfrewshire Council is only able to do what statute empowers it to do. In the absence of a decision by the Council to the contrary, all powers are exercisable by the Council itself. Recognising that such a requirement would be so cumbersome as to be unworkable, the Council has chosen to exercise one of the powers available to it - the power to delegate. This Scheme describes the delegations that have been agreed by the Council and it explains how these delegations are expected to be exercised.

1.2. Extent of delegations

1.2.1 Certain of the Council's powers cannot be delegated, but subject to these exceptions all other powers can be delegated. However, the Council may only delegate to a committee, (which this Council has referred to as a "Board") or a Sub-Committee, or an officer of the Council, or a Joint Committee with one or more other Councils.

1.2.2 Where a responsibility has been delegated, there is nothing to prevent the delegator from dealing with the responsibility delegated, or from withdrawing or amending the delegation granted. Exercise by a delegate of a delegated responsibility is as if it had been done by the Council itself.

1.2.3 It is virtually impossible to specify comprehensively all of the powers that are available to the Council and then to assign these, in whole or in part, to a variety of delegates. To overcome this problem, the Council has decided that except for matters which must be dealt with at the level of the Council itself (because statute requires this, or because the Council has so decided); all other powers should be delegated.

1.2.4 The Council has adopted the principle that decisions should be made at the lowest or most local level consistent with the nature of the issues involved. Functions, therefore, have been delegated to

- Boards
- the Chief Executive
- Directors and Heads of Service
- other officers

1.2.5 In respect of powers which have been delegated, those not specifically delegated to Boards or officers, are the responsibility of the appropriate Board.

1.2.6 Unless otherwise specified in the Scheme, where the Convener is not available for consultation, the Depute Convener should be consulted.

1.2.7 Any powers delegated to officers in terms of this Scheme must be exercised in accordance with the Council's Standing Orders relating to Contracts, Financial Regulations and Financial Codes. The Scheme of Delegation does not permit any action which is prohibited in terms of said Standing Orders, Regulations and Codes.

1.3. Powers reserved to Council

- 1.3.1 In terms of statute, certain responsibilities must be exercised at the level of the Council itself. However, in addition, there are certain matters which the Council has chosen to deal with at Council level. Section one itemises these statutory and non-statutory reservations. These matters can be the subject of advice from other sources, but the power to take decisions and initiate action rests with the Council and has not been delegated.

1.4 Delegations to Boards

- 1.4.1 The Council has established a small number of "themed" Boards, reflecting the Council's wish to focus on policy priorities and to develop a multi-functional approach to the issues intended to be addressed. The objective is to have Boards that have a strategic role, focusing on policy development, service review, and strategic management of the Council's services.
- 1.4.2 Subject to the provisions of the Local Government (Scotland) Act 1973, and the Local Government etc. (Scotland) Act 1994, and to the special delegations and limitations provided for in this Scheme and in the Council's Standing Orders, the Council has delegated to the respective Boards all the functions, matters, services or undertakings contained in the Terms of Reference of those Boards set out in section two; and also in any Minute of the Council making a specific delegation to a Board.
- 1.4.3 Each Board may exercise and perform on behalf of the Council all powers and duties of the Council in relation to the functions, matters, services or undertakings included in the appropriate Terms of Reference. However, delegations to a Board are subject to the following restrictions and conditions:-
- (1) each Board, in carrying out the functions, powers and duties referred or delegated to it, must 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; and
 - (2) a Board may in any case direct that the matter be reported to the Council for decision or that their resolution be submitted to the Council in the form of a recommendation.
- 1.4.4 Because Boards are "themed", occasional difficulties can be encountered in determining the particular Board that has responsibility for a specific matter. To assist the accurate identification of the relevant Board, details of the broad remit of each Board and of the general and specific delegations available to each Board are set out in section two. However, it should be borne in mind that whilst the information detailed in section two is accurate, it is not necessarily comprehensive. Any powers that are available to the Council, but which have not been reserved by the Council nor delegated to an officer are delegated to the relevant Board.

The relevant Board may be identified by referring to the respective terms of reference of each Board.

1.4.5 Reports will only be submitted to one Board for determination. Where a report has implications which would otherwise require the approval of more than one Board, the Board having the primary interest will be able to reach a decision on such reports without the requirement to remit the report to other Boards.

1.4.6 In the event of doubt in relation to which Board should consider a report the matter will be determined by the Head of Corporate Governance.

1.5. Statutory appointments of officers

1.5.1 In terms of various statutes, the Council is required to appoint officers for a variety of particular purposes. Occasionally, officers so appointed are other than the Chief Executive or a Director. Officers appointed to perform these statutory roles are empowered to take such action as is implicit in their roles. The statutory appointments that have been made by the Council are detailed in section four.

1.6 Powers delegated to officers

1.6.1 Delegations that have been agreed for the Chief Executive, Directors, Heads of Service and other officers are a mix of general delegations (i.e. each of the officers listed is similarly empowered) and specific delegations (i.e. the delegations are peculiar to individual officers). When exercising any delegated authority, officers are bound to have regard to a variety of stipulations that the Council has decided should govern and influence the exercise of powers delegated to officers. Details of general delegations and specific delegations to officers and of the stipulations relevant to them are contained in section five.

1.6.2 In addition to any specific officer delegation referred to within this Scheme, the Chief Executive, Directors and Heads of Service may authorise other officers to carry out their duties in their absence or with their authority.

1.7 Interpretation of the Scheme

1.7.1 Any reference to an enactment (whether primary legislation or not) is a reference:

(i) to the enactment as amended, and

(ii) to any enactment which makes similar provision to the provisions of that enactment, whether or not it repeals the named enactment,

and the authority conferred by this Scheme of Delegation shall operate notwithstanding the repeal, amendment, re-enactment or substitution of the named amendment.

1.7.2 interpretation of the Scheme is to be determined by the Head of Corporate Governance.

2 Powers reserved to Council

2.1 The powers which are reserved to the Council are a mixture of those which must, in terms of statute, be reserved, and those which the Council has, itself, chosen to reserve. Powers which are not reserved are delegated, in accordance with the provisions of this Scheme.

2.2 The following is a comprehensive list of what is reserved to the Council, categorised as statutory and non statutory:-

2.2.1 Statutory Reservations

- a. To change the name of the Council in terms of section 23 of the Local Government (Scotland) Act 1973.
- b. To appoint the Convener and Depute Convener of the Council and to decide on their titles, in terms of section 4 of the Local Government etc. (Scotland) Act 1994.
- c. To appoint Committees (Boards) in terms of section 57 of the Local Government (Scotland) Act 1973.
- d. To promote and oppose private legislation in terms of section 82 of the Local Government (Scotland) Act 1973.
- e. To set Council tax in terms of section 56(6) of the Local Government (Scotland) Act 1973.
- f. To consider reports by the Head of Paid Service made under section 4 of the Local Government and Housing Act 1989.
- g. To consider reports by the Monitoring Officer under section 5 of the Local Government and Housing Act 1989.
- h. To decide whether or not to divide the Council's area into licensing divisions and to appoint members to the Licensing Board in terms of the Licensing (Scotland) Act 2005.
- i. To determine planning applications for national developments as specified in the National Planning Framework.
- j. To determine planning applications for major developments which are significantly contrary to the local development plan.
- k. Approval of the annual investment strategy and annual investment report.
- l. To consider findings of the Standards Commission for Scotland in terms of the Ethical Standards in Public Life etc. (Scotland) Act 2000.

2.2.2 Non Statutory Reservations

- a. To deal with all matters relating to the election of Councillors, where these are not the responsibility of the Returning Officer.
- b. To establish such Boards as may be considered appropriate to conduct business and to appoint and remove Conveners, Depute Conveners and members of Boards.
- c. To make and amend Procedural Standing Orders, Standing Orders relating to Contracts and Financial Regulations.
- d. To make and amend a Scheme of Delegated Functions detailing terms of reference and delegations to Boards, and delegations to officers.
- e. To fix and amend a programme of Council and Board meetings, subject to the provisions of the Council's Procedural Standing Orders.
- f. To appoint to a Board persons who are not members of the Council.
- g. To determine the Council's annual revenue budget and capital programme.
- h. To determine the level of Council house rents.
- i. To raise money by Council Tax or loan and to issue Council stock.
- j. To incur any expenditure not provided for in the annual estimates of the Council unless and until such expenditure has been reported to and approved by the Council.
- k. To determine the process for selection, appointment and dismissal of the Chief Executive.
- l. To consider matters relating to the fixing or amendment of the Council's geographic boundaries, its electoral boundaries and wards, or matters relating to the fixing or amendment of the boundaries of the parliamentary constituencies lying wholly or partly within the Renfrewshire Council area.
- m. To deal with matters reserved to the Council by Standing Orders, Financial Regulations and other Schemes approved by the Council.
- n. To consider the unaudited Annual Accounts as submitted to the auditor and, subsequently, to consider the audited Annual Accounts and if it is satisfied that it is appropriate to do so, to approve those accounts for signature, all in terms of the Local Authority Accounts (Scotland) Regulations 2014.

Renfrewshire Council

Scheme of Delegated Functions

Section 2

Terms of Reference and Delegations to Boards

Appeals Board

Terms of Reference

The following shall comprise the areas of responsibility of the Appeals Board:

I. Personnel Appeals and Applied Conditions of Service

1. To determine any appeals referred to it in terms of the Council's disciplinary and grievance procedures policies.
2. To determine appeals arising from termination of service on the grounds of ill health or lack of capability.
3. To consider and make recommendations to the Finance, Resources & Customer Services Policy Board regarding submissions made by the trade unions concerning the personnel policies of the Council.

II. Bursaries and Endowments Appeals

4. To determine appeals relating to higher school bursaries and education maintenance allowances.
5. To determine appeals relating to education endowments.

III. Placing Requests and Exclusions

6. To determine appeals relating to:
 - (a) placing requests; and
 - (b) exclusions.

IV. Non-Domestic Rates Appeals

7. To determine appeals against the application of the Council's policy relating to the discretionary relief of rates.
8. To determine appeals under section 238 of the Local Government (Scotland) Act 1947.

Audit, Risk and Scrutiny Board

Terms of Reference

The following shall comprise the areas of responsibility of the Audit, Risk and Scrutiny Board:

General Delegations

1. To grant authority to members to attend seminars, conferences and other visits.

Audit

2. To act as the Council's Audit Committee.
3. To consider reports by the Accounts Commission, Audit Scotland and other similar organisations and to make recommendations where appropriate to the Council.
4. To consider reports by the Council's external auditors including those relating to the Council's annual accounts and to submit recommendations to the Council.
5. To approve the Council's internal audit charter and annual plans.
6. To consider internal audit performance and progress reports and the main findings of the internal audit work and the Chief Auditor's annual report.
7. To consider and monitor reports regarding compliance by services with recommendations made by both Internal and External Audit.

Corporate Governance

8. To consider the Council's code of corporate governance.

Risk Management

9. To approve the risk management policy and strategy.
10. To consider the effectiveness of the risk management arrangements through consideration of the annual risk management report.
11. To approve the corporate risk register and the relevant service risk registers and plans.

Monitoring and Reviewing Service Delivery Performance, Policies and Practices

12. To review performance management arrangements across all services and to submit recommendations to the Council.

13. To consider reports by the Scottish Public Services Ombudsman in terms of the Scottish Public Services Ombudsman Act 2002.
14. To review service delivery and performance across all services and to submit recommendations to the Council.
15. To conduct reviews into particular issues and/or policies at the request of the Leadership Board and/or Council. Such reviews shall only occur after a period of not less than 6 months has elapsed from the date of implementation of the policy.
16. To review decisions taken by the Policy Boards (other than those concerning quasi-judicial functions) and how they are implementing Council policy and to submit recommendations to the Leadership Board. Such reviews shall only occur after a period of not less than 6 months has elapsed from the date of implementation of the policy.

Community Leadership through Monitoring of Other Public Bodies Etc

17. To conduct reviews of issues of significance and/or concern to Renfrewshire which are not necessarily matters which are the responsibility of the Council.
18. To conduct reviews of the activities of other public bodies, including Joint Boards and Joint Committees in so far as they impact on Renfrewshire.

Standards and Ethics

19. To consider matters of policy relating to standards and ethics in relation to elected members, including the promotion of codes of conduct, but excluding consideration of allegations against a councillor, as this will be dealt with by the Chief Investigating Officer and Standards Commission appointed by Scottish Ministers.
20. To consider guidance issued by the Standards Commission under section 6 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 and to ensure the application of such guidance.

Written Intimations

21. To determine requests submitted by individual Audit, Risk and Scrutiny Board members for a particular matter to be considered which is within the terms of reference of the Audit, Risk and Scrutiny Board.

Education and Children's Services Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Education and Children's Services Policy Board:

A. Remit

- Education
- Early Years
- Children's and Families Social Work

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services and, where appropriate.
4. To determine requests for financial assistance.
5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
6. To oversee the organisation, performance and management of the services whose functions are covered by the remit and delegations of the Board.
7. To grant authority to members to attend seminars, conferences and other visits.
8. To write off deficiencies or bring into charge surplus stocks and stores.
9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.

C. Specific Delegations

Education

10. To develop, determine and monitor the Council's policies in relation to education.
11. To exercise the functions of the Council as Education Authority, and to oversee the establishment and management of the education service.
12. To approve and oversee the provision of services in relation to pre-five, primary, special and secondary education.
13. To approve and oversee the provision of an educational development service.
14. To approve and oversee arrangements to meet special educational needs.

15. To approve and oversee the provision of a Council educational psychology service.
16. To approve and oversee the provision of educational resource support for schools.
17. To liaise with other agencies in the provision of education support services, e.g. the careers service.
18. To approve and oversee the management and development of services which provide activities of a kind suitable for pre-school children.
19. To determine policy and priorities in all appropriate matters relating to children, young people and their parents.
20. To promote the interests of children, young people and their parents with all appropriate agencies on matters affecting these interests.

Children's and Families Social Care

21. To develop, determine and monitor the Council's policies in relation to family well-being.
22. To exercise the functions of the Council as Social Work Authority to the extent of its functions in relation to children and families and child protection.
23. To approve commissioning and contract strategies and grants to other agencies.
24. To exercise the functions of the Council relating to child care.
25. To develop and review services relating to children and young people.
26. To determine policy matters relating to adoption, fostering and children with special needs.
27. To develop and review plans, policies and services in respect of the needs of children and young people.
28. To determine the future residential provision in respect of children and young people.
29. To oversee matters relating to voluntary homes and residential schools maintained in respect of children and young people.
30. To exercise the functions of the Council in respect of the transfer of parental responsibilities and rights to the authority.
31. To consider matters relating to the Council's role as corporate parent.

Infrastructure, Land and Environment Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Infrastructure, Land and Environment Policy Board:

A. Remit	Environmental Issues	Clyde Valley Waste Initiative
	Water and Sewerage	Strathclyde Partnership for Transport
	Waste Management	Clyde Muirshiel Park Authority
	Flood Prevention	
	Land	
	Roads and Transportation	
	Fleet and Infrastructure	
	Sustainability	
	Parks and Cemeteries	

B. General Delegations in relation to matters relevant to this Board's remit:

1. To monitor the capital and revenue expenditure programmes and approve remedial action.
2. To determine property requirements.
3. To determine charges for services.
4. To determine requests for financial assistance.
5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
6. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
7. To grant authority to members to attend seminars, conferences and other visits.
8. To write off deficiencies or bring into charge surplus stocks and stores.
9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
10. To monitor the performance, expenditure reports and trading statements of the trading operations within the Board's remit and to approve remedial action.

C. Specific Delegations

11. To develop, determine and monitor the Council's policies in relation to the environment and on infrastructure matters.

Environmental issues

12. To approve and oversee policy and procedures for the protection and enhancement of the environment, and for environmental safety including nuclear issues.
13. To approve and oversee policy relating to health education and home safety.
14. To approve and oversee arrangements and facilities in relation to recycling.
15. To approve and oversee arrangements and facilities for Streetscene activities (street cleansing and grounds maintenance).
16. To oversee matters regarding strategic waste management including strategies, policies, plans and waste treatment and disposal arrangements.
17. To approve and oversee the Council's physical programmes for improvement of the environment.
18. To oversee the Council's participation in the Clyde Valley Waste Initiative.

Roads and Transport

19. To exercise the functions of the Council as Roads Authority.
20. To exercise the functions of the Council in relation to road traffic regulations.
21. To approve traffic management proposals in terms of the Roads Traffic Regulation Act 1984 and the Roads (Scotland) Act 1984 and all associated legislation and regulations.
22. To oversee the organisation and management of roads infrastructure and transportation, the infrastructure of bridges and other structures.
23. To oversee the organisation and management of fleet, vehicle maintenance and transport services in relation to the functions of the Council including internal transport arrangements.
24. To consider issues relating to road safety and accident prevention.
25. To oversee the organisation and management of school crossing patrol services.
26. To oversee the functions of the Council in relation to the naming of streets and numbering of premises.
27. To oversee matters relevant to the operation of the Strathclyde Passenger Transport Authority and the Strathclyde Concessionary Travel Scheme Joint Committee.
28. To consider matters relative to the operation of the Strathclyde Partnership for Transport.

Parks, play areas and cemeteries

29. To oversee the strategic provision, organisation, management and maintenance of parks, play areas, and public open spaces.
30. To oversee the strategic provision, organisation, management and maintenance of cemeteries.

Flood prevention, reservoirs and navigation

31. To exercise the functions of the Council in relation to flood prevention, land drainage, reservoirs and navigation.

Water and sewerage

32. To consider matters relating to water and sewerage and the relationship with the Water Authority.

Sustainability

33. To oversee matters in relation to sustainability and promote reductions in waste and pollution and contamination.
34. To oversee matters in relation to air quality management.
35. To oversee matters in relation to carbon reduction targets.
36. To oversee and promote biodiversity.
37. To oversee matters in relation to fuel poverty.

Clyde Muirshiel Park Authority

38. To oversee all matters relative to Clyde Muirshiel Park Authority.

Land

39. To determine the allocation or disposal of property, other than Council houses or lock-ups, whether by way of sale or lease.
40. To determine terms for the acquisition or disposal of property and land whether by way of sale, purchase, lease or otherwise.
41. To oversee the Council's activities in relation to energy conservation in the Council's public buildings and non Housing Revenue Account (HRA) properties.
42. To consider any property issues arising from the Community Empowerment (Scotland) Act 2015.
43. To consider any matters arising from Part 9 of the Community Empowerment (Scotland) Act 2015 relating to allotments, including consideration of the Council's food growing strategy and allotment site regulations.

Finance, Resources & Customer Services Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Finance, Resources & Customer Services Policy Board:

- A. Remit**
- Corporate Asset and Facilities Management
 - Civic Functions
 - Customer and Business Services
 - Finance and Resources
 - Human Resources and Organisational Development
 - ICT
 - Risk Registers
 - Procurement
 - Renfrewshire Licensing Forum
 - Renfrewshire Valuation Joint Board
 - Scotland Excel
 - Better Council Change Programme
 - Building Services
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine charges for services.
 4. To determine requests for financial assistance.
 5. To approve the allocation of common good funds
 6. To approve and oversee the annual service and/or business plans for the services whose functions are covered by the remit and delegations of the Board.
 7. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
 8. To oversee the Council's establishment and training of employees and to make such adjustments as are necessary within the Council's personnel policies and subject to nationally agreed terms and conditions of employment.
 9. To provide responses on behalf of the Council to consultations in relation to pay levels and conditions of service of Council employees.
 10. To provide oversight and review of the Council's workforce planning, organisational development and human resource strategies and plans.

11. Within the approved corporate framework, to decide on service packaging, service specifications, selection of tenderers, awarding of contracts, monitoring of contract performance and to undertake any other task relevant to filling the client role within the responsibility of this Board.
12. To accept tenders for previously approved projects.
13. To grant authority to members to attend seminars, conferences and other visits.
14. To make and review byelaws or management rules.
15. To write off deficiencies or bring into charge surplus stocks and stores.
16. To approve where required the Council's response to consultation papers which are within the Board's terms of reference including responses to consultations in relation to pay levels and conditions of service of Council employees.

C. Specific Delegations

Civic functions

17. To determine all matters in relation to civic hospitality and civic receptions.
18. To determine all matters in relation to the civic and ceremonial arrangements of the Council.

Finance and Resources

19. To oversee all arrangements concerning the Coat of Arms.
20. To approve and oversee town twinning links.
21. To oversee arrangements for the provision of resources for elected members, whether by way of accommodation, equipment or otherwise.
22. To approve all arrangements in relation to public and statutory holidays.
23. To exercise the functions of the Council in relation to staffing, accommodation and associated matters under the Licensing (Scotland) Act 2005.
24. To exercise the functions of the Council in relation to the registration of births, deaths and marriages.

25. To oversee arrangements for compliance with the requirements of data protection legislation and freedom of information legislation and information governance and management issues in general.
26. To determine matters associated with the Council's policies and practices in relation to the Council's employees, including their pay and conditions of service, and matters associated with sick pay schemes, pension, and accident insurance.
27. To approve and oversee policies in relation to health, safety and welfare of Council employees and service users for whom they are responsible.
28. To approve and oversee policies in relation to training and development of Council employees.
29. To oversee the promotion of good employment relations between the Council and its employees.
30. To oversee the operation of the Council's disciplinary and grievance procedures.
31. To oversee the Council's employment responsibilities as defined by the Equality Act 2010 (General Duty) requiring it to pay due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
32. To oversee the Council's employment responsibilities as defined by the Public Sector Equality Duty (PSED).
33. To oversee electoral arrangements, other than matters reserved to the Council.
34. To oversee the Council's financial and budgetary arrangements including:
 - (a) monitoring the capital and revenue budgets of the Council;
 - (b) the making of recommendations in relation to the borrowing of money;
 - (c) the supervision of arrangements for the recovery of money due to the Council;
 - (d) approving the arrangements for authorising all loan, leasing and investment documents;
 - (e) the writing off of accounts due to the Council;
 - (f) banking arrangements;
 - (g) overseeing the Council's treasury management arrangements, including the Council's treasury management and investment strategy and approval of any amendments to the said strategy between annual strategies being approved by Council;
 - (h) the control and allocation of trust funds within the responsibility of the Council;
 - (i) accounting arrangements relating to salary and wages and associated arrangements for payment of Council paid employees and elected members; and

- (j) matters relating to financial provision for the undertaking of Council activities and projects including expenditure consents.

- 35. To determine the operation of a housing benefits/ Council tax reduction scheme in terms of the relevant legislation.
- 36. To determine matters associated with the Council's policies and practices in relation to the management and delivery of customer and business services across the Council.
- 37. To develop and review the provision of information and advice about money matters.
- 38. To approve and oversee the Council's procurement arrangements.
- 39. To approve policy in relation to the Council's procurement arrangements.
- 40. To approve and oversee matters relating to allowances for members.
- 41. To approve and oversee the Council's insurance arrangements.
- 42. To oversee all matters relating to central purchasing of goods and services.
- 43. To approve policy in relation to the management and investment of Common Good funds, and to receive reports from the Investment Review Board on the performance of Common Good investments.
- 44. To determine applications for grants and donations not within the area of responsibility of other Boards or the Local Area Partnerships.
- 45. To approve and oversee the Council's corporate ICT strategy.

Corporate Governance

- 46. To approve and oversee the Council's governance arrangements other than matters reserved for the Council

Renfrewshire Valuation Joint Board

- 47. To consider matters relating to the operation of the Renfrewshire Valuation Joint Board.

Scotland Excel

- 48. To consider matters relating to the operation of Scotland Excel.

Renfrewshire Local Licensing Forum

- 49. To oversee matters relating to the Renfrewshire Local Licensing Forum.

Public Private Partnership Arrangements

- 50. To consider matters relative to the Council's Public Private Partnership arrangements.

Human Resources and Organisational Development

51. To provide oversight and review of the council's workforce planning, organisational development and human resources strategies and plans.

Facilities Management (repairs and maintenance and compliance, janitorial, catering and cleaning)

52. To oversee the management of catering services, including schools catering, in relation to all functions of the Council.
53. To oversee the organisation and management of repairs and maintenance and compliance, cleaning, building cleaning, janitorial and related services in relation to all functions of the Council.
54. To oversee facilities management of Renfrewshire House.

Procurement

55. To authorise the award of contracts in accordance with the Council's Standing Orders Relating to Contracts.
56. To provide oversight of the Council's participation in collaborative procurement arrangements.
57. To note updates, and, where appropriate, to approve responses on the Council's behalf on matters such as legislation, case law and policy changes, procurement reform and corporate and social responsibility initiatives.
58. Any other matter delegated by the Finance and Resources Policy Board relating to procurement.

Corporate Asset Management

59. To oversee the Council's corporate arrangements, plans and strategies of the management of its assets.

Property Services

60. To oversee the management of the register of land and buildings owned or occupied by the Council, incorporating information on location, size, use, condition, occupation, leases, rentals and reviews.

Better Council Change Programme

61. To oversee the Better Council Change Programme.

PPP Contract

63. To oversee the operation of the Council's PPP contract, including contract monitoring and compliance and reporting.

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Communities, Housing & Planning Policy Board

Terms of Reference

The following shall comprise the areas of responsibility of the Communities, Housing and Planning Policy Board:

- | | | | |
|-----------|--------------|--|---|
| A. | Remit | Housing
Civil Contingencies
Community Learning & Development
Community Justice
Community Councils
Consumer Protection
Building Standards | Police
Fire & Rescue
Community Safety & Public Protection
Strategic Development Plan
Development Management
Development Planning |
|-----------|--------------|--|---|
- B. General Delegations** in relation to matters relevant to this Board's remit:
1. To monitor the capital and revenue expenditure programmes and approve remedial action.
 2. To determine property requirements.
 3. To determine charges for services and, where appropriate, letting policies.
 4. To determine requests for financial assistance.
 5. To approve and oversee the annual service and/or business plan for the services whose functions are covered by the remit and delegations of the Board.
 6. To oversee the organisation and management of the services whose functions are covered by the remit and delegations of the Board.
 7. To grant authority to members to attend seminars, conferences and other visits.
 8. To write off deficiencies or bring into charge surplus stocks and stores.
 9. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
 10. To monitor the performance expenditure reports and trading statements of the Building Services Trading Operation and to approve remedial action.

C. Specific Delegations

12. To develop, determine and monitor the Council's policies in relation to housing, and community safety.

Housing

13. To exercise the functions of the Council as Housing Authority.
14. To determine housing needs within the Council area.
15. To oversee the letting, maintenance, management and improvement of the Council's housing stock, including associated properties.
16. To approve new initiatives in housing tenure and investment.
17. To approve policies and procedures for the allocation of Council housing.
18. To oversee liaison with other agencies in relation to meeting the needs and priorities of the Council and the provision of resources for housing.
19. To determine the rent structure.
20. To approve the housing plan and annual policy statements.
21. To approve and oversee strategies for the management of and investment in the Council's housing stock.
22. To approve and oversee schemes of financial assistance, whether by way of grant or loan or otherwise to assist in the improvement of the quality of housing.
23. To approve and oversee policies in relation to participation by Council tenants in the activities of the Council as housing authority.
24. To approve and oversee policies, procedures and investment to meet special housing needs.
25. To approve and oversee policies and procedures in relation to housing conditions, substandard housing and houses in multiple occupation or other shared accommodation.
26. To oversee the sale or transfer of Council housing stock.
27. To oversee matters relating to social housing providers.

C Specific Delegations

Planning

28. To develop, determine and monitor the Council's policies in relation to planning and development.
29. To exercise the functions of the Council as Planning Authority.

30. To determine planning applications where the appointed officer has declined to exercise his delegated powers or where the Board decides itself to determine applications which would otherwise fall to be determined by a person appointed to do so under the scheme of delegated functions.
31. To determine applications for major developments as set out in Schedule 1 to the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009.
32. To determine applications for listed building consent for demolition of listed buildings and conservation area consent for demolition of a building in a conservation area.
33. To determine applications involving residential development of 10 or more units on greenfield or undeveloped land; or on a site greater than 0.5 hectare which is greenfield or undeveloped land.
34. To determine applications involving residential development of five or more units on sites within the greenbelt; or on a site greater than 0.3 hectare which is within the greenbelt.
35. To determine applications which if approved are considered to be significantly contrary to the Local Development Plan and also those applications which, if approved, would be significantly contrary to the overall objectives, and would undermine the aims and strategic priorities, of the Local Development Plan.
36. To determine any application which the Convener, within 21 days of the application appearing on the weekly list, receives a letter signed by three members, setting out reasons why the matter should go before the Board, in consultation with the Head of Planning and Housing, has agreed should go before the Board.
37. To determine applications under the Town and Country Planning (Scotland) Act 1997 made by the Planning Authority; where the application falls into the category of 'major development'.
38. To determine applications under the Town and Country Planning (Scotland) Act 1997 which relate to land in the ownership of the Planning Authority or to land in which the planning authority have a financial interest where the application falls into the category of 'major development'.
39. To exercise the functions of the Council as Building Control Authority.
40. To oversee the development and implementation of the Local Transport Strategy.
41. To oversee matters regarding strategic planning, including the operation of the Glasgow and the Clyde Valley Strategic Development Planning Authority Joint Committee.

Emergency planning and Civil Contingencies

42. To exercise the functions of the Council in relation to planning for emergencies, including the preparation and review of the Council's emergency plan.
43. To oversee and monitor the Council's civil contingency arrangements.

Community Safety and Public Protection

44. To approve and oversee policy and procedures for consumer protection
45. To oversee the Council's policies and functions in relation to community safety.
46. To consider and oversee the Council's policies and functions in relation to CCTV.
47. Oversight and monitoring of the Council's Public Protection partnership working, including in relation to serious and organised crime and counter-terrorism.

Community Justice

48. To consider matters relating to Community Justice and to exercise the functions of the Council in relation to Criminal Justice social work services.

Community Learning & Development

49. To approve and oversee the provision of services in relation to community learning and development.
50. To develop and review the adoption of a community development approach to service delivery.

Community Councils

51. To approve and oversee arrangements for Community Councils.
52. To consider and where appropriate approve applications for funding from the Community Empowerment Fund.

Leadership Board

Terms of Reference

The following shall comprise the areas of responsibility of the Leadership Board:

A Remit

Adult Social Care and Health Integration
 Best Value and Performance Management
 Corporate Planning and Community Empowerment
 Corporate Communications and Marketing
 Digital Inclusion
 Economy, Regeneration, Development and Renewal
 Employment
 Future Paisley
 Glasgow City Region City Deal Project
 Leisure and Culture Trust
 Performance Management
 Public Service Reform
 Strategic Leadership and Oversight
 Tackling Poverty and Welfare Reform
 Tourism and Events
 Town Centres Management

Strategic Leadership and Oversight

1. To provide strategic leadership for the Council and ensure consistency across the Council's policy objectives.
2. To provide strategic oversight of the Council's corporate strategy and key policy priorities, including the Council plan.
3. To provide strategic oversight of the Council's approach to Tackling Poverty and Welfare Reform.
4. To provide strategic leadership and oversight of community planning and policy development within the Council, and to liaise with partner organisations in relation to issues within the overarching themes of the Community Plan, Council Plan, and Local Outcome Improvement Plan, including oversight, promotion and development of effective partnership and multi-agency arrangements.
5. To provide oversight, leadership and development of the public service reform agenda in Renfrewshire.
6. To provide oversight and continuous improvement of the Council's corporate performance management and quality assurance framework and the Council's arrangements and systems for achieving best value.
7. To provide oversight of the Council's strategic approach to the use of arms length external organisations and arrangements.
8. To provide oversight of and to determine matters concerning Renfrewshire Health and Social Care Partnership.

9. To provide oversight of the policy, development and performance of Renfrewshire Leisure Limited.
10. To act as the Council's lead in corporate advocacy and campaigning.
11. To provide strategic oversight of the Council's approach to community empowerment and engagement including the development of community cohesiveness and capacity.
12. To provide oversight and monitoring of the effectiveness of the Council's corporate communications and marketing.
13. To approve the Council's response to consultation papers except where these fall within the responsibility of a Policy Board.
14. To determine matters concerned with the structure and organisation of local government generally, including arrangements concerning relations with the Scottish and UK Governments, CoSLA and other relevant bodies, except where these fall within the responsibility of a Policy Board.
15. To provide strategic leadership for the Council in liaising and consultation with the Scottish and UK Governments and other relevant bodies.
16. To grant authority to members to attend seminars, conferences and other visits.
17. To call-in decisions by the other Boards in circumstances where the Leadership Board considers that a matter requires to be reconsidered either in terms of the correctness of the decision in relation to the specific theme(s) concerned, or because of the importance or impact of the decision on the Council. (The Leadership Board will however have no power to call in decisions made by Boards in the exercise of a judicial, quasi-judicial or similar function, which includes the determination of licensing and planning applications and personnel or other appeals).

Best Value and Performance Management

18. To approve and oversee the procedures for examining the economy, efficiency and effectiveness of all Council services.
19. To oversee the Council's management systems for all aspects of service delivery including best value and quality systems.
20. To request that the Audit, Risk and Scrutiny Board conduct reviews into particular issues and/or policies, after a period of not less than 6 months has elapsed from the date of implementation of the policy.

Economy, Regeneration, Development and Renewal

21. To approve and oversee the Council's physical programmes for area regeneration, development and renewal.
22. To oversee the setting of the Council's priorities for employment generation and economic development in Renfrewshire.

23. To provide strategic direction for the activity of the Council and partner organisations engaged in promoting employment and economic growth in Renfrewshire.
24. Overseeing the development and delivery of an Employment and Economic Strategy for Renfrewshire.
25. To exercise the functions of the Council in relation to economic development.
26. To approve and oversee policies and operational arrangements in relation to the industrial and economic development of Renfrewshire.
27. To receive an annual report in relation to the economic development property portfolio.
28. To approve the provision of financial assistance under Council Business Development and Training Programmes and other grant aid schemes, for example those associated with Paisley Town Centre.
29. To oversee the Council's participation with Scottish Enterprise, Renfrewshire Chamber of Commerce and other organisations concerned with economic and business development.
30. To oversee liaison with agencies and organisations which can assist in the development or implementation of Council policies in relation to industrial and economic development or assist in minimising levels of unemployment.
31. To monitor economic and social activity levels in the Council's area.
32. To oversee the activities of the Council in securing funding for Council objectives from all relevant external funding bodies and to initiate such action as may be required to maximise such funding.
33. To determine invitations by overseas aid agencies for inputs to new projects.
34. To determine proposals for establishing agreements, memoranda, and links of any substantive nature with bodies, institutions, regions, groupings of regions or countries overseas, and to approve any visits to and from the Council's area.
35. To identify specific project opportunities for the benefit of the Council and to develop marketing initiatives to promote the profile of Renfrewshire.
36. To promote Renfrewshire's case to the Scottish Government, Scottish Enterprise and other agencies operating at a national level and European level that could assist in promoting growth in Renfrewshire's economy.
37. To oversee the arrangements for digital connectivity of communities and businesses.
38. To provide oversight of the Glasgow City Region City Deal and the individual projects for which the Council is responsible.
39. To provide oversight and to determine matters concerning Future Paisley

Tourism and Events

- 40. To approve and oversee the development of policies and arrangements designed to promote tourism and conference activities within Renfrewshire including liaison with other agencies for this purpose.
- 41. To oversee the Council's arrangements for organising or participating in events.

Paisley Museum Reimagined Limited

- 42. To provide oversight and determination of matters concerning the Company.

Regulatory Functions Board

Terms of Reference

The following shall comprise the areas of responsibility of the Regulatory Functions Board:

1. To determine applications submitted to the Council for licences, permits, permissions, exemptions and/or registrations which are not specifically allocated to another Policy Board, including those made under the following enactments, and associated or ancillary requests:
 - The Hypnotism Act 1952
 - The Theatres Act 1968
 - The Civic Government (Scotland) Act 1982
 - The Cinemas Act 1985
 - The Equality Act 2010
 - The Fire Safety and Places of Sport Act 1987
 - The Housing (Scotland) Act 2006 (Part 5)
 - Safety of Sports Grounds Act 1975
 - The Antisocial Behaviour etc. (Scotland) Act 2004
2. To develop and review the Council's policies, and to exercise the functions of the Council in relation to applications for licences, permits, permissions, and or registrations which are not otherwise specifically allocated to another Policy Board.
3. To exercise the functions of the Council in relation to matters of:
 - (a) food safety and food control;
 - (b) control of pollution, including provisions in relation to clean air, noise abatement and the monitoring of water quality;
 - (c) animal welfare and the control of animals and the control of insects and rodent pests;
 - (d) health and safety at work including occupational health, safety and welfare;
 - (e) public health, the abatement of statutory nuisances and the control of communicable diseases; and
 - (f) consumer advice and protection, and trading standards.
4. To determine charges for licences, permits, permissions and registrations.
5. To approve where required the Council's response to consultation papers which are within the Board's terms of reference.
6. To grant authority to members to attend seminars, conferences and other visits.

Adoption & Fostering Panel

Terms of Reference

The following shall comprise the areas of responsibility of the Adoption & Fostering Panel:

As an adoption panel-

1. To consider and recommend to the Agency Decision Maker whether adoption is in the best interests of a particular child and, if so, whether an application should be made for a permanence order granting authority for the child to be adopted in terms of section 80 of the Adoption and Children (Scotland) Act 2007
2. To consider proposals for adoption of children and make recommendations to the Agency Decision Maker all in accordance with the Adoption and Children (Scotland) Act 2007 and any Regulations made thereunder.
3. To consider and recommend to the Agency Decision Maker whether a prospective adopter is suitable or continues to be suitable to be an adoptive parent.
4. To consider and recommend to the Agency Decision Maker whether a prospective adopter would be a suitable adoptive parent for a particular child.
5. To consider and make recommendations to the Agency Decision maker on any other matter referred to the adoption panel which is relevant to the adoption agency's functions under the Adoption and Children (Scotland) Act 2007
6. To monitor the reasons for applicants withdrawing following a formal application having been made.
7. To review on an annual basis or as required approved applicants who have not been matched with a suitable child.
8. To consider reports on the disruption of any placement recommended by the panel or involving applicants approved by the panel.
9. To consider and make recommendations to the Agency Decision Maker on matters relating to financial assistance for adopters in terms of any scheme of approved adoption allowances which the Council has, or in relation to the payment of legal expenses incurred by the adopters in obtaining an adoption order.
10. The panel in making its recommendations to the Agency Decision Maker must be aware of the duties imposed on the adoption agency by section 14 of the Adoption and Children (Scotland) Act 2007

As a fostering panel -

11. To consider and make recommendations to the Agency Decision Maker on the following matters-
 - (a) Whether a prospective foster carer is suitable or continues to be suitable to be a foster carer;

(b) whether a prospective foster carer would be a suitable foster carer for-

- (i) a particular child or children;
- (ii) any child;
- (iii) certain categories of child;

(c) the maximum number of children a particular foster carer may have in their care at any one time

12. To consider and make recommendations to the Agency Decision Maker as to whether an application for a permanence order (without authority to adopt) in terms of section 80 of the Adoption and Children (Scotland) Act 2007, should be made in respect of a particular child, applications to the Sheriff for Parental Responsibilities Orders in terms of section 86 of the Children (Scotland) Act 1995.
13. The panel in making its recommendations to the Agency Decision Maker must have regard to the duties imposed on the local authority by— section 17 (1) of the Children (Scotland) Act 1995

Appointment Board

Terms of Reference

The following shall comprise the areas of responsibility of the Appointment Board to be established for vacant posts at Chief Executive, Director, Assistant Director - Schools and Head of Service level:

1. To consider applications for the post and short list candidates.
2. To interview candidates and select the successful candidate.

Emergencies Board

Terms of Reference

The following shall comprise the areas of responsibility of the Emergencies Board:

1. To oversee the activities of the Council, including the deployment of resources, in the event of any emergency, such as may be defined by the Chief Executive.

Employees Joint Consultative Board

(non - teaching)

Terms of Reference

The following shall comprise the areas of responsibility of the Employees Joint Consultative Board (non-teaching):

Functions

The functions of the Employees' JCB will be:

1. To act as a forum for consultation between the Council and the trade unions representing all non-teaching employees on employment/service conditions matters which are not specifically determined by their respective national negotiating bodies.
2. To secure the greatest possible measures of joint action between the Council and the trade unions for the development and improvement of the work of the Council.
3. To consider any reference from the Council or the trade union side on matters affecting the mutual interests of the Council and its employees and to make recommendations thereon to the appropriate Board of the Council.
4. To consider measures for safeguarding the health and welfare of the Council's employees.
5. The Employees' JCB will not consider questions of individual appointment or other matters which are more properly the province of the Council's grievance or disciplinary procedures.

Investment Review Board

Terms of Reference

The following shall comprise the areas of responsibility of the Investment Review Board:

1. To determine the discretionary agreement and any amendments in relation to the investment of the Common Good funds, which are managed by the Council's Investment Manager appointed by the Finance, Resources and Customer Services Policy Board.
2. To meet at least annually with the Investment Manager to review the performance and strategy relating to the invested funds for the Common Good funds and to report their findings to the Finance, Resources and Customer Services Policy Board.

Local Review Body

Terms of Reference

The following shall comprise the areas of responsibility of the Local Review Body:

1. In relation to local planning applications as specified in the Planning etc. (Scotland) Act 2006 to review and determine:
 - i. Appeals against decisions by officers to refuse planning permission.
 - ii. Appeals against the nature of the conditions set by officers in respect of a planning permission.
 - iii. Failure by officers to make a decision in respect of a planning application within the statutory timescale.

Renfrewshire Joint Negotiating Committee for Teaching Staff

Terms of Reference

The following shall comprise the areas of responsibility of the Renfrewshire Joint Negotiating Committee for Teaching Staff:

Functions

1. To determine relevant conditions of service for all teaching staff, music instructors, education advisers and educational psychologists.
2. Consultation on other relevant matters.

Police and Fire & Rescue Scrutiny Sub-Committee

Terms of Reference

Police

1. To consider matters relating to the police service including the Council's involvement with the Scottish Police Authority and the Scottish Police Service, and arrangements for local policing including the Council's contribution to the development and implementation of the Local Policing Plan.

Fire & Rescue

2. To consider matters relating to the fire & rescue service including the Council's involvement with the Scottish Fire & Rescue Service and arrangements for local fire and rescue services including the Council's contribution to the development and implementation of the Local Fire & Rescue Plan.

Community Asset Transfer Sub-Committee

Terms of Reference

1. To consider and determine reviews of decisions or failures to take decisions on Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015.

Petitions Board

Terms of Reference

1. To consider petitions in accordance with the procedures agreed by the Council.

Cross-Party Sounding Board

Terms of Reference

1. To act as a sounding board and discussion forum with no decision making powers.
2. To provide an opportunity to discuss matters of common interest or of Council-wide relevance.
3. To provide for cross-party discussion on non-partisan/non-political issues raised by each political party or group on Renfrewshire Council.

Renfrewshire Council

Scheme of Delegated Functions Section 3 The Provost and Depute Provost

Section Three

The Provost and the Depute Provost

1. The Provost, whom failing the Depute Provost, shall be authorised in furtherance of the duties of their office to undertake visits within Renfrewshire and in Scotland; and
2. The Provost, whom failing the Depute Provost, shall be authorised to incur expenditure to meet the expenses of their office on the provision of reasonable hospitality, whether within or outwith Renfrewshire, to representatives of other authorities, organisations, members of the Council or others, where the cost of hospitality for any one occasion is estimated not to exceed £2,000. Reports on the expenditure incurred will be submitted on a quarterly basis to the Finance, Resources and Customer Services Policy Board.

Renfrewshire Council

Scheme of Delegated Functions

Section 4 Statutory Appointments of Officers

Section Four

Statutory appointments of officers

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

Statutory Provision	Purpose/Role	Officer
Social Work (Scotland) Act 1968		
s.3	Chief Social Work Officer	Head of Child Care and Criminal Justice
Local Government (Scotland) Act 1973		
s.33A	Proper officer to receive delivery of councillors' declaration of acceptance of office	Head of Corporate Governance
s.33A(3)	Officer before whom the declaration of acceptance of office may be made.	Head of Corporate Governance
s.34	Proper officer for receipt of councillors' resignations.	Chief Executive
s.43 and schedule 7 para 1(4)	Proper officer for receipt of requisition for special Council meeting.	Head of Corporate Governance
s.43 and schedule 7 para 2(1)	Proper officer to sign summons to special Council meetings.	Head of Corporate Governance

s.43 and schedule 7 para 2(2)	Proper officer for receipt of notice by member of alternative address.	Head of Corporate Governance
s.50B	Proper officer to exclude reports containing exempt information from public, and to provide documents to the press.	Head of Corporate Governance
s.50C(2)	Proper officer to provide written summary where minutes are excluded from public.	Head of Corporate Governance
s.50D	Proper officer for compiling lists of background papers.	Chief Executive and all Directors
s.50F	Proper officer to determine documents which are not open to inspection.	Head of Corporate Governance
s.92	Proper officer for dealing with the transfer of securities.	Director of Finance & Resources
s.95	Proper officer for the administration of the Council's financial affairs.	Director of Finance & Resources
s.128	Proper officer for transfer of educational endowments.	Head of Corporate Governance
s.145	Proper officer in respect of Ordnance Survey applications.	Director of Communities, Housing & Planning Services
s.190	Proper officer for service of legal proceedings, notices, etc., on the Council.	Head of Corporate Governance
s.191	Proper officer to sign any claim on behalf of the Council in any sequestration, liquidations and other such	Head of Corporate Governance

	proceedings in which the Council is entitled to make a claim.	
s.193	Proper officer to sign notices, orders, etc.	Director with responsibility for the relevant function to which the notice, order etc., relates
s.197	Proper officer in respect of arrangements for the inspection and depositing of documents.	Head of Corporate Governance
s.202	Proper officer to authenticate byelaws.	Head of Corporate Governance
s.202B	Proper officer to certify entry in register of byelaws.	Head of Corporate Governance
s.204	Proper officer to provide certificate as evidence of byelaws.	Head of Corporate Governance
s.206(2)	Proper officer in respect of the keeping of a register of persons admitted as freemen of the Council's area.	Head of Corporate Governance
s.231	Proper officer to make application to the Sheriff on questions arising from the Local Government (Scotland) Act 1973.	Head of Corporate Governance
Schedule 7	Proper officer for calling of meetings.	Head of Corporate Governance
Civic Government (Scotland) Act 1982		
s.45G	Civic Licensing Standards Officer	Civic Government Enforcement Officer and Licensing Standards Officers

s.113	Proper officer in respect of evidence of management rules.	Head of Corporate Governance
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Representation of the People Act 1983

s.25 and s.41	Returning Officer.	Chief Executive
s.67-70	notification of matters relating to election agents.	Chief Executive
s.131(1)	the provision of accommodation for the election court.	Chief Executive
s.133(1)	the seeking of repayments of expenses of the election court at the discretion of the court.	Chief Executive
Schedule 5 Para6	retention of a list of rooms for use for parliamentary election meetings.	Chief Executive

Weights and Measures Act 1985

s.72(1)(a)	Chief Inspector of Weights and Measures	Trading Standards & Licensing Manager
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Housing (Scotland) Act 1987

s.87	Proper officer to make official representation in respect of houses not meeting tolerable standard.	Director of Communities, Housing & Planning Services
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Local Government and Housing Act 1989

s.2	Proper officer in respect of lists of politically restricted posts.	Head of Transformation & Organisational Development
s.4	Head of Paid Service	Chief Executive
s.5	Monitoring Officer	Head Corporate Governance

Environmental Protection Act 1990

s.149(1)	Officer appointed for the purposes of discharging the functions imposed or conferred on the Council for dealing with stray dogs in its area.	Director of Communities, Housing & Planning Services
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Requirements of Writing (Scotland) Act 1995

Proper officer for the purposes of section 7(7) and paragraphs 4(1) and (2) of schedule 2.	Head of Corporate Governance, Legal & Democratic Services Manager, Depute Project Director City Deal, Managing Solicitors and Assistant Managing Solicitors
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Regulation of Investigatory Powers (Scotland) Act 2000

s.7	Responsible officer	Head of Corporate Governance
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Licensing (Scotland) Act 2005

Schedule 1, paragraph 8	Clerk to the Licensing Board.	Head of Corporate Governance
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Public Health etc (Scotland) Act 2008	Competent persons to undertake public health functions on behalf of local authorities.	Environmental Health Officers with two years experience
Local Authorities (Contracts) (Scotland) Regulations 1997 Regulation 4	Proper officer for certification purposes.	Head of Corporate Governance
The Ethical Standards in Public Life etc (Scotland) Act 2000 (Register of Interests) Regulations 2003	Proper officer for receipt and recording of members' interests, and register of gifts and hospitality.	Head of Corporate Governance
The EU General Data Protection Regulation (Article 37)	Data Protection Officer	Managing Solicitor (Data Protection)

The officers appointed for the foregoing purposes are to carry out their respective duties personally, but where they are unable to do so owing to absence, the following officers will undertake their duties:-

In the absence of the Chief Executive for election purposes	Head of Corporate Governance
In the absence of the Head of Corporate Governance as monitoring officer	Legal & Democratic Services Manager
In the absence of the Head of Corporate Governance as proper officer in terms of the Local Government (Scotland) Act 1973	Legal & Democratic Services Manager
In the absence of the Head of Corporate Governance as Clerk to the Licensing Board	Legal & Democratic Services Manager
In the absence of the Head of Corporate Governance as proper officer for certification purposes	Legal & Democratic Services Manager
In the absence of the Head of Transformation & Organisational Development	HR Manager

Renfrewshire Council

Scheme of Delegated Functions

Section 5 Powers Delegated to Officers

Section Five

Powers delegated to officers

The exercise of powers delegated to officers in this section is subject always to:-

- i. the policies of the Council as embodied in any formal document of the Council which has been approved and issued and in particular Standing Orders, Financial Regulations and any other guidance issued in connection with the exercise of a particular function.
- ii. appropriate provisions for financial outlays having been made in the estimates for the current year.
- iii. the right of an officer to consult with the Chief Executive on any matter, even although specifically delegated to them, or to refer the matter to the appropriate Board of the Council.
- iv. the obligation on the Chief Executive, Director or Head of Service to arrange consultation with individual local members on matters which affect their areas. Such consultations shall include the provision of information on substantial or significant projects including substantial or significant projects of the undernoted types, prior to finalisation and subject always to their inclusion in the approved capital or revenue expenditure programmes:-
 - housing projects
 - roads schemes
 - educational buildings
 - social work buildings
 - leisure and recreational projects
 - engineering works
 - Council offices and other properties
 - purchase of land or buildings
 - contaminated land
 - waste management
- v. the provision of appropriate, legal, financial, human resources, administrative and other central Council support to any officer exercising a delegated function.
- vi. the observation by the Chief Executive, Directors and Heads of Service of the principles of good governance and relevant codes of conduct and good practice.

A. Chief Executive

The Chief Executive is authorised:-

1. To exercise any function delegated to an officer in terms of this Scheme.
2. To give a direction in special circumstances that any officer shall not exercise a delegated function.
3. Where considered to be in the interests of the Council, to approve the provision of reasonable hospitality to representatives of other authorities, organisations, officers of the Council or others; to make visits and to authorise visits by officers of the Council or others (excluding elected members) representing the Council outwith the UK; and to deal with all issues relating to the extension of civic hospitality.
4. To approve attendance at conferences outwith the UK of officers, in cases where it is considered to be in the interests of the Council.
5. Where considered to be in the interests of the Council, and in consultation with Provost, to approve requests for donations to charities within the UK, up to a value of £5000 each, with the total sum of such payments being no more than £10,000 in any financial year. Any such payments made to be reported in the next issue of the Councillors' information bulletin.
6. Where considered to be in the interests of the Council, and in consultation as appropriate with the Leader, Provost or relevant Convener, to approve payment of subscription or membership fees for the Council's membership of external organisations where the annual cost of membership does not exceed £500, with the total sum of such payments being no more than £1,000 in any financial year. Any such payments made to be reported in the next issue of the Councillors' information bulletin.
7. Where considered to be in the interests of the Council, and in consultation with the Head of Corporate Governance and the Leader of the Council, to accept gifts and bequests on behalf of the Council. Any such gifts or bequests to be reported in the next issue of the Councillors' information bulletin.
9. To deal with and, in appropriate circumstances, to approve applications by employees charged with offences or under investigation which could result in their being charged, in the course of their employment for assistance with legal expenses of their defence.
10. To deal with and, in appropriate circumstances, to approve applications by employees convicted of, and fined in respect of offences committed whilst acting in the course of their employment, for full or part payment of the fine imposed.
11. To deal with and, in appropriate circumstances, to approve applications from employees for reimbursement of reasonable legal expenses, in part or in whole,

incurred in their being represented at Fatal Accident Inquiries, providing that they were acting

- (a) within the course of their employment;
- (b) in accordance with Council procedures; and
- (c) in good faith.

12. To deal with, and in appropriate circumstances, to approve applications from employees for reimbursement of reasonable legal expenses, in part or in whole, incurred in defending actions raised against them personally, providing that they were acting
 - (a) within the course of their employment;
 - (b) in accordance with Council procedures; and
 - (c) in good faith.
13. To secure the efficient and effective implementation of the Council's programmes and policies, the deployment of resources towards that end, and also the maintenance of internal and external relations being actions of a routine nature implicit in the day to day management of affairs and all steps ancillary thereto, not involving a change of policy or the incurring of serious expenditure and for which there is adequate provision in the estimates.
14. To deal with any operational matter including but not restricted to the granting of planning permission and the award of contracts not otherwise delegated in the period between the last meeting of an administration and prior to the setting up of a new Council following statutory elections and also during the period of the Council's summer recess.
15. To issue publicity related to the promotion of the Council's interests and also, in consultation with the Leader or Depute Leader of the Council, the issue of appropriate press releases, or other forms of publicity on behalf of the Council.
16. In consultation with the Head of Transformation & Organisational Development to approve special leave for Directors in accordance with the provisions of the appropriate scheme of salaries and conditions of service and any guidelines issued by the Council.
17. In consultation with the Chief Auditor to decide in terms of the Council's defalcation procedures whether to refer any particular case to the Police.
18. In consultation with the Head of Transformation & Organisational Development to exercise all discretions available to the Council in terms of The Local Government Pension Scheme (Scotland) Regulations 2014, The Local Government Pension Scheme (Transitional Provisions & Savings) (Scotland) Regulations 2014, The Local Government Pension Scheme (Administration) (Scotland) Regulations 2008, The Local Government Pension Scheme (Benefits, Membership and Contributions) (Scotland) Regulations 2008, The Local Government Pension Scheme (Transitional Provisions) (Scotland) Regulations 2008, The Local Government Pension Scheme (Governance)

(Scotland) Regulations 2015 and The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998.

19. In consultation with the Head of Transformation & Organisational Development, to determine all requests from employees for voluntary redundancy/early retirement.
20. In consultation with the Head of Transformation & Organisational Development to determine any injury benefit allowance payable.
21. In consultation with the Head of Transformation & Organisational Development, to approve the creation of additional temporary senior management posts in response to major project work being undertaken by a service or corporately within the Council, such posts to be reviewed at the end of a period of 24 months unless approved for a shorter period of time.
22. In consultation with the Head of Transformation & Organisational Development, in difficult to recruit to positions, taking into account the individual circumstances, to recognise current conditions of service or continuity of service for the purposes of Maternity Leave, Annual Leave and Sickness Allowance.
23. To approve payment by the Council on behalf of employees of subscriptions or membership fees to professional bodies.
24. In consultation with the Head of Transformation & Organisational Development, to determine requests to 'buy out' inherited conditions and personal preservations.
25. To alter or amend polling places in the event of an approved place becoming unavailable or unviable, eg through fire or flood or some other circumstance.
26. With the Directors of Communities, Housing & Planning Services, Environment & Infrastructure, Head of Corporate Governance, Head of Communities & Public Protection, Chief Auditor, and the Homeless and Housing Support Services Manager, Communities and Regulatory Manager or the Infrastructure, Transport and Change Manager, to grant authorisations for covert surveillance permitted under sections 6 and 7 of the Regulation of Investigatory Powers (Scotland) Act 2000 and to appoint officers to act as investigation managers for the purposes of the Act.
27. With the Directors of Communities, Housing & Planning Services, Environment & Infrastructure, Infrastructure, Transport and Change Manager, and Communities and Regulatory Manager, to grant authorisations for performing covert surveillance (including urgent oral applications) and utilising covert human intelligence sources under the Regulation of Investigatory Powers (Scotland) Act 2000.
28. To authorise the use of a juvenile or vulnerable individual as a Covert Human Intelligence Source.

29. To make any decision, in consultation with the Leader of the Council, in relation to the functions of Paisley Museum Reimagined Limited, where a decision or action requires to be taken by the Council as sole Member of the Company as a matter of urgency.

Head of Marketing & Communications

The Head of Marketing and Communications is authorised:

30. To implement the Council's policies and strategies relating to communications, marketing, media relations, event management, tourism, stakeholder relations and internal (employee) communication.
31. To deliver the Council's visitor strategy in line with the aims and objectives of the Council's corporate plan and policy priorities.
32. To develop bids to bring new events for Renfrewshire and secure sponsorship and external funding as appropriate to support development of the events programme.
33. To set the charges for events and to review the events programme annually, in consultation with the Leader of the Council and the Provost.
34. To grant third party access agreements to the Paisley Pattern archive held in the Paisley Museum and, where these arrangements have an element of commercial exploitation, to agree the terms and conditions of these in consultation with the Director of Finance and Resources and the Head of Corporate Governance seeking specialist advice where necessary.

Head of Policy & Commissioning

The Head of Policy & Commissioning is authorised:

35. In respect of procurement to implement the Council's corporate procurement strategy, policies and procedures.
36. To make the necessary arrangements concerning the services provided by Scotland Excel for all purchases made by the Council through Scotland Excel.
37. To determine in consultation with the Corporate Management Team, the implementation plans and benefits realisation actions flowing from the scope and objectives of the Council's agreed strategic change priorities.
38. To be the Council's first point of contact in respect of Participation Requests in terms of Part 3 of the Community Empowerment (Scotland) Act 2015 and for dealing with queries regarding the Council's approach to such requests and also to make arrangements to publicise the availability of the Participation Request process.

39. To have monitoring responsibility for Renfrewshire Leisure on behalf of Renfrewshire Council.

Head of Regeneration and Project Director (City Deal)

40. The Chief Executive, the Head of regeneration and with the Economic Development Manager are authorised to determine applications for loans from the West of Scotland Loans Fund with a value up to and including £50,000.
41. The Chief Executive with the Head of Regeneration, the Economic Development Manager, the Town Centres Project & Events Manager and the Finance & Resources Manager are authorised to determine applications for financial support in terms of the Council's approved physical regeneration and economic support programmes with a value up to and including £50,000.
42. The Chief Executive is authorised with the Project Director (City Deal) or ~~with~~ the Head of Regeneration, the primary responsibility for implementing the Council's duties as Client for all projects within the remit of Chief Executive Services under The Construction (Design and Management) Regulations 2015.
43. The Chief Executive is authorised with the Project Director (City Deal) or Head of Regeneration to make any appointments in all projects within the Services' remit where the Council is the Client and on behalf of the Council to accept any appointment and perform the functions of Designer, Principal Designer and/or Principal Contractor, in terms of the Regulations for projects in which the Council can competently act in that capacity under The Construction (Design and Management) Regulations 2015.

B. Chief Executive, all Directors (including the City Deal Director and the Chief Officer, Renfrewshire Health & Social Care Partnership) and Heads of Service

The Chief Executive, all Directors (including the City Deal Director and the Chief Officer Renfrewshire Health & Social Care Partnership) and Heads of Service are authorised:-

1. Subject to there being the appropriate provision in the Council's budget, to deploy resources as they think fit for the best execution of functions under their management.
2. To ensure that all activities undertaken are within the legal powers of the Council and in the event of doubt to consult with the Head of Corporate Governance.
3. With the approval of the Chief Executive and in consultation with the Head of Transformation & Organisational Development to amend the grading of posts and make changes to the Council's establishment below Chief Officer level, provided that any increase in costs can be met from existing service budgets.
4. To sign all documents on behalf of the Council relevant to the functions for which the Chief Executive/Director (including the City Deal Director and Chief Officer Renfrewshire Health & Social Care Partnership) or Head of Service is responsible and to authorise other officers to do so, excluding always any specific provision made for documents in terms of primary or subordinate legislation, statutory direction, the policies of the Council or in this or other Administrative schemes.
5. To take any actions necessary in any emergency situation that are within the remit of their own post or the service for which they are responsible.
6. To make decisions regarding complaints made under the Council's complaints and redress procedure, including, with the agreement of the Head of Corporate Governance,
 - (i) the payment of an ex gratia payment, in respect of any one incident up to an amount not exceeding £500, and
 - (ii) and/or to reimburse actual loss or costs incurred, in respect of any one incident, up to an amount not exceeding £500.
7. To lodge objections and representations to applications in terms of the Licensing (Scotland) Act 2005, the Civic Government (Scotland) Act 1982, the Gambling Act 2005, the Housing (Scotland) Act 2006 and any other legislation in terms of which the Council is a competent objector.

8. To submit responses to consultation documents which concern operational issues and in consultation with the Convener or Depute Convener of the appropriate Board to determine that a response to a consultation need not be submitted for Board approval.
9. To approve the (re)naming of Council facilities in consultation with the Convener of the relevant Board and the relevant local member(s).
10. To ensure, so far as reasonably practicable, the health, safety and well-being at work of Council employees and others affected by the Council's undertakings, in line with the Council's Corporate Health and Safety Policy and Corporate Health and Safety Plan.
11. Where thought to be in the interests of the Council to approve the provision of reasonable hospitality to representatives of other authorities, organisations, officers of the Council and to others up to a maximum of £1,000 in relation to any one occasion.
12. To approve the attendance of officers at conferences within the United Kingdom where considered to be in the interests of the Council provided that the cost does not exceed £1,500, exclusive of VAT.
13. In consultation with the Head of Transformation & Organisational Development, to authorise the attendance of officers on full-time or part-time courses of study and the payment of appropriate fees.
14. To appoint within their respective services all staff up to chief officer grade within the authorised establishments, except where the Council determines otherwise.
15. To exercise the powers given to chief officers in the various conditions of service so far as the discipline and efficiency of their services are concerned.
16. To apply the Council's conditions of service as affecting employees within their services.
17. To authorise the working of overtime by appropriate grades of employees and the payment of overtime or compensatory leave or honoraria in accordance with criteria laid down by Council policy.
18. To sign and issue (a) authorisation to officers of the Council to exercise statutory powers (including the right to enter land and premises in connection with the discharge of their duties) and (b) identity cards.
19. To make recompense in respect of damage to, or loss of an employee's personal property in respect of any one incident up to an amount not exceeding £500 and up to £1,000 with the agreement of the Head of Corporate Governance.

20. To permit any member of staff to absent themselves occasionally and temporarily during business hours to attend to duties or services of a civic, honorary, charitable, academic or social nature in accordance with the Council's special leave policy provided that these do not interfere with the efficient discharge of the functions of the Council.
21. To allow reasonable unpaid leave of absence to any employee to attend to public duties as defined in sections 50(1) and (2) of the Employment Rights Act 1996 or approve leave of absence in accordance with the Council's special leave policy.
22. In terms to the Protection of Vulnerable Groups (Scotland) Act 2007, and in consultation with the Head of Transformation & Organisational Development to maintain lists of positions identified as being regulated work, to ensure that appropriate checks and rechecks are obtained for those appointed to/undertaking these positions and following up when advised new information is available for those appointed to/undertaking these positions.
23. To appoint temporary staff where the appointments are fully funded by external agencies or as replacements for established employees on long-term absence through sickness, maternity or special leave.
24. In consultation with the Head of Transformation & Organisational Development to appoint temporary staff on appropriate grades additional to the formal establishment to address exceptional workload peaks, such appointments to be for periods not exceeding 26 weeks or such longer period as may be agreed with the Chief Executive and subject to funding being met from existing budgets.
25. In consultation with the Head of Transformation & Organisational Development and subject to the exigencies of the service to approve the secondment of staff between Council services and between the Council and other Councils or other organisations such appointments to be for periods not exceeding 2 years.
26. To take all necessary action of a routine nature in terms of their appointment, and to implement the policies, practices and procedures previously agreed by the Council, and also to take such action implicitly in all matters ancillary thereto, including the incurring of expenditure of a minor or recurring nature and for which adequate provision has been made in the estimates.
27. To exercise delegations in terms of the Standing Orders relating to Contracts adopted by the Council and to issue orders for the supply of goods and services for their services required for normal working and for which there is provision in the estimates in accordance with the purchasing policy of the Council.
28. To exercise delegations in terms of the Financial Regulations adopted by the Council.

29. To maintain proper security for staff, buildings, stocks, stores, furniture, equipment and similar items under their control. Where special arrangements are considered necessary they shall consult with the Director of Finance & Resources.
30. To authorise the payment of accounts due by the Council for goods and services properly supplied and for which there is adequate provision in the estimates.
31. To advise the Director of Finance & Resources about any extraordinary financial obligation which will affect the Council.
32. To advise the Head of Policy & Commissioning about any extraordinary procurement risk which will affect the Council.
33. To advise the Director of Finance & Resources about any extraordinary risk which will affect the insurances held on behalf of the Council.
34. To terminate or suspend any grant payment which the council is entitled to terminate or suspend in terms of the appropriate conditions of grant.
35. To exercise the powers given to the Council by section 1 of the Local Authorities (Goods and Services) Act 1970.
36. In consultation with the relevant Board Convener(s) to submit applications for, and accept subsequent offers of, external funding, such as lottery funding, subject to (i) the financial, including in kind, commitment of the Council not exceeding £100,000 and being met from existing approved budgets and (ii) the application being consistent with Council policy.
37. In consultation with the Director of Finance & Resources, and the appropriate Director, to investigate any claims received for injury benefit allowance and make recommendations to the Chief Executive on individual cases.
38. To determine requests under the Freedom of Information (Scotland) Act 2002 for the release of information held by their own service.
39. To determine requests under the Data Protection Act 2018 for the release of personal data held by their own service.
40. In consultation with the Head of Transformation & Organisational Development to amend post designations where they do not affect the grade of the posts.
41. To determine appeals arising from disciplinary action and termination of service of employees except in so far as such appeals stand referred to the Appeals Board all in accordance with the Council's disciplinary procedures.
42. To determine appeals relating to grievances in accordance with the Council's grievance procedure with the exception of those relating to teachers referred to the Appeals Board in accordance with the grievance procedure applicable to teaching staff.

43. To exercise the powers including the powers of delegation or authorisation given to chief officers in terms of the Council's disciplinary and grievance procedures policies.
44. In consultation with the Head of Transformation & Organisational Development to approve the award of temporary responsibility payments to employees in recognition of significant increase in duties and responsibilities, such payments to be reviewed at the end of a period of six months unless approved for a shorter period of time.
45. To take any necessary action, including the lodging of objections or making representations, in the event that any Council interest in land is affected by a Compulsory Purchase Order.

The Chief Executive, all Directors (including the City Deal Director and the Chief Officer, Renfrewshire Health & Social Care Partnership) are authorised:

46. In consultation with the relevant convener to determine all Participation Requests made in terms of Part 3 of the Community Empowerment (Scotland) Act 2015 and to take all necessary actions to comply with the statutory process for dealing with Participation Requests.

Heads of Service

47. To act as Lead Officer for the Local Area Partnerships, where appointed to do so, and to undertake any powers delegated to Lead Officers.

C Director of Children's Services

Education Function

The Director of Children's Services, the Assistant Director (Education)/Chief Education Officer and the appropriate Heads of Service are authorised:-

1. To determine applications for the provision of footwear and clothing for pupils at public schools, in terms of section 54 of the Education (Scotland) Act 1980 outwith the guidelines approved by the Council.
2. To arrange programmes of in-service training for teachers.
3. To arrange in-service courses for chaplains to schools as and when considered desirable.
4. To carry out the functions of the Council as Education Authority in relation to the provision of adequate and efficient education for children with additional support needs in terms of section 1 of the Education (Scotland) Act 1980 and the Education (Additional Support for Learning) (Scotland) Act 2004, including placement in day and residential schools; and Children and Young People Act 2014.
5. To carry out the duties imposed on the Council as Education Authority by the Scottish Schools (Parental Involvement) Act 2006 to:
 - develop, monitor and review a strategy for parental involvement;
 - review Children's Services' complaints in relation to parental involvement;
 - promote parental involvement in education provided by the school attended by the parent's child; and
 - promote the establishment and support the operation of parent councils to represent the parent forum.
6. To carry out the functions of the Council as Education Authority under the Children and Young People (Scotland) Act 2014.
7. In consultation with the Director of Finance & Resources to receive and determine applications for disbursements of funds in accordance with the provisions of the trust schemes vested in the Council and any endowments administered by these trusts.
8. To transfer teachers within the policy established by the Education Authority and, where appropriate, to pay transfer expenses.
9. To make grants up to £1,500 in any one case, to organisations, groups and persons providing or involved in a function relating to pre-five services and their families.

10. To make grants of up to a maximum of £1,500 in any one case to organisations, groups and persons providing or involved in a function providing for children of school age.
11. To make grants of up to a maximum of £1,500 in any one case to organisations, groups and persons providing out of school care and play schemes.
12. To exercise the discretionary powers available in implementation of conditions of service in relation to teachers in the employment of the Authority.
13. To carry out the administration, assessment and award of education maintenance allowances in accordance with Council policy and Scottish Government guidance.
14. To exercise the power to disregard parental income in part or in total where the parents of the students are divorced or living apart.
15. To decide from time to time which courses will be supported by the Council's bursary scheme.
16. To support students approved under the government dance and drama award scheme and to ensure that the support for them is reasonable and meets the conditions of the Council policy.
17. To amend the levels of tuition fees, examination expenses, dependant's allowances, maintenance allowances and contribution scales on an annual basis. Where increases are proposed these shall be no greater than the rate of inflation calculated by reference to the retail price index.
18. To approve premature retirement under the Teachers (Compensation for Premature Retirement and Redundancy) (Scotland) Regulations 1996, and the Teachers' Superannuation (Scotland) Regulations 2005 without enhancement of salary at no additional cost to the Authority or in circumstances where any cost incurred is recoverable within a maximum of two years.
19. To make grants to pupils to enable them to attend courses and conferences and to undertake educational visits and excursions at home and abroad within the approved estimates and policies of the Council.
20. To make the necessary arrangements for the boarding out of pupils.
21. To issue licences in terms of the Children (Performances and Activities) (Scotland) Regulations 2014.
22. To act as the Council's authorised officer for the purposes of any byelaws relating to the employment of children.
23. To approve or refuse applications received from schools for arrangements to be made for visits in accordance with approved policy.

24. To make sessional staffing appointments within Children's Services establishments, having regard to the financial circumstances existing at the time.
25. To provide courses in educational training as requested by outside agencies including other local authorities and to negotiate appropriate charges for these services.
26. To ensure that requisite provision is made for any pupil entitled in terms of section 53(3) of the Education (Scotland) Act 1980 to receive refreshment in the middle of the day.
27. To make grants to pupils resident within Renfrewshire and attending local authority schools within Renfrewshire who are selected to join national music organisations in the United Kingdom in respect of fees and attendance at courses related to their membership
28. Subject to Council policy, to provide grants, normally up to 50% and, in cases of hardship up to the full cost of fees and travel expenses to residents of Renfrewshire attending local authority schools who attend part-time courses at the Royal Conservatoire of Scotland and the Scottish Ballet School.
29. To exercise the powers available to the Council as Education Authority, in terms of section 23 of the Education (Scotland) Act 1980, with regard to the provision by the Council of education for pupils belonging to the areas of other education authorities and to make charges and to fix fees in consultation with the Director of Finance & Resources.
30. To consider and determine all placing requests under section 28A of the Education (Scotland) Act 1980 in accordance with the guidelines formulated by the Council and to make whatever transport arrangements are deemed to be appropriate, in individual cases where supporting documentation indicates that the child concerned has serious emotional or psychological problems.
31. To exercise, in accordance with Council policy and the relevant statutory provisions, the powers available to the Council as Education Authority in relation to the exclusion of pupils from schools.
32. To grant, in accordance with guidelines approved by the Education and Children's Services Policy Board, unpaid leave of absence up to a maximum of two years to enable teachers to undertake voluntary service overseas.
33. To determine in consultation with the Head of Transformation & Organisational Development, the dates of local school holidays within Renfrewshire after appropriate consultation.
34. In consultation with the Director of Finance & Resources to administer existing endowments and to accept and administer any new trusts or endowments offered to the Council.

35. To carry out the functions of the Council in terms of section 58 of the Education (Scotland) Act 1980 relating to the cleanliness of pupils at schools.
36. In consultation with the Convener of the Education and Children's Services Policy Board to exercise the functions of the Council in terms of section 50 of the Education (Scotland) Act 1980, regarding provision of travelling facilities and accommodation in exceptional circumstances.
37. To approve attendance by Children's Services employees on authorised youth exchange visits overseas where the employees, as part of their duties, are required to accompany the group undertaking the exchange.
38. To approve the participation of school pupils and supervising employees in cultural social and recreational visits within and outwith the United Kingdom and the reception of visiting pupils and supervisors.
39. To approve the taking up of temporary posts up to 23 months in duration by teaching staff undertaking posts outwith the area of the Council and the taking up of temporary positions within the area of the Council by teaching staff from the Council and elsewhere.
40. In consultation with the Director of Finance & Resources to approve the level of fees payable to establishments within and outwith the area of the Council in respect of the education of children with additional support needs.
41. To disburse school clothing grants whether by way of cash or voucher in terms of the Council's agreed policy.
42. In consultation with the Convener of the relevant Board and the Director of Finance & Resources to adjust prices for specific promotions.

Head Teachers/Depute Head Teachers

Head Teachers/Depute Head Teachers are authorised:-

43. To exclude pupils in accordance with the relevant statutory provisions and the policy of the Council.

Social Work Function – Children’s Services and Criminal Justice

The Director of Children’s Services and Heads of Service as appropriate to their remit are authorised:-

44. To carry out the functions of the Council in so far as they relate to children and families in terms of the following sections of the Social Work (Scotland) Act 1968:-

- (i) Under section 12 to promote social welfare by making available advice, guidance and assistance on such a scale as may be appropriate for its area. The delegation in terms of this section shall include authority:-

- (a) to make loans or grants in accordance with any notes of guidance approved by the Council between £301 and £500 in any one month in respect of any family and at times of extreme crisis payments of between £750 and £1000 to individual families and that a half yearly report be submitted to the information bulletin.
 - (b) to give any other appropriate assistance, including provision for the storage of furniture in cases of emergency.

In calculating the amount given or loaned for the purposes of this provision, account shall be taken of any additional payment made in terms of section 12, otherwise authorised by the Council.

- (c) to support persons identified as persons in need to find and maintain suitable employment such as supported employment schemes.
- (ii) Under section 27 to provide for the supervision and care of persons put on probation or released from prisons etc including the provision of Social Background Reports, supervision of probation, community service and Supervised Attendance Orders, licences and voluntary contact from up to 12 months post release from custody, including the supervision of persons subject to Drug Treatment and Testing Orders (Crime and Disorder Act 1998), Community Payback Orders as introduced by the Criminal Justice and Licensing Act 2010.
- (iii) Under section 27 to provide for the supervision and care of persons put on probation or released from prisons etc to receive grant paid and provide that correct and proper systems are in place to account for the funds and in accordance with the terms of the grant.

45. To carry out the functions of the Council under the Children (Scotland) Act 1995 particularly:-

- (i) Under section 22 to safeguard and promote the welfare of children who are in need by providing a range and level of services appropriate to their

needs. A service may comprise or include giving assistance in kind, or in exceptional circumstances, cash. At times of extreme crisis making payments of between £750 and £1000 to individual families.

- (ii) Under section 25(1) to provide any child with accommodation who appears to the Director or Head of Service to require accommodation for any of the reasons specified.
 - (iii) Under section 26 to provide accommodation and maintenance for a child being looked after by the Council including boarding out or maintaining the child in a residential establishment.
 - (iv) Under section 29:-
 - (a) to provide where required, after care in the form of advice, guidance and assistance to any person under the age of 19 years who was, but is no longer looked after by the Council and ensuring that the value of any assistance given to a compulsorily supported person (whether in cash or in kind) is not less than the value of welfare benefits that the young person would have been entitled to, but for the operation of the regulations made pursuant to section 6 of the Children (Leaving Care) Act 2000. However, in the case of providing financial assistance this is subject to regulation 13 of the Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003.
 - (b) to deal with applications under section 29(2) for advice, guidance and assistance and to provide such advice, guidance and assistance where the application is granted.
 - (v) Under section 30 to grant where appropriate financial assistance towards the expenses of education or training or to make contributions towards the accommodation and maintenance of young people who were looked after by the authority.
 - (vi) Under section 32 to remove any child from a residential establishment.
46. To carry out the functions of the Council under the Children's Hearings (Scotland) Act 2011, when in force, particularly: -
- (i) In terms of Section 83 to give effect to a Compulsory Supervision Order and any of the measures specified therein, made by a Children's Hearing for the Council's area.
 - (ii) Under Section 86, to give effect to an interim Compulsory Supervision Order
 - (iii) Under Section 131, to seek a review by a Children's Hearing of the Compulsory Supervision Order in certain circumstances.
 - (iv) Under Section 143, to arrange for the transfer of a child where necessary

- (v) Under Section 35, to instruct the Head of Corporate Governance to apply to the court for a Child Assessment Order where necessary.
 - (vi) Under Section 37, to make an application to court for a Child Protection Order where necessary.
47. To carry out the functions of the Children and Young People (Scotland) Act 2014 as they relate to Corporate Parenting, After Care, Continuing Care, Kinship Care and Looked After Services.
 48. To carry out the functions of the Council in terms of the Social Care (Self-directed Support) (Scotland) Act 2013 with regard to a young person who is to choose (or has chosen) one of the options for self-directed support.
 49. To instruct the Head of Corporate Governance to apply to Court for appointment of the Chief Social Work Officer as Guardian with welfare powers under section 57 of the Adults with Incapacity (Scotland) Act 2000 or for an appointee under an Intervention Order under section 53 of the 2000 Act or to apply in relation to financial or property affairs for the appointment of a Guardian or person appointed under an Intervention Order in the circumstances required by section 57(2) or section 53(3) of the 2000 Act respectively.
 50. To arrange or assist in arranging holidays, including holidays abroad or other temporary absences of any child in the care of the Council, except in those cases where the cost to the Council is in excess of £1000.
 51. To arrange the temporary storage of furniture in certain circumstances on behalf of certain persons in terms of the National Assistance Act 1948.
 52. To instruct the Head of Corporate Governance to apply for a Permanence Order or for a Permanence Order with authority to adopt under section 80 of the Adoption and Children (Scotland) Act 2007.
 53. Under section 71 of the Adoption and Children (Scotland) Act 2007 to prepare an Adoption Allowances Scheme.
 54. Under Regulation 5 of the Adoption Agencies (Scotland) Regulations 2009 to appoint such number of persons as considered necessary as medical and legal advisers to the Adoption Panel as appointed by the Council.
 55. To carry out the functions of the Council in relation to the adoption of children in terms of the Adoption and Children (Scotland) Act 2007.
 56. To consider and determine recommendations made by the Adoption Panel and the Fostering Panel in connection with recommendations made in connection with adoption and fostering matters.
 57. Under Regulation 19 of the Looked After Children (Scotland) Regulations 2009 to appoint such number of persons as Medical and Legal Advisors as considered necessary to enable the Fostering Panel to carry out its functions under Regulation 20 of the said 2009 Regulations.

58. Under Regulation 33 of the Looked After Children (Scotland) Regulations 2009 to pay such allowances as considered appropriate to Foster Carers and Kinship Carers.
59. To consider and determine recommendations by the Adoption Panel and the Fostering Panel which are approved by the Head of Child Care & Criminal Justice for assistance with legal fees (up to an amount considered reasonable by the Head of Corporate Governance) and medical expenses.
60. To approve individual care packages for children with a value up to and including £5,000 per week involving the purchase of community-based care and support services but subject to the provisions of the Council's Standing Orders relating to Contracts and to adequate budgetary provisions having been made.
61. To approve the provision of entertainment and events within the remit of the Service in accordance with the policies, practices and procedures of the Council.

Chief Social Work Officer/Head of Child Care and Criminal Justice

62. To authorise the payment of travelling, subsistence or other expenses up to £2000, incurred by a relevant person for the purpose of attending the funeral of any child who, immediately before death, was being looked after by the Council, in accordance with section 88 of the Burial and Cremation (Scotland) Act 2016.

Social Work Operations Managers and Fieldwork Managers

Social Work Operations Managers and Fieldwork Managers are authorised:-

63. To authorise the payment of travelling, subsistence or other expenses up to £1000, incurred by a relevant person for the purpose of attending the funeral of any child who, immediately before death, was being looked after by the Council, in accordance with section 88 of the Burial and Cremation (Scotland) Act 2016.
64. To complete and sign the appropriate sections of a passport application form in respect of a child where Renfrewshire Council holds parental rights and responsibilities in respect of the child by virtue of a Permanence Order, or deemed Permanence Order, in terms of the Adoption and Children (Scotland) Act 2007.
65. To give, or decline to give consent in any situation where parental consent is required, where Renfrewshire Council holds parental rights and responsibilities in respect of the child, by virtue of a Permanence Order, or deemed Permanence Order in terms of the Adoption and Children (Scotland) Act 2007.
66. To make loans and/or grants in accordance with any notes of guidance approved by the Council under section 12 of the Social Work (Scotland) Act 1968, or, where relevant, section 22 of the Children (Scotland) Act 1995 up to a limit of £500 in any one month in respect of a child. In calculating the amount

given or lent for the purposes of this provision, account shall be taken of any additional payment made in terms of section 12 otherwise authorised by the Council.

67. To provide aids and adaptations for the homes of children with physical and/or learning disabilities up to the value of £4500 in any one case.
68. To vary the cost of packages for children purchased from registered care providers of residential care on the basis of rates previously approved by the Council, where the contract allows for this, and where due to exceptional circumstances additional or extraordinary costs have been identified as a result of client needs which do not warrant a fuller re-commissioning of the care package.
69. Senior Social Workers are authorised to make loans and/or grants in accordance with any notes of guidance approved by the Council under section 12 of the Social Work (Scotland) Act 1968, or where relevant section 22 of the Children (Scotland) Act 1995, up to a limit of £100 in any one month in respect of any one family. In calculating the amount given or lent for the purposes of this provision, account shall be taken of any additional payment made in terms of section 12, otherwise authorised by the Council. Under section 227F of the Criminal Procedure (Scotland) Act 1995 they are also authorised to provide payment of reasonable travel expenses in respect of offenders subject to community disposal or Community Payback Orders and also to provide assistance in terms of Section 27 of the Social Work (Scotland) Act 1968 for offenders in order to prevent offending, with a limit of £20 per individual.

D Director of Communities, Housing & Planning Services

The Director of Communities, Housing & Planning Services and the appropriate Heads of Service are authorised:-

Director of Communities, Housing & Planning Services

1. To approve grant applications from the Greenspaces, Park and Play Areas and Villages Investment Fund where the value does not exceed £5000.

Planning Function

The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, and the Manager and Assistant Managers within Development Standards, as appointed officers, are authorised to determine the following matters:

2. All planning and related decisions, including the signing and service of notices, within the scope of the Town and Country Planning (Scotland) Act 1997 as amended in relation to;
 - (a) Part III Control over Development, in particular, but not restricted to, the determination of applications for planning permission and applications for consent, agreement or approval required by a condition imposed on a grant of planning permission
 - (b) Part VI Enforcement
 - (c) Part VII Special Controls – Trees, Amenity Notices, Advertisements
 - (d) Part IX Roads, Footpaths & Rights of Way
 - (e) Part X Statutory Undertakers
 - (f) Part XIV Miscellaneous & General Provisions
3. All planning and related decisions, including the signing and service of notices, within the scope of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 in relation to:
 - (a) Part I Listed Buildings
 - Chapter 1 Sections 3 & 4 Building Preservation Notices
 - Chapter II Authorisation of Works affecting Listed Buildings
 - Chapter III Rights of Owners etc.
 - Chapter IV Enforcement

Chapter V Prevention of Deterioration and Damage

Sections 49 and 50 – Urgent Preservation

Sections 51 and 52 – Grants for Repair and Maintenance

Chapter VI -

Sections 59 and 60 – Special considerations affecting Planning Functions

(b) Part II Conservation Areas

Section 66 Conservation Area Consent

(c) Part III General

Sections 76 – 78 Miscellaneous Provisions

4. All planning and related decisions, including the signing and service of notices, within the scope of the Planning (Hazardous Substances) (Scotland) Act 1997.

Exceptions

The above delegations are subject to the exception of the following categories of application, which are for decision by elected members, as follows:

To be determined by the Council:

- (a) national developments as specified in the National Planning Framework; and
- (b) major developments which are significantly contrary to the local development plan.

To be determined by a Board of the Council:

- (a) which the Planning Authority decides to determine which would otherwise fall to be determined by a person appointed to do so under this scheme;
- (b) major developments as set out in the Schedule to the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009;
- (c) listed building consent for demolition of listed buildings and conservation area consent for demolition of a building in a conservation area.
- (d) applications involving residential development of 10 or more units on greenfield or undeveloped land; or on a site greater than 0.5 hectare which is greenfield or undeveloped land;

- (e) applications involving residential development of five or more units on sites within the greenbelt; or on a site greater than 0.3 hectare which is within the greenbelt;
- (f) applications which if approved are considered to be significantly contrary to the Local Development Plan and also those applications which, if approved, would be significantly contrary to the overall objectives, and would undermine the aims and strategic priorities, of the Local Development Plan; and
- (g) where, within 21 days of an application appearing on the Weekly List, a letter signed by three members is received, and where it sets out reasons why the matter should go before the Board, the Convener, in consultation with the Head of Planning and Housing shall consider such a request and shall be authorised to decide whether or not to agree the request.

Delegation is also granted to the following officers in relation to the specified matters:

5. The Director of Communities, Housing & Planning and the Head of Planning & Housing Services are authorised in terms of the Civic Government (Scotland) Act 1982 to determine the naming of new streets and roads and numbering of new properties, and to alter existing street names, in consultation with local members.
6. The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, and the Manager and the Assistant Managers Development Standards, are authorised to determine applications for a planning certificate in terms of the Licensing (Scotland) Act 2005.
7. The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, and the Manager and Assistant Managers within Development Standards as appointed officers, are authorised to determine applications for local developments under section 43A of the Town and Country Planning (Scotland) Act 1997.
8. The Director of Communities, Housing & Planning Services and the Head of Planning & Housing Services are authorised to advise owners/occupiers of listing of their property in the List of Buildings of Special Architectural or Historic Interest following notification to the Council from the Scottish Ministers.
9. The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, the Manager and the Assistant Managers Development Standards and the Manager and Assistant Managers Policy and Regeneration are authorised to make all decisions and take all action required in connection with and consequent upon applications made for High Hedge Notices in terms of the High Hedges (Scotland) Act 2013 including the signing and serving of Notices.
10. The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, the Manager and the Assistant Managers Development Standards and the Manager and Assistant Managers Policy and Regeneration are

authorised to recover relevant costs in terms of the High Hedges (Scotland) Act 2013 in relation to which the owner or occupier has had a notice served on them.

Building Standards Function

The Director of Communities, Housing & Planning Services, the Head of Planning & Housing Services, the Development Standards Manager and Assistant Manager Building Standards, as appointed officers, are authorised to determine the following matters:-

11. All Building Standards matters and related decisions within the scope of the Building (Scotland) Act 2003 in relation to:
 - (a) Part 2 - all matters necessary in the assessment and approval of applications for Building Warrant Approval to secure the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings; further the conservation of fuel and power; and further the achievement of sustainable development.
 - (b) Part 2 - all matters necessary in the acceptance and rejection of completion certificate submissions including the requirement for statutory inspections in relation to reasonable enquiry for the above purpose.
 - (c) Part 3 - Compliance and Enforcement.
 - (d) Part 4 - Defective and Dangerous Buildings.
 - (e) Part 5 - General in respect of procedural regulations, reports and information under section 34 to the Building Standards Division of the Directorate of the Built Environment of the Scottish Government.
12. To comment and respond on behalf of the Council to proposed schedules of Enforcement Notices in terms of the Fire (Scotland) Act 2005 Section 64 from The Scottish Fire & Rescue Service.
13. To issue consents for and carry out inspections on the erection of raised structures in terms of section 89 of the Civic Government (Scotland) Act 1982.
14. To act as an authorised person under section 11 of the Safety of Sports Grounds Act 1975 (power to enter and inspect a sports ground).
15. To enter and inspect certified sports grounds for the purposes of the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 and all related and subordinate legislation.

16. To approve, in consultation with the Head of Corporate Governance, the amendment of any certificate granted in terms of the safety at sports grounds legislation.
17. To issue prohibition notices in terms of section 10 of the Safety of Sports Grounds Act 1975 where the Director is of the opinion that the admission to a certified sports ground or any part will involve a risk so serious, that until steps are taken to reduce capacity to a reasonable level, admission of spectators ought to be prohibited.
18. To approve the amendment of any certificate granted in terms of the safety at sports grounds legislation.
19. To approve the transfer of the certificate to another qualified person responsible for the management of a certified sports ground in terms of section 4 of the Safety of Sports Grounds Act 1975.
20. To approve and record any deviation from the standards set out in the Guide to Safety at Sports Grounds setting out the justification for the deviation.
21. To maintain all records in relation to the annual and other inspections of certified sports grounds carried out by the Director of Communities, Housing & Planning Services, the Chief Constable and the Firemaster.
22. To fix the annual date for the inspection of any certified sports ground.

Housing

The Director of Communities, Housing & Planning Services and the Head of Planning & Housing Services are authorised:

23. To undertake the general management regulation and control of Housing Revenue Account housing in accordance with the provisions of the Housing (Scotland) Acts 1987, 2001 and 2006 and any other associated housing legislation.
24. To oversee the delivery of the Council's homelessness function in terms of Part II of the Housing (Scotland) Act 1987 as amended by Part 1 of the Housing (Scotland) Act 2001 and the Homelessness Etc (Scotland) Act 2003.
25. To prepare and update the Council's Local Housing Strategy in terms of Section 89 of the Housing (Scotland) Act 2001.
26. To implement the Council's policies and strategies in respect of the delivery of housing services, including Allocation of housing, collection of rent, estate management and repairs.
27. To raise or instruct the Head of Corporate Governance to raise proceedings for recovery of possession of dwelling houses or other properties and to serve all necessary preliminary notices in terms of the Housing (Scotland) Act 1987,

2001 or otherwise, and to take all appropriate action to implement and enforce decrees granted by courts in pursuance of such actions, including accepting suitable offers of payment of arrears of rent due.

28. To implement the Council's policies and strategies in respect of Housing Renewal Areas, including a scheme of assistance to improve conditions of houses which are below the Tolerable Standard, in terms of Part 1 of the Housing (Scotland) Act 2006.
29. To determine tenants' applications for compensation for repairs and improvements in terms of Section 27-31 of the Housing (Scotland) Act 2001 and regulations made thereunder.
30. To determine discretionary/mandatory applications for assistance for housing purposes in terms of Part 2 of the Housing (Scotland) Act 2006.
31. To determine tenants' and if appropriate owner occupiers' applications for payment of home loss and disturbance in terms of Sections 27-29 of the Land Compensation (Scotland) Act 1973 as amended by Sections 71-72 of the Planning & Compensation Act 1991.
32. To determine applications for ex gratia payments to new tenants and payments of tenant related expenses arising from capital works and other repairs in conjunction with the Head of Corporate Governance.
33. To instruct maintenance works in accordance with the Council's Housing Asset Management Strategy, Repairs policy and Council's Financial Regulations in terms of the authority's contracts for housing.
34. To appoint consultants on housing and related issues in accordance with the Council's Standing Orders Relating to Contracts.
35. To prepare, implement and update the Council's Housing Investment Programme as appropriate.
36. To approve projects recommended by the Neighbourhood Housing Forums.
37. To make grants to tenants' associations in accordance with the Council's established procedures.
38. To reclassify a property where it has been identified that the property layout or use was not suitable for a bedroom, for example box rooms of less than 50 square feet, or where a lift or other property adaptation had rendered a bedroom unusable.
39. To make arrangements for the repair and maintenance of non-domestic Council properties and ancillary assets within the resources allocated via the housing revenue account to reflect the best use of the Council's resources in accordance with its agreed policies.

Communities and Public Protection

The Director of Communities, Housing & Planning and the Head of Communities & Public Protection are authorised:

40. With the Education Manager, to develop and oversee the requirements of the Council's Adventurous Activities Licence Agreement (AALA)
41. With the Education Manager, to develop and oversee the requirements for the Duke of Edinburgh Award Scheme.
42. With the Education Manager, to develop and oversee the requirements for the Young Scot National Entitlement Card and Renfrewshire's information portal.
43. With the Education Manager, to develop and oversee the Community Learning and Development legislative requirements for adult learning initiatives which tackle inequality, literacy and numeracy.
44. With the Education Manager, to develop and oversee sustainable and meaningful youth voice initiatives including the biannual Youth Parliament Elections.
45. To grant authorisation, and to issue written credentials, to officers in Communities, Housing & Planning Services to carry out duties under the legislation in Undernotes A and B and under any subordinate legislation made under the European Communities Act 1972 relating to consumer protection, food safety or animal food stuffs.
46. To grant authorisation, where it is appropriate to do so and on terms thought appropriate in the circumstances, to local authorities other than Renfrewshire Council and to trading Standards Scotland (TSS) and its officers to carry out any of the functions specified in paragraphs 44 and 45.
47. To nominate any other person to act as a Single Point of Contact (SPOC) for the purposes of the Regulation of Investigatory Powers Act 2000, subject to their holding an appropriate level of post and approval by the Home Office.
48. To provide operational control over the Council's civil contingency arrangements.
49. To provide operational control over the Council's partnership working with Police Scotland and other partners to tackle serious and organised crime and counter terrorism.
50. with the Communities & Regulatory Manager and Wardens Services Manager, their respective Team Managers, Environmental Health Officers and Technical Officers to exercise powers granted (including power of entry, inspection and sampling) under the relevant statutes undernoted at A and any regulations, orders or byelaws made thereunder and where appropriate to issue, vary or

renew any necessary notices, certificates, licences, registrations and entries in registers in terms of that legislation.

51. with the Communities & Regulatory Manager, and their respective Team Managers where appropriate to refuse or revoke licences, registration and entries in registers in terms of the statutes undernoted at A and any regulations, orders or byelaws made thereunder, and to authorise the submission of reports to the Procurator Fiscal.

UNDERNOTE A

Animal Boarding Establishments Act 1963
 Animal Health and Welfare (Scotland) Act 2006
 Antisocial Behaviour etc. (Scotland) Act 2004
 Breeding of Dogs Acts 1973 and 1991
 Breeding and Sale of Dogs (Welfare) Act 1999
 Building (Scotland) Act 2003
 Caravan Sites and Control of Development Act 1960
 Civic Government (Scotland) Act 1982
 Clean Air Act 1993
 Climate Change (Scotland) Act 2009
 Control of Dogs (Scotland) Act 2010
 Control of Pollution Act 1974
 Deer (Scotland) Act 1996
 Dog Fouling (Scotland) Act 2003
 Dangerous Wild Animals Act 1976
 Environmental Protection Act 1990
 Environment Act 1995
 European Communities Act 1972
 Factories Act 1961
 Food and Environment Protection Act 1985
 Food Safety Act 1990
 Guard Dogs Act 1975
 Health and Safety at Work etc Act 1974
 Housing (Scotland) Acts 1987, 2006 and 2010
 Licensing (Scotland) Act 2005
 Local Government (Scotland) Act 1973
 Local Government etc. (Scotland) Act 1994
 Local Government in Scotland Act 2003
 Offices, Shops and Railway Premises Act 1963
 Performing Animals (Regulation) Act 1925
 Pet Animals Act 1951
 Prevention of Damage by Pests Act 1949
 Private Rented Housing (Scotland) Act 2011
 Public Health etc. (Scotland) Act 2008
 Refuse Disposal (Amenity) Act 1978
 Riding Establishments Acts 1964 and 1970
 Sewerage (Scotland) Act 1968
 Smoking, Health and Social Care (Scotland) Act 2005
 Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016
 Tobacco & Primary Medical Services (Scotland) Act 2010

Unsolicited Goods and Services Act 1971
 Water (Scotland) Act 1980
 Wildlife and Countryside Act 1981
 Wildlife and Natural Environment (Scotland) Act 2011.
 Zoo Licensing Act 1981

52. with the Communities and Regulatory Manager, the Trading Standards & Licensing Manager, Trading Standards Officers, Enforcement Officers and Authorised Officers, to exercise powers granted (including powers of entry, inspection and sampling) under the relevant statutes undernoted at B, including any relevant subordinate or amending legislation, orders or byelaws made thereunder and where appropriate to issue, vary or renew any necessary notices, certificates, licences, registrations and entries in registers in terms of that legislation.
53. with the Communities & Regulatory Manager, and their respective Team Managers where appropriate to refuse or revoke licences, registrations and entries in registers in terms of the statutes undernoted at B and any regulations, orders or byelaws made thereunder, and to authorise the submission of reports to the Procurator Fiscal.
54. subject to approval by the Home Office, to act as the Council's Designated Person and as a Single Point of Contact (SPOC) and grant authorisations for gaining access to communications data under the provisions of the Regulation of Investigatory Powers Act 2000.
55. with the Communities & Regulatory Manager, Trading Standards & Licensing Manager and Trading Standards Officers in terms of the Explosives Regulations 2014 to assent to an application for a licence for the manufacture or storage of explosives and where appropriate to determine whether to hold a public hearing and the procedure for that public hearing.
56. with the Communities & Regulatory Manager, Trading Standards & Licensing Manager and Trading Standards Officers to exercise the powers contained in the Enterprise Act 2002, including:
 - (a) making applications to the Court for enforcement orders or interim enforcement orders;
 - (b) drafting and accepting written undertakings from traders; and
 - (c) engaging in consultation with traders to prevent future infringements or to achieve cessation or repetition of infringements.

UNDERNOTE B

Agriculture Act 1970
 Animal Health and Welfare (Scotland) Act 2006
 Antisocial Behaviour etc. (Scotland) Act 2004
 Animal Boarding Establishments Act 1963

Animal Health Act 1981
 Breeding of Dogs Acts 1973 and 1991
 Breeding and Sale of Dogs (Welfare) Act 1999
 Children and Young Persons (Scotland) Act 1937
 Children and Young Persons (Protection from Tobacco) Act 1991
 Civic Government (Scotland) Act 1982
 Clean Air Act 1993
 Climate Change (Scotland) Act 2009
 Companies Act 2006
 Consumer Credit Act 1974
 Consumer Credit Act 2006
 Consumer Protection Act 1987
 Consumer Rights Act 2015
 Consumers, Estate Agents and Redress Act 2007
 Control of Dogs (Scotland) Act 2010
 Control of Pollution Act 1974
 Copyright, Designs and Patents Act 1988
 Courts and Legal Services Act 1990
 Dangerous Wild Animals Act 1976
 Deer (Scotland) Act 1996
 Development of Tourism Act 1969
 Education Reform Act 1988
 Energy Act 1976
 Enterprise Act 2002
 Environment and Safety Information Act 1988
 Estate Agents Act 1979
 European Communities Act 1972
 Explosives Act 1875
 Fair Trading Act 1973
 Fireworks Act 2003
 Food and Environment Protection Act 1985
 Food Safety Act 1990
 Hallmarking Act 1973
 Health and Safety at Work etc Act 1974
 Housing (Scotland) Act 2006
 Medicines Act 1968
 Motor Cycle Noise Act 1987
 Olympic Symbol etc. (Protection) Act 1995
 Performing Animals (Regulation) Act 1925
 Pesticides (Fees and Enforcement) Act 1989
 Pet Animals Act 1951
 Petroleum (Consolidation) Regulations 2014
 Poisons Act 1972
 Prices Act 1974
 Protection of Children (Tobacco) Act 1986
 Public Health etc. (Scotland) Act 2008
 Riding Establishments Acts 1964 and 1970
 Smoking, Health and Social Care (Scotland) Act 2005
 Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016
 Telecommunications Act 1984
 Tobacco Advertising and Promotion Act 2002

Tobacco & Primary Medical Services (Scotland) Act 2010
 Trade Descriptions Act 1968
 Trade Marks Act 1994
 Unsolicited Goods and Services Act 1971
 Video Recordings Acts 1984, 1993 and 2010
 Weights and Measures Acts 1976 and 1985
 Zoo Licensing Act 1981

57. with the Communities & Regulatory Manager, Trading Standards & Licensing Manager, Trading Standards Officers and Authorised Officers to issue, vary or revoke the notices specified in Regulations 11 and 14 of the General Product Safety Regulations 2005, namely suspension notices and withdrawal notices which shall have effect throughout the United Kingdom.
58. with the Communities & Regulatory Manager, Trading Standards & Licensing Manager to issue, vary or revoke the notices specified in Regulations 12, 13 and 15 of the General Product Safety Regulations 2005, namely requirements to mark, warn and recall notices which shall have effect throughout the United Kingdom.

Head of Communities and Public Protection

59. To be the Council's single point of contact in respect of counter terrorism and serious and organised crime.
60. In respect of the Counter Terrorism and Security Act 2015 Prevent Guidance (Scotland) to be the Council's single point of contact for Prevent and to make arrangements for holding Prevent Professional Concerns Case Conferences as required."

Environmental Health Officers and Renfrewshire Community Safety Service Officers

61. Environmental Health Officers and Community Safety Services officers are appointed as authorised officers for the enforcement of Management Rules for Cemeteries, War Memorials and Public Parks.
62. Renfrewshire Community Safety Service Officers are authorised in terms of the Road Traffic Regulation Act 1984 and the Road Traffic Act 1991 both as modified by the Road Traffic (Permitted Parking Area and Special Parking Area) (Renfrewshire Council) Designation Order 2010 to issue Penalty Charge Notices.

E Director of Environment & Infrastructure

The Director of Environment & Infrastructure is authorised:

1. To withdraw an existing school crossing patrol service point which does not comply with Council policy, following a reassessment by Environment & Infrastructure against Council policy and after discussion and communication with the Head Teacher and local primary parent council.
2. To determine, in consultation with the Heads of Corporate Governance and Facilities Management, and the Provost, which major events deserving of recognition in respect of which flags on Council buildings are to be flown at half-mast.

The Director of Environment & Infrastructure, along with the other officers so specified, is authorised:

3. with the Head of Facilities Management, and in consultation with the local members and parent council concerned, to permit parent/teacher associations or such other organisations or persons as considered appropriate to execute works of construction or of 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 Director of Communities, Housing & Planning Services being satisfied that the works are acceptable;
 - (c) the execution of the works being supervised by the Director of Communities, Housing & Planning Services; and
 - (d) the Director of Finance & Resources being satisfied with the contractual and financial arrangements relating to the execution of the works.
4. to assess responsibility for repairs in accordance with the policy determined by the Council.
5. to make arrangements for the repair and maintenance of all non-domestic properties within the resources allocated via the central repairs account to reflect the best use of the Council's resources in accordance with its agreed policies.
6. To make or amend management rules relating to the Council HQ complex.
7. To make exclusion orders in terms of the Management Rules for the Council's HQ complex.
8. in consultation with the Convener of the relevant Board and the Director of Finance & Resources to adjust prices for specific promotions.

9. with the Head of Operations & Infrastructure, the Operations Manager and the Roads & Transportation, Fleet Manager to carry out the following functions in terms of the Transport Act 1968 and the Goods Vehicles (Licensing of Operators) Act 1995 in relation to the Operator's Licence:
 - (a) under section 8 of the Goods Vehicles (Licensing of Operators) Act 1995 to apply for and publicise notice of the application for an operator's licence;
 - (b) under section 17 of the Goods Vehicles (Licensing of Operators)
 - (c) under section 95 of the Transport Act 1968 and corresponding subordinate legislation to ensure that requirements relating to drivers' hours are complied with; and
 - (d) under section 98 of the 1968 Act and corresponding subordinate legislation to ensure that requirements relating to the keeping of written records for drivers' hours are complied with.
10. with the Head of Operations & Infrastructure and the Operations Manager to appoint further officers to those designated at paragraph 132 below as authorised officers for the enforcement of Management Rules for Cemeteries, War Memorials and Public Parks.
11. with the Head of Operations & Infrastructure and the Operations Manager to take all necessary action with regard to the supervision and management of the Council's cemeteries and burial grounds, including the sale of lairs and the giving of titles thereto.
12. with the Head of Operations & Infrastructure and the Operations Manager, in terms section 87 of the Burial and Cremation (Scotland) Act 2016 to cause to be buried or cremated the body of any person who has died or has been found dead in the area of the local authority in any case where it appears that no suitable arrangements for the disposal of the body have been or are being made otherwise than by the local authority and where appropriate to recover the expenses thereof from the estate of the deceased person.
13. to agree to alter any war memorial to make it serve as a war memorial in connection with any war subsequent to that in connection with which it was erected.
14. to maintain, repair and protect any war memorial and correct any error or omission in the inscription on a war memorial.
15. With the Head of Facilities Management and the FM Manager (Soft Services) Site Services Manager to alter or to extend the internal mail delivery service where it may be considered economic and/or convenient to do so.

Operations & Infrastructure (Roads)

The Director of Environment & Infrastructure, along with the other officers so specified is authorised:-

To carry out the following functions of the Council in terms of the Roads (Scotland) Act 1984:-

16. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 13 in relation to the imposition on frontagers of the roads requirements to make up and maintain private roads including the service of appropriate notices.
17. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 15 in relation to the completion of necessary work on private roads occasioned by emergency (other than an emergency constituted by a danger as defined in section 91).
18. with the Head of Operations & Infrastructure under section 16(1) in relation to the consideration and determination of applications for the adoption of private roads.
19. with the Head of Operations & Infrastructure under section 18 in relation to the adoption of footpaths associated with development.
20. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 21 in relation to applications for construction consent for new roads built by a person other than the Roads Authority.
21. with the Head of Operations & Infrastructure to carry out the following functions of the Council as Roads Technical Approval Authority in accordance with the Design Manual for Roads and Bridges Volume 1 Section 1 Design Standard BD2 Technical Approval of Highway Structures: in relation to accepting submissions for Approval in Principal, Design and Check Certificate, Certificate of Construction Compliance and Departure from Standard, after being agreed and signed by a suitably qualified chartered civil or chartered structural engineer employed by the Council, for a new structure associated with a road, works to an existing structure associated with a road or a third party development adjacent with a road.
23. with the Head of Operations & Infrastructure under section 23 in relation to stopping up or temporarily closing any new road constructed by a person other than the Roads Authority, without consent or in contravention of, or in non-compliance with, a condition imposed by a construction consent.

24. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 30 in relation to the serving of notices subject to section 31(3), in connection with carrying out works for protecting roads against hazards of nature.
25. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 31(3) in relation to the service of notices in connection with the drainage of public roads on the owner and occupier of the land affected.
26. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 35(1) and (4) and after giving notice in terms of section 35(5) in relation to the provision of road lighting and related structures.
27. with the Head of Operations & Infrastructure and after consultation with the Chief Constable and after informing the Convener and Depute Convener of the Environment Policy Board and the local member under sections 36 and 37 in relation to the construction of road humps.
28. with the Head of Operations & Infrastructure under section 48 in relation to contributions towards expenditure on constructing or improving roads.
29. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 51 in relation to the authorisation and withdrawal of authorisation for the planting and maintenance of trees, shrubs, grass or other plants by a person other than the roads authority within the boundaries of a public road.
30. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 56 in relation to the authorisation of works and excavations in or under a public road.
31. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 57 in relation to the prevention or termination of dangerous works or excavations in or under a public road.
32. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 58 in relation to the granting of permission for the deposit of building materials on roads.
33. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 59 in relation to the control of obstructions in roads.

34. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 60 in relation to the issuing of consent for marking, lighting and fencing of obstructions or roadworks and or shoring buildings requiring protection in similar circumstances.
35. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 61 in relation to granting permission to place and thereafter maintain apparatus in or under a public road.
36. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager after consultation with the Chief Constable and the local member under section 62 in relation to the temporary prohibition or restriction of traffic on roads for reasons of public safety or convenience.
37. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 63 in relation to the imposition of requirement to construct new accesses across road verges or footways where appropriate.
38. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 64(2) in relation to the issue of consent to Statutory Undertakers for work on footways footpaths or cycle tracks in connection with their apparatus in terms of section 64(1)(b).
39. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 66 in relation to enforcing maintenance of vaults arches, cellars, tunnels and related structures within the vicinity of a road.
40. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 67 in relation to enforcing safety provisions countering outward opening doors, gates, windows, window shutters or bars interfering with the safety or convenience of road users.
41. with the Head of Operations & Infrastructure under sections 68 to 72 in relation to the power of a roads authority to stop up roads by order.
42. with the Head of Operations & Infrastructure under section 74 in relation to the temporary provision of a substitute road.
43. with the Head of Operations & Infrastructure under section 75 in relation to bridges over and tunnels under navigable water.
44. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section

78(2) in relation to the service of notices prior to the diversion of waters where necessary in connection with the construction, improvement or protection of a public road.

45. with the Head of Operations & Infrastructure, under section 79, to negotiate terms and enter into agreements with bridge owners in relation to future maintenance obligations.
46. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 83 in relation to the prevention of obstruction of the view of road users at or near corners, bends and junctions.
47. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 85 in relation to granting permission for the location of builders' skips on roads.
48. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 86 in relation to the removal or repositioning of any builders' skip which is causing, or is likely to cause, a danger or obstruction.
49. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 87 in relation to the removal from roads of unauthorised structures and the consequent reinstatement of the site.
50. with Head of Operations & Infrastructure, Transportation, Infrastructure Manager and the Roads & Transportation, Fleet Manager and their team managers under section 88 in relation to the removal of projections interfering with safe or convenient passage along a road.
51. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 89 in relation to the removal of accidental obstructions from roads.
52. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 90 in relation to the granting of consent for fixing or placing over, along or across a road any overhead bridge, beam, rail, pipe, cable, wire or other similar apparatus.
53. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 91 in relation to the prevention of danger to road users and the prevention of obstructions caused by roadside vegetation, fences or walls.

54. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 92 in relation to granting consent for planting trees or shrubs within five metres of the edge of the made-up carriageway.
55. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 93 in relation to the protection of road users from dangers near a road.
56. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 94 in relation to the infill of dangerous ditches adjacent to or lying near a road.
57. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to agree payment to the Council of extraordinary expenses where roads are damaged by heavy vehicles under section 96(1).
58. with the Head of Operations & Infrastructure under section 97 in relation to the issue of consent for trading.
59. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and their team managers under section 99(2) in relation to the issue of consent to persons undertaking works or excavations necessary to ensure compliance with section 99(1) (prevention of the flow of water, filth, dirt or other offensive matter onto the road).
60. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 99(3) in relation to the service of notices on owners or occupiers requiring works or excavations to be undertaken to ensure compliance with section 99(1).
61. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 140 in relation to authorising persons to enter land to take any action or execute any work authorised or required to be taken or executed by the Roads Authority under the Roads (Scotland) Act 1984.
62. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 152(2) to re-determine the means of exercise of a public right of passage over a road.

To carry out the following functions of the Council in terms of the Road Traffic Regulation Act 1984:-

63. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section

14 in relation to the temporary prohibition or restriction of traffic on roads.

64. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 23 in relation to pedestrian crossings.
65. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 65 in relation to the placing of traffic signs.
66. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 68 in relation to the placing of traffic signs in connection with the exercise of other powers of the authority as defined in sub-section (1) thereof.
67. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 69 in relation to the removal of signs.
68. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 71(1) in relation to the power to enter land in connection with the placing, replacing, converting and removing of traffic signs.
69. with the Head of Operations & Infrastructure and after consultation with the Chief Constable and local elected members to arrange for 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, 69, 70 and 71 of the Roads (Scotland) Act 1984.
70. with the Head of Operations & Infrastructure and after consultation with the Convener of the Infrastructure, Land and Environment Policy Board and the local ward members, to make Traffic Regulation Orders except where
 - (a) there is a valid outstanding objection to the Order intimated to the Director of Environment & Infrastructure or Head of Operations & Infrastructure during the statutory process in terms of the 1984 Act; or
 - (b) any one or more of the local ward members or the Convener of the Infrastructure, Land and Environment Policy Board requests in writing that the Order be submitted to the Board for determination.

To carry out the following functions in terms of the Coast Protection Act 1949:-

71. with the Head of Operations & Infrastructure under section 4 to enter into an agreement with any other person for the carrying out by that person or the Council of any coast protection work which the Council has the power to carry out.

72. with the Head of Operations & Infrastructure under section 5 to arrange for the publication of notices relating to proposed works in local newspapers and the serving of like notices on affected harbour authorities.
73. with the Head of Operations & Infrastructure under section 8 to arrange for the publishing of notices relating to works schemes and the serving of like notices on affected harbour authorities.
74. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 12 to serve notice on owners of land where protection works are required.
75. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 25 in relation to the authorisation of persons taking entry to land for the purposes specified therein.
76. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to take whatever steps may be necessary to comply with the Council's obligation to give assistance to SEPA in terms of section 16 of the Reservoirs (Scotland) Act 2011.

To carry out the following miscellaneous functions

77. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to grant wayleaves in respect of public utilities.
78. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to carry out the functions of the Joint Road Safety Officer in conjunction with the Chief Constable.
79. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to carry out the functions of the Council under Parts II and IV of the New Roads & Street Works Act 1991 in relation to roads for which the Council is responsible.
80. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager after consultation with the local members, to make grants to householders for the purpose of making good fabric and decoration (excluding curtains) in houses affected by work carried out by the Council under the Noise Insulation (Scotland) Regulations 1975 at the rates and on conditions which may be prescribed from time to time by the Council.

81. with the Head of Operations & Infrastructure to exercise the functions of the Council under section 12 of the Roads (Scotland) Act 1984 in relation to the stopping up or diversion of highways crossing or entering routes of proposed new roads.
82. with the Head of Operations & Infrastructure, to agree terms for bridge agreements with Network Rail and any other appropriate party, including terms of discharge of the Council's liability for annual maintenance and renewal charges in that connection.
83. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager after consultation with the Chief Constable to consider and, where acceptable in road safety terms, approve locations for advertisements on road safety barriers.
84. with the Head of Operations & Infrastructure to make arrangements for the management of car parks, etc., including, subject to consultation with the Director of Communities, Housing & Planning Services, granting the use of part thereof to other persons or bodies, and in consultation with the Director of Finance & Resources the imposition or waiving of charges for such use.
85. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 19(5) of the Civic Government (Scotland) Act 1982, after consultation with the local members and the Head of Corporate Governance, to give approvals for taxi stances.
86. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager in terms of the Health and Safety at Work etc. Act 1974 to carry out all duties set out in the statements of responsibilities for health and safety.
87. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to accept invitations from appropriate third parties to carry out works on roads and footpaths.
88. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager where appropriate, to enter objections on behalf of the Council to applications for Goods Vehicles Operator's Licences, under section 12 of the Goods Vehicles (Licensing of Operators) Act 1995.
89. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under sections 28 and 29 of the Roads (Scotland) Act 1984 in relation to the erection and keeping in position barriers on roads for the purpose of securing public order or public safety.

To undertake the following duties in terms of the Flood Risk Management (Scotland) Act 2009, "the Act"

90. with the Head of Operations & Infrastructure to comply with the general duties of responsible authorities when exercising flood risk related functions in terms of section 1 of the Act.
91. with the Head of Operations & Infrastructure to comply with the general duties of responsible authorities when exercising flood risk related functions in terms of section 1 of the Act.
92. with the Head of Operations & Infrastructure to prepare, review and make publicly available a map of relevant bodies of water and sustainable urban drainage systems within Renfrewshire in terms of section 17 of the Act.
93. with the Head of Operations & Infrastructure to assess if relevant bodies of water in Renfrewshire give rise to a risk of flooding of land within or outwith Renfrewshire and prepare a publicly available schedule of clearance and repair works where a relevant body of water, other than canals, gives rise to such risk and clearance and repair works will substantially reduce that risk, and to advise other authorities of areas outwith Renfrewshire where flooding may occur due to the condition of a relevant body of water therein, all in terms of section 18 of the Act.
94. with the Head of Operations & Infrastructure to jointly work and cooperate, so far as practicable, with the lead authority and other authorities in the preparation, review, interim and final reporting of the local flood risk management plan for the local plan district in terms of section 39 of the Act.
95. with the Head of Operations & Infrastructure to provide SEPA with information, documents, assessments, maps and assistance as SEPA may reasonably require under sections 9, 10, 19, 20, 21, 24, 27, 28 and 33 of the Act, or that SEPA may require where SEPA considers that such information could contribute to the understanding of flood risk, or otherwise as required by SEPA, all in terms of section 43 of the Act.
96. with the Head of Operations & Infrastructure to provide the lead authority with information and assistance as the lead authority may reasonably require under sections 34 to 38 of the Act, in terms of section 44 of the Act.
97. with the Head of Operations & Infrastructure to provide a local authority with such information as a local authority may reasonably seek in connection with its functions under sections 17 and 18 of the Act, in terms of section 45 thereof.
98. with the Head of Operations & Infrastructure to make publicly available such documentation specified in, and in accordance with the requirements of, section 53 of the Act.

99. with the Head of Operations & Infrastructure to publicise any matter required under the Act in terms of section 54 of the Act.
100. with the Head of Operations & Infrastructure to do anything which he considers necessary to contribute to the implementation of current measures in the local flood risk management plan, or that is necessary to reduce the risk of flooding which is likely to occur immediately or have serious consequences for human health, the environment, cultural heritage or economic activity, or will manage flood risk without affecting current measures in the local flood risk management plan, all in terms of section 56 of the Act.
101. with the Head of Operations & Infrastructure to carry out clearance and repair works described in a schedule prepared under section 18 of the Act, where such works will contribute to the implementation of current measures described in the local flood risk management plan, or will not affect such measures, all in terms of section 59 of the Act.
102. with the Head of Operations & Infrastructure to keep and update a register of flood protection schemes and follow notification requirements, all in terms of section 62 of the Act (if and when that section comes into force).
103. with the Head of Operations & Infrastructure to register details of flood prevention schemes under the Flood Prevention (Scotland) Act 1961 in terms of section 63 of the Act (if and when that section comes into force).
104. with the Head of Operations & Infrastructure to acquire land, under section 66 of the Act.
105. with the Head of Operations & Infrastructure to recover expenses for any work done under sections 56 or 59 of the Act or in accordance with a flood protection scheme or under section 4 of the 1961 Act, from the owner or occupier if such expense is as a result of the actions of that person, all within the terms of section 67 of the Act.
106. with the Head of Operations & Infrastructure to, as necessary, require any person it believes to be the owner or occupier of land to provide in writing the information set out in section 68 of the Act.
107. with the Head of Operations & Infrastructure to exercise powers of entry in terms of sections 79 to 81 of the Act.
108. with the Head of Operations & Infrastructure to compensate any person who has sustained damage in the circumstances set out in sections 82 and 83 of the Act.

To carry out the following function in terms of the Transport Act 1985:-

109. with the Head of Operations & Infrastructure, and following agreement with the Chief Constable and the Strathclyde Partnership for Transport,

to make requests to the Traffic Commissioner in terms of section 7 to determine conditions to be attached to operators' licences which must be met in the provision of services in the area to which the conditions apply.

To carry out the following functions in terms of the Construction (Design and Management) Regulations 2015:-

110. with the Head of Operations & Infrastructure, the primary responsibility for implementing the Council's duties as Client for all projects within the remit of Environment & Infrastructure.
111. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager to make any appointments in all projects within the Services' remit where the Council is the Client and on behalf of the Council to accept any appointment and perform the functions of Designer, Principal Designer and/or Principal Contractor, in terms of the Regulations for projects in which the Council can competently act in that capacity.

To carry out the following functions under legislation relating to the Cart Navigation Acts:-

112. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 30 of the Cart Navigation Act 1885 to serve notices in respect of any jetty, wharf, landing, riverbank, quay or pier that is out of repair or insecure so as to be dangerous to any vessel passing on the Cart Navigation or any vessel moored alongside and to carry out the works permitted under the said section and to recover any sums due in terms of the said section.
113. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 31 of the Cart Navigation Act 1885 to collect any sums due from the owners of vessels obstructing the Cart Navigation and to, if appropriate, remove any such vessel and to seize and detain any such vessel.
114. with the Head of Operations & Infrastructure, under section 9 of the Paisley Corporation (Inchinnan Opening Bridge) Order Confirmation Act 1920, in relation to the maintenance of the swing bridge at Inchinnan.
115. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 16 of the Paisley Corporation (Inchinnan Opening Bridge) Order Confirmation Act 1920, in relation to the excavation or dredging of the River Cart and disposal of any sand, silt, chalk or other substance produced by the excavation work.

116. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager under section 20 of the Paisley Corporation (Inchinnan Opening Bridge) Order Confirmation Act 1920, in relation to the provision of lighting on the bridge.
117. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 21 of the Paisley Corporation (Inchinnan Opening Bridge) Order Confirmation Act 1920, in relation to the marking of the bridge in the event of its destruction or decay.
118. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 21 of the Paisley Corporation (Cart Navigation) Order Confirmation Act 1938, with regard to the clearing of the Navigation of stranded or sunken vessels and the disposal of any goods or salvage recovered from those vessels and the recovery of the cost of removal from the registered owners of those vessels.
119. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 7 of the Paisley Corporation Order Confirmation Act 1962, with regard to the maintenance of three weirs described in section 5 of the Act.
120. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 10 of the Paisley Corporation Order Confirmation Act 1962, with regard to the excavation of the riverbed and regrading of the river channel and dressing and trimming of the riverbanks as may be necessary for the maintenance of the amenity of the river at the three weirs described in section 5.
121. with the Head of Operations & Infrastructure, under section 10 of the Paisley Corporation Order Confirmation Act 1962 to serve notices requiring owners, lessees or occupiers of land adjacent to the river to take steps to improve the condition of any land adjacent to the Navigation.
122. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 5 of the Paisley Corporation (Cart Navigation) Order Confirmation Act 1971, with regard to the dredging and excavation of the bed of the river, regrading of the river channel and removal of surplus materials and to give notice in terms of section 5 (2).
123. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 7 of the Paisley Corporation (Cart Navigation)

Order Confirmation Act 1971, with regard to taking measures against danger to navigation caused by destruction or decay of tidal works.

124. with the Head of Operations & Infrastructure, under section 8 (2) of the Paisley Corporation (Cart Navigation) Order Confirmation Act 1971, to carry out works instructed by the Scottish Ministers in any notice served on the Council in terms of this section in relation to tidal works.
125. with the Head of Operations & Infrastructure, the Operations Manager and the Infrastructure, Fleet and Transportation Manager and team managers under section 10 of the Paisley Corporation (Cart Navigation) Order Confirmation Act 1971, with regard to the provision of lighting at the outer extremity of every tidal work.

Amenity Services Supervisors

126. The Amenity Services Supervisors are appointed as authorised officers for the enforcement of Management Rules for Cemeteries, War Memorials and Public Parks.

Commissionaires

127. The Commissionaires are appointed as authorised officers for the enforcement of Management Rules for the Council's HQ Complex.

F. Director of Finance & Resources

The Director of Finance & Resources, and the appropriate Heads of Service are authorised:-

1. To vary this scheme, the Council's Standing Orders relating to Contracts, Procedural Standing Orders and Financial Regulations, but only in the following circumstances:
 - (a) to reflect changes in job titles, reorganisations of services and vacancies in posts;
 - (b) to change references to any piece of legislation where the legislation is repealed and to insert references to new pieces of legislation where the new pieces of legislation largely re-enact the provisions of repealed legislation
 - (c) to change references to Board names where these have been agreed by Council.
2. To co-ordinate the financial planning of the Council in terms of the Financial Regulations approved by the Council.
3. To issue guidance for the control of all expenditure in terms of the Financial Regulations approved by the Council.
4. To determine procedures for accounting and financial record keeping within the Council.
5.
 - (a) To arrange the preparation and issue of rates notices, the collection of rates, the receiving and settling of claims for exemption from rates, the handling of objections to the amount of rates levied and the abatement, remission or repayment of rates in terms of Part I of the Local Government (Scotland) Act 1975 and any subordinate regulations.
 - (b) To exercise all the powers and duties exercisable by the Council under the Local Government Finance Act 1992 and the Local Government (Scotland) Act 1973 concerning general rates, non domestic rates, Council tax; reserving only to the Council those functions specifically precluded from delegation by legislation.
6.
 - (a) To enter into arrangements with others concerning the collection of rates or Council tax on behalf of Renfrewshire Council and to make arrangements with each agent as to suitable collection points.
 - (b) To make the necessary arrangements concerning terms and commissions payable for services rendered to the Council by other authorities and by private owners, factors or other agents with regard to the collection of rates and/or Council tax and the administration of any Council tax rebate or discount schemes etc.

- (c) To enter into arrangements with Scottish Water for the collection of water and waste water charges with Council tax and to negotiate appropriate terms and commissions with the Water Authority for the services rendered by the Council and its agents.
7. To make arrangements for the appointment on behalf of the Council of investment managers and advisers, tax advisers, insurance brokers and advisers, insurers, underwriters, claims handlers and treasury advisers.
 8. With the Head of Corporate Governance to authorise ex gratia payments up to a maximum of £5,000 relative to recommendations by the Scottish Public Services Ombudsman.
 9. With the Head of Corporate Governance, in consultation with the relevant service Director, and the Convener of the appropriate Board, to settle claims and legal actions against the Council of whatever nature not otherwise covered by the Council's insurance arrangements (and including without prejudice to the foregoing generality planning appeals, employment tribunals and land tribunals) up to a maximum of £50,000 and with the approval of the Chief Executive up to a maximum of £100,000; and in addition to agree appropriate fees and expenses in connection with those settlements.
 10. To write off debts owed to the Council where the recovery of the debt is not possible or that it does not represent best value to the Council to pursue recovery of the debt and when the total debt in respect of any individual debtor does not exceed £10,000.
 11. To agree to the Council making financial guarantees on behalf of Renfrewshire Leisure Limited up to a maximum value of £250,000 in respect of any single guarantee and subject to the total of all guarantees issued on behalf of Renfrewshire Leisure Limited not exceeding £750,000 at the time of giving the guarantee.
 12. In consultation with the Chief Executive, to alter the Financial Codes, except for any matters which are covered by the Financial Regulations
 13. In consultation with the Head of Transformation & Organisational Development to sign compromise agreements (or any statutory replacement thereof) in relation to employment matters on behalf of the Council.
 14. with the Head of Property Services, the primary responsibility for implementing the Council's duties as Client for all projects within the remit of Finance & Resources.
 15. with the Head of Property Services to make any appointments in all projects within the Services' remit where the Council is the Client and on behalf of the Council to accept any appointment and perform the functions of Designer, Principal Designer and/or Principal Contractor, in terms of the Regulations for projects in which the Council can competently act in that capacity.

16. To have overall responsibility for information risk as Senior Information Risk Owner.
17. To exercise the Council's functions in relation to maintaining a register of common good property in terms of section 102 of the Community Empowerment (Scotland) Act 2015.

Head of Business & Customer Services

18. With the Customer Services Operations Manager, in respect of the management and delivery of customer service:
 - (a) to develop, implement and maintain regular review of the Council's Customer Services Strategy;
 - (c) to provide an emergencies telephone helpline to support the Council's statutory obligations as a category 1 responder under the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005.
19. To make the necessary arrangements concerning the collection of debts owed to the Council and the terms and commissions payable for services rendered to the Council by other authorities and agents with regard to the collection of debts.
20. To administer the rent allowance and housing benefit and Council tax rebates in accordance with Council policy guidelines.
21. In accordance with schedule 2 of the Local Government Finance Act 1992 to administer the Council tax reduction scheme on behalf of the Council.
22. To approve appointments in consultation with Head Teachers/Depute Head Teachers, as appropriate, and where budgetary provision exists, of temporary Business Services staff in schools involved in delegated management of resources, subject to six-monthly review.

Head of Corporate Governance

23. To keep a register of all byelaws and to keep it open to public inspection.
24. To appoint Depute Clerks to the Licensing Board in terms of Schedule 1 of the Licensing (Scotland) Act 2005.
25. In consultation with the Convener and Depute Convener of the Finance, Resources & Customer Services Policy Board to make the necessary arrangements for the implementation of citizenship ceremonies in terms of The Nationality, Immigration and Asylum Act 2002.

26. To update and amend the Scheme of Publication in terms of the Freedom of Information (Scotland) Act 2002 as required by the Scottish Information Commissioner or as circumstances dictate.
27. To approve the renewal of the Council's Partnership Agreement with Children's Hearings Scotland provided there are no material changes to the previously approved terms.

Head of Corporate Governance, the Legal & Democratic Services Manager and the Depute Director City Deal

The Head of Corporate Governance, and the Legal & Democratic Services Manager, are authorised, along with the other officers so specified:

28. To set up, maintain and make available for public inspection, a register of such interests as under the Councillors' Code, Councillors are required to register, including details of any gifts or hospitality received, as required by the Code.
29. To approve representatives of Renfrewshire Licensing Forum in terms of the Forum's Constitution.
30. To receive election materials or documentation not otherwise provided for in terms of the Representation of the People act 1983 or any other equivalent legislation in relation to the conduct of local or national elections and referenda.
31. With the Managing Solicitor (Information Governance) to determine internal reviews of how freedom of information requests have been handled and complaints further to requests for re-use of information.
32. With the Managing Solicitors, Lead Project Solicitor and Assistant Managing Solicitors and/or the Depute Project Director (City Deal), generally to act as solicitor and adviser to the Council on legal matters.
33. With the Managing Solicitors, Assistant Managing Solicitors, Lead Projects Solicitor, and/or Depute Project Director (City Deal) to execute all contracts (excluding contracts of employment), deeds and similar documents which require to be executed.
34. With the Managing Solicitors and Assistant Managing Solicitor (Licensing), after consultation with the Director of Environment & Infrastructure and the Chief Constable to make and execute orders under section 63 of the Civic Government (Scotland) Act 1982 with regard to the holding of public processions, including prohibitions and the imposition of conditions on the procession.
35. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and/or Depute Project Director (City Deal) to execute all orders made under the relevant sections of the Civic Government (Scotland) Act 1982, and the Housing (Scotland) Act 2006.

36. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and/or Depute Project Director (City Deal) to sign missives and other similar documents binding the Council.
37. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and/or Depute Project Director (City Deal), to make arrangements to engage private legal firms for court and other legal work if and when considered to be necessary to enable the legal work of the Council to be carried out.
38. With the Managing Solicitors, Lead Projects Solicitor and/or Depute Project Director (City Deal), to make arrangements to engage Counsel for Court of Session and other business as and when considered necessary to enable the legal work of the Council to be carried out.
39. With the Managing Solicitors and/or Depute Project Director (City Deal), to make arrangements for the appointment of parliamentary agents.
40. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitor (Litigation & Advice) and/or Depute Project Director (City Deal) to discharge the functions of the Council in relation to any type of judicial and quasi judicial proceedings and in that regard to initiate, enter, defend and withdraw from such proceedings where considered to be in the interests of the Council to do so and to sign any joint minute or similar documents where settlement has been agreed.
41. With the Managing Solicitors and/or Depute Project Director (City Deal), to settle, without reference to a Board, claims arising in terms of section 27 of the Land Compensation (Scotland) Act 1973, in respect of home loss and disturbance payments following compulsory acquisitions and also to settle any discretionary payments arising from acquisitions by voluntary agreement, provided that the statutory requirements have been met.
42. With the Managing Solicitors and/or Depute Project Director (City Deal), to authorise payments to account to sellers of property to the Council in cases where negotiations through the District Valuer, Director of Communities, Housing & Planning Services or Head of Property Services which are protracted for any reason, up to a value of 90 per cent of the valuation by the District Valuer, Director of Communities, Housing & Planning Services or Head of Property Services.
43. With the Managing Solicitors and/or Depute Project Director (City Deal), to authorise payments to account to sellers of property to the Council in cases where conveyancing procedures are protracted for any reason subject to the exhibition of a good title and the grant of appropriate undertakings.
44. With the Managing Solicitors and/or Depute Project Director (City Deal), to promote and sign byelaws and management rules on behalf of the Council.
45. With the Managing Solicitors, Assistant Managing Solicitor (Licensing) and Senior Solicitor (Litigation and Regulatory Services) and, to grant, renew, vary and issue licences (including temporary licences), permits, approvals and

registrations, as appropriate, under those Acts and Regulations falling within the remit of the Regulatory Functions Board where these accord with Council policy and where neither the Chief Constable, the appropriate officers nor any other person has intimated objections, and/or in relation to a taxi/private hire driver's licence application where a report has been received from the Council's occupational health service that is satisfactory and in the case of registration of private landlords where there are no significant adverse factors to consider in connection with the application. The powers under this paragraph include the power to grant or renew licences, permits, approvals and registrations for a period less than the normal period for the licence permit, approval or registration as may be set out in Council policy.

46. With the Managing Solicitors, Assistant Managing Solicitor (Licensing) and Senior Solicitor (Litigation and Regulatory Services) to extend the statutory time period of three months set out in Schedule 1, paragraph 8(3) of the Civic Government (Scotland) Act 1982 on application of the Executor for an extension subject to such application meeting the statutory requirements.
47. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services) to determine as set out in section 129A of the Housing (Scotland) Act 2006, within 21 days of an application for an HMO (house in multiple occupation) licence, to refuse to consider an application if it is considered that occupation of the living accommodation concerned as an HMO would constitute a breach of planning control for the purposes of the Town and Country Planning (Scotland) Act 1997.
48. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services) to determine where Registered Private Landlords should be referred to Board for consideration of revocation of registration or other measures set out in the Antisocial Behaviour etc. (Scotland) Act 2004.
49. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services) to approve, after consultation with the Convener of the Regulatory Functions Board:
 - (a) the make/model of vehicles, including MPVs, to be used as taxi/private hire cars;
 - (b) the make/model of taxi meters to be used in taxis/private hire cars;
 - (c) the make/model of any camera equipment to be used to record incidents occurring in taxis and private hire cars;
 - (d) any changes to the form of plate, roof-sign or other identifying mark to be displayed on taxis/private hire cars; and
 - (e) any matter which requires approval in terms of the conditions attached to taxi/private hire car licences.

50. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), in consultation with the Convener of the Regulatory Functions Board to approve requests for advertisements as regards content and format in terms of the Board's approved regulatory scheme for advertising and thereafter to grant applications for variation of Taxi/Private Hire licences in relation to advertising where such advertisements satisfy the requirements of the Board's regulatory scheme or where the Board has previously determined that a particular application for advertising be granted as an exception to policy and further applications are made for the same advertising on other vehicles.
51. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services) to grant applications for renewal of Taxi/Private Hire Car Booking Office Licences requesting removal of local condition 4 where the booking office was not open to the public.
52. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services) and in consultation with the Convener of the Regulatory Functions Board to direct that an event similar in nature to a traditional gala day or local event be exempted from the requirement to pay a fee for a Public Entertainment Licence in terms of the Civic Government (Scotland) Act 1982.
53. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors, Senior Solicitor (Litigation and Regulatory Services) and in consultation with the Director of Environment & Infrastructure and the Convener of the Regulatory Functions Board to consider and determine applications by taxi/private hire car licensees to fit liquid petroleum gas tanks to their vehicles.
54. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), and in consultation with the Convener of the Regulatory Functions Board to determine whether to hold a hearing to consider the suspension of a licence in terms of paragraph 11 of Schedule 1 to the Civic Government (Scotland) Act 1982.
55. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), and in consultation with the Convener of the Regulatory Functions Board to immediately suspend a licence in terms of paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982 when requested by the Chief Constable to do so or where otherwise a serious threat to public order or public safety is considered to exist.
56. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), and in consultation with the Convener of the Regulatory Functions Board, in terms of paragraph 13 of Schedule 1 to the Civic Government (Scotland) Act 1982, to quash or recall a suspension made in terms of paragraph 12 of the Act and to reissue the licence.

57. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation and Regulatory Services), and in consultation with the Convener of the Regulatory Functions Board, to determine whether to serve a notice of proposed revocation in relation to a house in multiple occupation in terms of section 139 of the Housing (Scotland) Act 2006.
58. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitor (Litigation and Regulatory Services), to determine whether to serve a notice of proposed variation in relation to a house in multiple occupation in terms of section 138 of the Housing (Scotland) Act 2006.
59. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services), be authorised to exempt, on application made to the licensing authority, the use of premises requiring a late hours catering licence from the requirement to have such a licence:
 - (i) in respect of any particular occasion; or
 - (ii) during a specified period not exceeding two months in any period of 12 months;

and, where appropriate, to attach to such exemption any of the standard conditions applying to late hours catering licences.
60. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and Senior Solicitor (Litigation & Regulatory Services) to determine whether good cause had been shown to deem an application for renewal of a licence made up to 28 days after the expiry of the licence to be treated as an application made prior to its expiry.
61. With the Managing Solicitors, Lead Projects Solicitor, Assistant Managing Solicitors and/or Depute Project Director (City Deal), to terminate leases of heritable property where the property is required for use by the Council or for clearance or demolition or to permit development by or on behalf of the Council; and also, to terminate leases of heritable property and to serve all other requisite notices in accordance with the provisions of leases entered into by the Council.
62. With the Managing Solicitors and/or the Depute Project Director (City Deal), on the instructions of the Director of Communities, Housing & Planning Services to raise proceedings for the recovery of possession of dwelling-houses and to serve all necessary notices preliminary thereto in terms of the appropriate legislation and to implement and enforce decrees granted by the courts in pursuance of such actions.
63. With the Managing Solicitors and/or the Depute Project Director (City Deal), to serve Enforcement Notices in conjunction with the Director of Communities, Housing & Planning Services.

64. With the Managing Solicitors and/or the Depute Project Director (City Deal), to act as custodian for the title deeds and similar documents held by the Council.
65. With the Managing Solicitors and/or the Depute Project Director (City Deal), to grant servitudes for rights over Council property for particular purposes.
66. With the Managing Solicitors and/or the Depute Project Director (City Deal) and Assistant Managing Solicitors, to grant wayleaves for rights over Council property for particular purposes.
67. With the Managing Solicitors and/or the Depute Project Director (City Deal), in relation to the provisions of the Abolition of Feudal Tenure etc. (Scotland) Act 2000 and the Title Conditions (Scotland) Act 2003:
 - (a) in consultation with the Head of Planning & Housing Services to register deeds of conditions over groups of related properties where this was considered to be in the interests of the Council;
 - (b) To serve compensatory payment notices in respect of feu duties payable to the Council; and
 - (c) In consultation with the Head of Property Services to register notices, where this was considered to be in the interests of the Council, preserving;
 - (i) rights of pre-emption and redemption;
 - (ii) economic development burdens;
 - (iii) sporting rights;
 - (iv) development value by burdens; and
 - (v) real burdens.
68. With the Managing Solicitors and/or the Depute Project Director (City Deal), to consider and determine applications from grant recipients for a waiver of specific condition of grant where it is reasonable to do so.
69. With the Managing Solicitors, and Assistant Managing Solicitor (Licensing) to grant authorisation to officers within Legal & Democratic Services to undertake enforcement action in terms of the Civic Government (Scotland) Act 1982.
70. With the Democratic Services Manager, to act as adviser to the Council on procedural and administrative matters and in this capacity, ensure the provision of adequate administrative and other support for Boards of the Council and other bodies in respect of which the Council is the lead authority.
71. With the Democratic Services Manager, to submit comments to the Scottish Public Services Ombudsman and the Pensions Ombudsman into alleged maladministration after consultation with interested parties.
72. With the Democratic Services Manager, to co-ordinate and issue property certificates.

73. With the Democratic Services Manager, to grant the use of the Council Chambers to outside bodies for the purpose of holding meetings and functions, etc., if within the scope of any approved scheme and not otherwise provided for.
74. With the Democratic Services Manager, to issue work permits in relation to the employment of children.
75. With the Democratic Services Manager, on behalf of the Director of Children's Services to exercise all functions in relation to the irregular attendance of pupils at school in terms of sections 36 to 41 and section 43(2) of the Education (Scotland) Act 1980 and specifically to do the following:-
 - (a) to serve a notice under section 36(1);
 - (b) to serve a notice under section 37(1);
 - (c) to make an attendance order under section 36 or 37;
 - (d) to serve an attendance order under section 38(4);
 - (e) to serve a notice under section 39(1) or (2) amending an attendance order;
 - (f) to decide whether to amend or revoke an attendance order; on the request of a parent in terms of section 39(4); and
 - (g) to raise prosecutions under section 43(2).
76. With the Democratic Services Manager, to liaise where appropriate with petitioners to bring a petition within the competency provisions.
77. With the Democratic Services Manager and the District Registrar to interpret Council policies and Registrar General directives with regard to provision of registration services.
78. In terms of the Smoking, Health & Social Care (Scotland) Act 2005, Enforcement of the Ban on Smoking in Enclosed Public Places, Hearings in Respect of the Service of Fixed Penalty Notices, the Legal & Democratic Services Manager is authorised to consider and determine appeals.

Managing Solicitor (Data Protection Officer)

79. The Managing Solicitor (DPO) is authorised to discharge the role of statutory DPO, which includes autonomy in advising on all issues which involve the protection of personal data and monitoring compliance.

Civic Government Enforcement Officer and Licensing Standards Officer

80. All Civic Government Enforcement and Licensing Standards Officers are appointed as authorised officers in terms of the Civic Government (Scotland) Act 1982 to carry out enforcement activities as required in relation to the licensing provisions of the Act and also as regards any conditions of licence attached to licences granted under the Act, all as directed by the Head of

Corporate Governance, Legal & Democratic Services Manager, and Assistant Managing Solicitor (Licensing).

Head of Finance

The Head of Finance is authorised:

81. In respect of loans and banking:
 - (a) To make the necessary arrangements for duly authorised borrowing by all means sanctioned by schedule 3 of the Local Government (Scotland) Act 1975 or the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016, subject to any statutory limitations;
 - (b) To make application for any necessary consents for borrowing in terms of Regulation 2 of the Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016;
 - (c) To ensure a placing with the Bank of England for negotiable bonds;
 - (d) To authorise the signature, receipts and loan documents and any other financial documents and discharges on behalf of the Council; and
 - (e) To carry out temporary investment of surplus funds by making deposits with organisations approved by the Finance, Resources & Customer Services Policy Board.
82. In respect of insurance to make arrangements with insurance companies concerning the settlement of claims.
83. To make the necessary arrangements for the payment of remunerations, expenses and allowances to elected members and to monitor those arrangements.
84. To operate and implement the Council's loans fund in accordance with the regulations relating thereto and the Council's Financial Regulations, including the taking of all decisions as to the mode of borrowing or lending by the Council, the terms of loan and rates of interest etc., including the negotiations and issue of bonds and all necessary ancillary duties as registrar of stocks, bonds and mortgages.
85. In consultation with the Director of Children's Services and Head of Corporate Governance to:
 - (a) apply to the Court under section 57 of the Adults With Incapacity (Scotland) Act 2000 seeking the appointment of a financial guardian where there is no relative or responsible person who is willing or able to act on behalf of any person in respect of whom the Council is obliged to so act; and

- (b) apply to the Court under section 53 of the Adults with Incapacity (Scotland) Act 2000 for an Intervention Order in respect of the financial affairs of such a person where it is necessary and appropriate to do so and thereafter to undertake the intervention authorised by the Order.

- 86. To make an election to waive exemption from Value Added Tax in respect of the sale or lease of any heritable property where it is in the interests of the Council to do so and to notify that election to HM Revenues and Customs.

Head of Transformation & Organisational Development

The Head of Transformation & Organisational Development and the appropriate HR Managers are authorised:-

- 87. To ensure the implementation of effective and equitable HR policies throughout the Council.
- 88. To undertake on behalf of the Council negotiations and discussions with trade unions and other employee organisations concerned with the interests of Council employees.
- 89. To co-ordinate implementation of the Council's learning and development policy.
- 90. To instruct the immediate implementation of any circular from any officially recognised body which allows no discretion to the Council.
- 91. To approve salary placings within the agreed salary scales in consultation with the appropriate Director.
- 92. To approve and apply all matters which conform to the national conditions of service and local conditions of service of all categories of employees of the Council.
- 93. To apply national agreements and legislative requirements and where appropriate the amendment of local conditions of service and contracts of employment of employees unless there exists opposition to such changes from management, employees or trade unions or where such changes involve matters of principle or policy.
- 94. In consultation with the appropriate Director to approve the acceleration of increments within existing salary scales to employees.
- 95. In consultation with the appropriate Director, to approve applications for the termination of employment on medical grounds where such recommendation is made by the Council's occupational physicians.
- 96. To exercise the discretionary powers available in implementation of the conditions of service in respect of all employees and in conjunction with the Director of Children's Services, in respect of teachers, who are in the employment of the Council.

97. In consultation with the appropriate Director to authorise payment in terms of the Council's scheme for reimbursement of removal/relocation expenses.
98. To oversee the implementation by Council services of the Corporate Health and Safety Policy and Corporate Health and Safety Plans to ensure, so far as reasonably practicable, the health, safety and well-being at work of Council employees.
99. To pay salary and wages and make associated arrangements for payment of Council paid employees.
100. In consultation with the appropriate Director to provide to the Local Government Adjudicator for Scotland on behalf of the Council certificates required for the purposes of section 3(3) of the Local Government and Housing Act 1989 in relation to exemption of posts from political restrictions.

Head of ICT

The Head of ICT is authorised:

101. To develop, implement and maintain regular review of the Council's business ICT strategy.
102. To determine the Council's approved ICT products.
103. To ensure the availability and integrity of the Council's ICT infrastructure and establish robust ICT disaster recovery plans.
104. To establish a corporate framework of policy and standards for the acquisition of ICT services and assets.
105. To ensure that all products to be added to the corporate network have the prior approval of ICT services (excluding consumables).
106. To ensure, in consultation with the Head of Corporate Governance that all computer information processing conforms to the Data Protection Act 2018.
107. To determine in consultation with Chief Executive's Communications Service and Legal and Democratic Services, the Council's policy on internet access for staff.
108. To make arrangements for the safe disposal of redundant ICT equipment.
109. To provide information on any aspect of the Council's information and technology assets, to the Head of Corporate Governance and Chief Auditor as required to support decisions by the Council's Senior Information Risk Owner.

Head of Property Services

110. To administer the estate management policies of the Council's non-housing stock.
111. To collect rent for non-domestic properties.
112. In consultation with the Head of Corporate Governance to approve the terms and conditions of and to sign missives for leases or licences to occupy by or to the Council for periods not exceeding one year and to approve the renewal of leases or licences to occupy by the Council for up to a maximum overall term of 9 years.
113. In consultation with the Head of Corporate Governance to determine requests for minutes of waiver.
114. To determine requests for rent abatement up to a maximum amount equivalent to 50% of the total annual rental.
115. In consultation with the Head of Corporate Governance to approve the creation of a security over leased subjects and on such terms and conditions as the Director considers appropriate.
116. In consultation with the Head of Corporate Governance to consider and determine applications by tenants to assign, sub-lease or change the use of subjects where such assignment, sub-let or change of use is in accordance with the whole provisions of a lease entered into by the Council or is otherwise in accordance with the Council's policy and on such terms and conditions as the Director considers appropriate and to consider and determine requests for landlord's consent submitted by tenants in accordance with the provisions of a lease granted by the Council.
117. In consultation with the Head of Corporate Governance, where the Council is the tenant to seek approval from the landlord on the Council's behalf to the assignment, sub-let or change of use under an existing lease where such assignment, sub-let or change of use is in the interests of the Council, and to seek landlord's consent required in terms of a lease where the Council is a tenant.
118. In consultation with the Head of Corporate Governance to consider and determine applications by tenants of non-housing properties for the renunciation of leases and on such terms and conditions as the Director considers appropriate.
119. To determine Asset Transfer Requests made in terms of Part 5 of the Community Empowerment (Scotland) Act 2015 and to make all necessary arrangements to comply with the statutory procedures for dealing with such requests.

120. To take such measures as are necessary to protect the Council's interests should a community body register an interest in any Council property in the register held by the Scottish Government under the Land Reform (Scotland) Act 2003.
121. To establish, publish and maintain the register of land under section 94 of the Community Empowerment (Scotland) Act 2015.
122. To establish, publish and maintain the list under section 111 of the Community Empowerment (Scotland) Act 2015 of persons who make a request to lease or sublease an allotment.
123. To prepare and publish the annual allotments report in terms of section 121 of the Community Empowerment (Scotland) Act 2015.
124. In consultation with the Head of Planning and Housing, to make arrangements to promote allotments in Renfrewshire and where appropriate arrange for the provision of training to tenants, or potential tenants, of allotments about the use of allotments.
125. In consultation with the Head of Corporate Governance to determine requests for the granting of leases or sub-leases for allotments and to determine the terms and conditions applicable to those leases or sub-leases.
126. To determine applications for compensation for disturbance or for deterioration of an allotment or for loss of crops in terms of sections 133, 134 and 135, respectively, of the Community Empowerment (Scotland) Act 2015, up to a maximum of £50,000 in respect of each application.
127. In consultation with the Head of Corporate Governance to arrange for the removal of any building or other structure on an allotment within the circumstances prescribed by Section 122 of the Community Empowerment (Scotland) Act 2015 and for the disposal of the material that formed the building or other structure and where appropriate to seek to recover the costs of removal and disposal from the liable tenant.
128. To deal with requests for use of premises in terms of Section 125 of the Community Empowerment (Scotland) Act 2015.
129. In consultation with the Head of Corporate Governance where title deeds to land in the ownership of the Council are inaccurate in terms of section 65 of the Land Registration etc. (Scotland) Act 2012 to apply to the Registers of Scotland for rectification, and where the boundary between land in the ownership of the Council and adjoining land is affected by alluvion, to approve and conclude an agreement with the proprietor of the adjoining land that the common boundary (or part of it) is not to be so affected, in terms of section 66 of the said 2012 Act.
130. In consultation with the Head of Corporate Governance where title deeds to land in the ownership of the Council and to adjoining land disclose an inaccuracy as to the common boundary, to agree to rectification of the respective title deeds in accordance with section 81 of the Land Registration etc. (Scotland) Act 2012.

131. In consultation with the Director of Finance & Resources and the Head of Corporate Governance, to agree the terms and conditions of rent reviews.
132. Except in the case of office accommodation being used or to be used for Council purposes, and subject to the Council's Standing Orders relating to Contracts to arrange for any necessary alterations or adaptations, excluding maintenance, up to a value of £50,000 on any one project for the purpose of realising the service or commercial potential of a property owned or leased by the Council.
133. Subject to the Council's Standing Orders relating to Contracts to arrange for the demolition and clearance of buildings declared surplus by the Council or Policy Board where this is considered to be in the interests of the Council, and subject to advising the relevant Convener and local elected members.
134. To grant leases to statutory bodies who require rights over land for particular purposes.
135. To make arrangements for the disposal on the open market of any heritable property identified as surplus to the requirements of the Council, in accordance with the Council's approved procedures and to instruct the Head of Corporate Governance to conclude any sales to the highest offerer provided that this is considered acceptable and the value of the offer does not exceed £100,000; and where it is considered to be in the Council's interests, to negotiate with adjoining proprietors, and/or existing commercial tenants regarding the disposal by the Council of heritable property of a value not exceeding £100,000.
136. To negotiate provisional terms for the acquisition and disposal of heritable property.
137. In consultation with the Head of Corporate Governance to approve and conclude the acquisition of any interests in heritable property where the value of the interest does not exceed £100,000 and with the additional approval of the Chief Executive where the value of the interest in heritable property does not exceed £200,000, subject always to confirmation being required from the appropriate Director regarding budget provision for the acquisition. Where there is a series of related transactions or where a number of properties are purchased as part of the same transaction, the financial thresholds referred to above relate to the value of each individual property and not to the aggregate value of the properties involved in that transaction or series of transactions.
138. To apportion office accommodation amongst Council services and to arrange for any necessary alterations or adaptations to such accommodation.
139. To reallocate property between services once it has been declared surplus to the requirements of the Council or Policy Board.
140. To authorise the installation of commemorative structures on Council property, including parks, in consultation with the local members.

141. In consultation with the Head of Corporate Governance to pay claims for compensation up to £50,000 and with the additional approval of the Chief Executive to up to £100,000 under Flood Prevention Compensation Schemes.

Chief Auditor

142. To refer matters relating to fraud to the Procurator Fiscal for consideration of proceedings.
143. To authorise the offer of an administrative penalty in relation to Housing Benefit fraud.

G Chief Officer, Renfrewshire Health & Social Care Partnership

The Chief Officer, Renfrewshire Health & Social Care Partnership, Renfrewshire Health & Social Care Partnership and the Head of Adult Services are authorised, as appropriate:-

1. To carry out the functions of the Council in so far as they relate to adults in terms of the Social Work (Scotland) Act 1968.
2. To carry out the functions of the Council in terms of the Social Care (Self-directed Support) (Scotland) Act 2013 with regard to a person who is to choose (or has chosen) one of the options for self-directed support.
3. To instruct the Head of Corporate Governance to apply to the Court for appointment of the Chief Social Work Officer as Guardian with welfare powers under section 57 of the Adults with Incapacity (Scotland) Act 2000 or for an appointee under an Intervention Order under section 53 of the 2000 Act or to apply in relation to financial or property affairs for the appointment of a Guardian or person appointed under an Intervention Order in the circumstances as required by section 57(2) or section 53(3) of the 2000 Act respectively.
4. To arrange the temporary storage of furniture in certain circumstances on behalf of certain persons in terms of the National Assistance Act 1948.
5. To carry out the functions of the Council under sections 25 (care and support services), 26 (services designed to promote well-being and social development) and 27 (assistance with travel) of the Mental Health (Care & Treatment) (Scotland) Act 2003.
6. To appoint Mental Health Officers in terms of section 32 of the Mental Health (Care and Treatment) (Scotland) Act 2003 and to terminate such appointments, but only in the circumstances set out in section 32(5).
7. To instruct inquiries to be made regarding a person aged 16 years or over who has a mental disorder in the circumstances covered by section 33 of the Mental Health (Care and Treatment) (Scotland) Act 2003.
8. To make grants to lunch clubs for the elderly for the initial purchase of equipment up to a value of £500 in any one case.
9. To provide aids and adaptations for the homes of persons with physical or learning disabilities up to a maximum of £10,000.
10. To approve grants for any adaptation costing less than £1000.
11. To accept or reject applications for installations of telephones for persons with physical or learning disabilities based on approved criteria.
12. To make revenue grants to client-based organisations up to £500 in any one case.

13. To carry out the functions of the Council under the National Assistance (Assessment of Resources) Regulations 1992 as amended and the National Assistance (Sums for Personal Requirements) Regulations 2005 as varied by the Scottish Government from time to time.
14. To approve individual packages of care for adults with a value up to and including £5000 per week involving the purchase of community-based care and support services but subject to the provisions of the Council's Standing Orders relating to Contracts and to adequate budgetary provision having been made.
15. To approve the provision of entertainment and events within the remit of the Service in accordance with the policies, practices and procedures of the Council.

Locality Managers and Fieldwork Managers

16. To vary the cost of packages for adults purchased from registered care providers of residential care on the basis of rates previously approved by the Council, where the contract allows for this, and where due to exceptional circumstances additional or extraordinary costs have been identified as a result of client needs which do not warrant a fuller re-commissioning of the care package.
17. Senior social workers are authorised to make loans and/or grants in accordance with any notes of guidance approved by the Council under section 12 of the Social Work (Scotland) Act 1968, or where relevant section 22 of the Children (Scotland) Act 1995, up to a limit of £100 in any one month in respect of any one family. In calculating the amount given or lent for the purposes of this provision, account shall be taken of any additional payment made in terms of section 12, otherwise authorised by the Council.
18. To authorise the payment of travelling, subsistence or other expenses, up to a limit of £1000, incurred by a relevant person for the purpose of attending the funeral of any child who, immediately before death, was being looked after by the Council, in accordance with section 88 of the Burial and Cremation (Scotland) Act 2016,

Mental Health Officers are authorised

19. For the purposes of making inquiries under section 33 of the Mental Health (Care and Treatment) (Scotland) Act 2003 to apply to the Sheriff or a Justice of the Peace for a Warrant or Warrants under section 35 of the said Act to gain entry to premises to detain a person for a period of 3 hours for a medical examination or to obtain access to that person's medical record.
20. Under section 293 to apply to the Sheriff for a Removal Order where it is considered that a person over 16 years of age who has a mental disorder is at risk of significant harm.
21. Under section 63 to apply to the Mental Health Tribunal for a Compulsory Treatment Order.

Renfrewshire Council

Guidance and Constitutional Documents

Audit, Risk & Scrutiny Board

Guidelines for Operation of the Audit, Risk & Scrutiny Board

1. Guidelines

1.1 Membership

The Audit, Risk & Scrutiny Board shall comprise nine members drawn from all the political parties represented on the Council having regard to the party balance on the Council. Members who are Conveners of another Board or members of the Leadership Board may not be members of the Audit, Risk & Scrutiny Board. Where a member of the Audit, Risk & Scrutiny Board is also a Depute Convener and has specific responsibility for an issue being investigated by the Board, that member shall declare an interest and take no part in the Board's deliberations on the issue.

1.2 Convener and Depute Convener

The Council shall appoint the Convener and Depute Convener of the Audit, Risk and Scrutiny Board who cannot both be from the same political party.

1.3 Secretariat

The Director of Finance & Resources shall provide the secretariat to the Audit, Risk and Scrutiny Board.

1.4 Advisors

The Director of Finance & Resources shall appoint an officer to provide legal advice to the Audit, Risk and Scrutiny Board as and when required.

The Director of Finance & Resources shall appoint an officer to provide financial advice to the Audit, Risk and Scrutiny Board as and when required.

The Chief Executive shall appoint other officer advisers as required by the Audit, Risk and Scrutiny Board for specific investigations including the appointment of a lead officer if this is deemed necessary. In certain cases, advisers may be appointed from external organisations.

1.5 Meetings

The Audit, Risk and Scrutiny Board shall meet at least once in each cycle of meetings. Special meetings shall be arranged to deal with specific investigations as and when required in terms of the Council's Procedural Standing Orders.

Meetings of the Audit, Risk and Scrutiny Board will be open to the press and public subject only to the requirements of the Local Government (Access to Information) Act 1985. Therefore, given the intended broad remit of the Board, there will be occasions when the press and public will require to be excluded. Whilst meetings will normally be held within the HQ complex, the Board may decide to meet elsewhere, for example, if discussing an issue affecting a specific locality where it may be more appropriate to meet in a local hall or similar venue.

1.6 Functions

The Audit, Risk and Scrutiny Board shall undertake the functions detailed in the terms of reference. In the majority of cases, the Audit, Risk and Scrutiny Board will make recommendations to the Council following the completion of its investigations.

In view of the proposed range of its functions, the Audit, Risk and Scrutiny Board could have different methods of operation depending on the particular issue involved. For example, as a traditional committee when considering routine reports: as an investigatory hearing when investigating specific issues; as an open forum when looking at issues of local significance/concern.

Certain areas of the Audit, Risk and Scrutiny Board's remit will be dealt with by written submissions, for example, Ombudsman reports, external audit reports and performance management issues. The Audit, Risk and Scrutiny Board may wish to question officers on the content of such reports and officers will be notified in advance of each meeting if they are required to attend.

In other cases, the Audit, Risk and Scrutiny Board may wish to take evidence from both members and officers who will be notified in advance if they are required to attend. The Audit, Risk and Scrutiny Board may also wish to take evidence from other organisations and/or individuals although attendance could not be insisted upon.

In taking evidence, whether from members, officers, outside agencies or the public, the Board members, and particularly the Convener, should avoid confrontation. This is not to say that difficult questions cannot be asked but they should relate to the issue being investigated. Members and officers appearing before the Board should be ready to respond to proper questions without fear of recrimination or prejudice. Officers should not be questioned as to the validity or appropriateness of Council policy and such questions should be directed to members.

Where the Audit, Risk and Scrutiny Board is reviewing a decision of a Policy Board, the Convener of that Board should be questioned on all matters relating to the rationale behind the decision and should only refer technical/professional matters to officers.

The Audit, Risk and Scrutiny Board should specify as precisely as possible the areas for investigation to ensure that witnesses are able to prepare their evidence. The Board may wish to issue set questions in advance and may elect to accept written submissions.

Should the Audit, Risk and Scrutiny Board be monitoring other public bodies, it will have no authority to compel attendance and would rely, rather, on the co-operation of the bodies concerned. However, by concentrating on a desire to obtain positive outcomes from such scrutiny, it should be possible to secure co-operation. Rather than predetermine how such scrutiny should be progressed, it may be appropriate to arrange a meeting of the Audit, Risk and Scrutiny Board with the senior executives/representatives of the other public bodies involved to agree procedures.

1.7 Party Whips

The party whip will not apply to meetings of the Audit, Risk and Scrutiny Board.

1.8 Annual Programme

The Audit, Risk and Scrutiny Board shall prepare an annual programme of activities which shall include consideration of routine reports as well as areas for specific investigations.

In addition, matters may also be referred by the Council or the Leadership Board to the Audit, Risk and Scrutiny Board for investigation.

1.9 Written Intimation Procedure

Any member of the Board may submit a written intimation requesting that a particular matter be considered by the Board provided that it lies within the terms of reference of the Board, and must specify the reasons for the request. All written intimations must be submitted no later than 14 days prior to a meeting of the Board and shall be included in the agenda for that meeting, without prejudice to the right of the Convener to rule as to their competence. The Board may agree:-

- (i) that the matter be considered immediately
- (ii) that the matter be considered as part of a future review
- (iii) that the matter be referred to officers for investigation
- (iv) that the matter be not considered.

1.10 Findings

The findings of the Audit, Risk and Scrutiny Board may be made either via the minutes of each meeting and/or by specific reports to the Council. These reports will be prepared by the secretariat or the lead officer, as appropriate, for approval by the Audit, Risk and Scrutiny Board prior to their submission to the next ordinary meeting of the Council. Minority or dissenting views shall be recorded either in the minutes or the reports as appropriate.

1.11 Confidentiality

It is likely that the Audit, Risk and Scrutiny Board will have access to confidential and/or sensitive information and it must at all times respect that confidentiality in accordance with the requirements of the Councillors' Code of Conduct.

1.12 Role of the Convener/Depute-Convener

The Convener or in his/her absence, the Depute Convener, shall be responsible for the conduct of meetings of the Audit, Risk and Scrutiny Board.

1.13 Role of Members

Members of the Audit, Risk and Scrutiny Board shall consider all matters objectively and impartially.

1.14 Role of Secretariat and Lead Officers

The secretariat will make the necessary administrative arrangements for meetings of the Audit, Risk and Scrutiny Board and advise on matters of procedure. The secretariat or the relevant lead officer will prepare draft reports on behalf of the Board.

2. Terms of Reference

- 2.1 The following paragraphs clarify how particular elements of the terms of reference should be progressed.

Audit Scrutiny

It is suggested that the Board should consider reports by the external auditors and submit recommendations to the Council where this is considered appropriate.

To ensure the integrity of the internal audit function, the annual internal audit strategy and plan is determined by the Chief Auditor in consultation with the Chief Executive and Director of Finance & Resources. The Audit, Risk and Scrutiny Board will have an overview of the internal audit role and ensure that resources are being targeted effectively.

Monitoring and Reviewing Service Delivery; Performance; Policies and Practices

It is envisaged that there will still be performance management reports to the relevant Policy Board. The Audit, Risk and Scrutiny Board may select particular areas for investigation as part of its annual programme previously referred to. The Audit, Risk and Scrutiny Board would make recommendations to the Council.

It is suggested that the Audit, Risk and Scrutiny Board would consider Ombudsman reports issued after formal investigations and approve any action which may be required. The Audit, Risk and Scrutiny Board would also receive the Ombudsman's annual report.

In relation to the scrutiny of service delivery and performance, it is suggested that the Audit, Risk and Scrutiny Board would select particular areas for investigation as part of its annual programme.

Community Leadership through Monitoring of Other Public Bodies etc

However, the Council's role in community leadership is not clear cut and requires to be considered carefully to ensure that the respective functions and responsibilities of other public bodies are not compromised. The Council, via the Audit, Risk and Scrutiny Board, could provide the forum for an informed public debate on particular issues, although this will require to be done in consultation with the other bodies involved where possible to ensure the necessary degree of co-operation is provided.

Standards and Ethics

In relation to elected members, any alleged contraventions of the Ethical Standards in Public Life etc (Scotland) Act 2000 would be referred for investigation to the Chief Investigating Officer and thereafter for consideration by the Standards Commission appointed by Scottish Ministers.

1. **Petitions**

Procedure for Dealing with Petitions

1.1 **Introduction**

The purpose of petitions is to allow individual members of the public to raise issues of concern with the Council either as an individual or on behalf of an organisation. Elected members may not submit petitions but everyone else is free to do so and as long as the petitions comply with the following procedures they will be considered by the members of the Petitions Board.

Petitions will be considered at specified ordinary meetings of the Board which are open to members of the public and the press.

1.2 **Role of the Board**

The role of the Board is to consider each petition, to hear and ask questions of petitioners and take the appropriate action in respect of each petition which will be one of the following:-

- That no action be taken in which case the reasons will be specified and formally intimated to the petitioners.
- That the petition be referred to the relevant Director and/or Policy Board for further investigation with or without any specific recommendation.
- That, where the petition relates to another public body, it may be referred to that body with or without any specific recommendation.

It is emphasised that the Board cannot overturn decisions taken by the Council although it may ask, for example, for a particular policy or procedure to be reviewed.

1.3 **Valid Petitions**

Petitions should be concerned with the functions of the Council or issues which are of concern to some or all of the residents in Renfrewshire. Petitions may therefore relate to services provided by other bodies e.g. police and health, and petitioners should recognise that the Board has limited influence over these bodies.

There are certain areas where petitions would not be valid, namely:-

- Petitions relating to complaints or grievances which should be progressed through the established Council procedures.

- Petitions concerning individual planning, licensing or other applications (including decisions already taken) where there are already procedures in place to hear representations and/or objections and also to appeal against decisions.
- Petitions relating to personal or commercial interests.
- Petitions relating to complaints about the conduct of individual officers or members which should be progressed through the established procedures.
- Petitions relating to employees' terms and conditions of employment which should be progressed through the established procedures.
- Petitions which are potentially defamatory or discriminatory or contain offensive or inappropriate language.
- Petitions which allege breaches of the law or codes of practice.
- Petitions which are, or are from petitioners who are, vexatious or frivolous.
- Petitions which are the same or substantially similar to petitions considered by the Board within the previous 12 months.
- Petitions relating to any decision of the Council, or any Board, Committee, Joint Committee/Joint Board or officer within the previous 6 months.
- Petitions which are clearly designed to affect support for one or more political party.

1.4 Format of Petitions

Petitions should be submitted using the template which forms the appendix to these procedures. Petitioners must be individuals and will require to provide the following information:-

- Details of the principal petitioner including name, contact address, telephone and/or e-mail address.
- Text of the petition which should state clearly and concisely the issue and what action or remedy is being sought.
- Additional information in support of the petition which is not mandatory but if submitted should not be more than 4 sides of A4 paper.
- Any action taken to date to have the matter resolved.

- The names of other petitioners, if any.

1.5 **How are petitions processed?**

All petitions will be checked by Finance & Resources staff to ensure that they comply with the procedures. All valid petitions will be submitted to the Board for consideration. The Director of Finance & Resources will prepare a summary report to the Board on any petitions which are considered to be not valid in terms of these procedures. The Board will then determine the validity of such petitions.

- 1.6 Any minor omissions, for example, no contact address will be corrected in consultation with the petitioner. In addition, if necessary, the Head of Corporate Governance may liaise, as appropriate, with the petitioner(s) on the terms of their petition to bring it within the scope of the competency provisions.
- 1.7 All valid petitions will be acknowledged and allocated a reference number. Petitioners will be provided with 5 working days notice of the date of the meeting which will consider their petition.
- 1.8 Subject to the statutory provisions relating to access to information all petitions will be considered in public. The principal petitioner will be invited to make a statement lasting no more than 10 minutes in support of the petition. The principal petitioner may be accompanied by one supporter who may speak on the petitioner's behalf. The principal petitioner and/or supporter should be prepared to respond to questions from the Board.
- 1.9 The Board will have the right to stop a petitioner or his/her supporter speaking on a matter if they raise any matter which would have made the petition invalid if included in the petition or if they conduct themselves in an inappropriate manner in the presentation of their petition/statement.
- 1.10 The Board may decide to consider two or more petitions together where they are similar or deal with the same subject. The petitioners will be advised in advance and will be invited to make either a joint statement by one of the principal petitioners or individual statements in respect of each petition.
- 1.11 Where appropriate, officers of the Council will be present to provide, if required, any factual information pertaining to the petition.
- 1.12 The Board will reach its decision on the petitions at the meeting and this will be confirmed in writing to the petitioner. The Board can continue consideration of a petition for further information.
- 1.13 The foregoing procedures are subject to the Council's Procedural Standing Orders.

2 Annual Report

Details of each petition considered by the Board will be made available on the Council's website. In addition, the Board will consider an annual report in relation to the petitions considered and the outcomes achieved.

3 Review of Procedures

The Board will review these procedures on an annual basis.

Petitions Board

Public Petition: Ref (for office use)

Before completing this petition you should read the procedures for dealing with petitions. Please complete all sections.

If you require any further information or advice, please contact Finance & Resources (Tel 0141 618 7112).

Details of Principal Petitioner	
Please enter the name of person raising the petition. Please include a contact address to which correspondence may be sent and a contact telephone number. Only the principal petitioner's name and no other details will be made public.	
Name:	
Address:	
Tel No:	
e-mail:	

Petition Statement

Please state clearly the purpose of your petition and what action you wish the Council to take.

Action taken to resolve issues of concern before submitting the Petition

Before a petition is submitted, you may have already raised the issue in question with the relevant Council service or other agency and it would be helpful if you could briefly outline what measures if any you have taken. This could include, for example, details of any individuals or organisations approached. Please limit any information to no more than 4 sides of A4 paper.

Presenting your Petition

As the principal petitioner you will be invited to appear before the Board to speak in support of the petition and also to answer any questions which members of the Board may wish to put to you and assist them in reaching their decision.

You may be accompanied by one supporter who may speak on your behalf.

Signature of Principal Petitioner

When satisfied that the petition meets all the criteria outlined in the procedures for dealing with petitions, the principal petitioner should sign and date the form in the box below.

All other signatures gathered should be appended to the form.

Signature **Date**

Name in block capitals

Appended Information

Please ensure that the following items are appended to this form:

- Signatures to the petition
- Copies of relevant correspondence
- Any additional information for consideration

Submission

Please submit this form and attachments – by mail or in person – to:-

The Director of Finance & Resources,

Renfrewshire Council,

Renfrewshire House,

Cotton Street,

Paisley. PA1 1TR

JOINT CONSULTATIVE BOARD NON-TEACHING

Constitution and Functions

Administrative, Professional,

Technical & Clerical Staff

and

Manual Workers & Craft Operatives

1. Title

The Board shall be called the Employees' Joint Consultative Board, hereinafter called the Employees' JCB.

2. Membership

- 2.1 The Employees' JCB shall consist of five elected members, six representatives of former APT&C staff and five representatives of former manual workers and craft operatives, employed by Renfrewshire Council. The Unison Branch Secretary and Manual & Craft Spokesperson will be included within this delegation.
- 2.2 Members representing the Council shall be appointed by the Finance, Resources & Customer Services Policy Board.
- 2.3 Members representing the trade unions shall be appointed by the trade unions recognised for negotiating purposes on the Scottish Joint Council for Local Government Employees.
- 2.4 Members representing the Craft trade unions shall be appointed by the trade unions recognised for negotiating purposes on the Scottish Joint Negotiating Committees for Local Authorities Services (Craft Operatives).
- 2.5 The trade unions will take account of their membership distribution when appointing representatives to the JCB. The Unison Branch Secretary and Manual & Craft Spokesperson will act as conveners for their membership for the purpose of notifying business and requisitioning special meetings.

- 2.6 A member representing the Council shall cease to hold office in the event of him/her ceasing to be a member of Renfrewshire Council or ceasing to be a member of the Finance, Resources & Customer Services Policy Board.
- 2.7 A member representing a particular trade union shall cease to hold office on leaving the service of Renfrewshire Council or ceasing to be a member of that union, or the respective trade unions determining a change in their JCB representation.
- 2.8 Any member of the Employees' JCB who is unable to attend a particular meeting may appoint a substitute representative subject to notification having been given to the Director of Finance & Resources prior to the commencement of the meeting. Member substitutes will require to be members of the Finance, Resources & Customer Services Policy Board and trade union substitutes will be appointed by the respective trade unions as JCB substitute delegates.
- 2.9 Full-time officials of trade unions and officers of the Council may attend meetings in an advisory capacity.

3. **Chairperson**

The Chairperson at each meeting shall be appointed alternately by the Council members and by the employees' representatives.

4. **Secretariat**

The Director of Finance & Resources shall act as secretary to the Employees' JCB.

5. **Functions**

The functions of the Employees' JCB will be:-

- 5.1 To act as a forum for consultation between the Council and the trade unions representing all non-teaching employees on employment/service conditions matters which are not specifically determined by their respective national negotiating bodies;
- 5.2 To secure the greatest possible measures of joint action between the Council and the trade unions for the development and improvement of the work of the Council;
- 5.3 To consider any reference from the Council or the trade union side on matters affecting the mutual interests of the Council and its employees and to make recommendations thereon to the appropriate Board of the Council;

- 5.4 To consider measures for safeguarding the health and welfare of the Council's employees; and
- 5.5 The Employees' JCB will not consider questions of individual appointment or other matters which are more properly the province of the Council's grievance or disciplinary procedures.

6. **Meetings**

- 6.1. The Employees' JCB shall meet as and when required but not less than four times per year.
- 6.2 In addition, the Convener of the Council's Finance, Resources & Customer Services Policy Board, the Unison Branch Secretary and the Manual & Craft Spokesperson may together requisition a meeting by written notice given to the secretary, specifying the business to be discussed. The secretary shall call such a meeting within 10 working days of receipt of such a requisition.
- 6.3 Each side shall notify the secretary of any matters to be discussed at an ordinary meeting of the Employees' JCB not later than 10 days prior to the meeting.
- 6.4 The secretary shall issue an agenda of business to be discussed at any meeting of the Employees' JCB not later than 5 working days prior to the meeting.
- 6.5 Except with the consent of the Chairperson of the meeting and with the agreement of the majority of the Employees' JCB members present, no business other than stated in the agenda shall be discussed at the meeting.

7. **Quorum**

The quorum of the Employees' JCB shall be two representatives from the Council's side and two representatives from the trade union side.

8. Voting

- 8.1 No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the Employees' JCB. The Chairperson of the meeting shall not have a casting vote.
- 8.2 In the event of the Employees' JCB being unable to arrive at an agreement, the matters in dispute may, at the instigation of either side, be referred to the appropriate Board of the Council. This does not preclude either side referring the matter in a dispute to the Scottish Joint Council for Local Government Employees or Scottish Joint Negotiating Committees for Local Authorities Services (Craft Operatives) in accordance with its constitution.
- 8.3 Decisions of the Employees' JCB shall be reported, via the Minutes, to the Finance, Resources & Customer Services Policy Board of the Council to consider whatever action is required.

9. Amendments to Constitution

This constitution may be altered by agreement between the Council and the relevant trade unions subject to the matter being submitted for discussion at an Employees' JCB meeting in accordance with Section 6 above and agreement being reached on any such alteration.

10. Agreed Consultative Procedure

As contained in Appendix 1 (attached).

Appendix 1

Employees Joint Consultative Board

(non - teaching)

Agreed Consultative Procedure

In terms of the Council's consultation process, it is the intention to have issues resolved as quickly and as close to a local level as possible. It is when the undernoted process has been exhausted that unresolved issues would be referred for discussion to the Employees' JCB.

It is intended that adherence to this procedure will assist in achieving a quick resolution to issues, as well as enhancing communication and employee relations between the relevant parties.

1. All issues should be raised in the first instance with line management. If the issue is still unresolved or is not progressed within an agreed timescale, then:
2. The issue should be raised with the appropriate senior officer within the service and/or at the departmental liaison meeting (depending on the timescale) for discussion.

If there is a failure to agree on a specific issue or no progress has been achieved in reaching a resolution within an agreed timescale, the issue must be raised with Finance & Resources, HR Services. Prior to the progression of the issue/s to this stage, consideration requires to be given to the complexity of the issue and time reasonably required to investigate the facts etc.

If raised with Finance & Resources, HR Services, the issue may then be added to the agenda of the HR Joint Trade Union Liaison Meeting or, in special circumstances, a special meeting may be convened.

3. When an issue has been discussed at officer level and the process has been fully exhausted but remains unresolved, it will be included on the agenda of the Employees' JCB or referred to the Appeals Board. The relevant forum will be determined having regard to the particular circumstances of each case.
4. Where issues require to be researched and investigated, parties should reach agreement on the timescale for reporting. This is particularly relevant to steps 2 and 3 of this process.
5. Exceptionally, issues which may be considered urgent by the relevant trade unions can be raised immediately with their Branch Secretary/Spokesperson, who may contact the Head of Transformation & Organisational Development.

C RENFREWSHIRE JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF



Renfrewshire Council: Children's Services

Local Recognition and Procedure Agreement

Between

Renfrewshire Council

and

**the Educational Institute of Scotland, the Scottish Secondary Teachers' Association,
the Professional Association of Teachers, the National Association of School Masters Union of Women Teachers, the Head Teachers Association of Scotland and the Association of Head Teachers in Scotland**

1. Renfrewshire Council hereby recognises the EIS, SSTA, PAT and NASUWT, HAS and AHTS as the sole representatives of the teaching staff, music instructors, education advisers and educational psychologists employed by the Council on all matters relating to conditions of service as defined in paragraph 3 of this Recognition and Procedure Agreement and other matters not subject to national bargaining.
2. The Council and the recognised unions jointly affirm their commitment to the maintenance of good industrial relations and accept that this Recognition and Procedure Agreement and any formal agreements which arise from it will be binding on the signatory parties.
3. All agreements, orders, settlements and determinations of the Scottish Negotiating Committee for Teaching Staff in School Education dealing with:
 - cover agreements
 - appointment procedures
 - particulars of employment
 - working time arrangements
 - arrangements for school based negotiation/agreement
 - expenses of candidates for appointment
 - transfer of temporary teachers to permanent staff
 - promotion procedures
 - staff development arrangements
 - specific duties and job remits
 - arrangements for school based consultation
 - other leave and absence arrangements
 - notice periods
 - housing
 - indemnification procedures

- other allowances
- discipline and grievance procedures

shall be adopted as the base for negotiations under the procedures established by this Recognition and Procedure Agreement.

4. The purpose of this Recognition and Procedure Agreement is to establish bargaining machinery and a negotiating procedure between the Council and the signatory unions whereby relevant conditions of service can be determined for all teaching staff, music instructors, education advisers and educational psychologists.
5. The Council hereby recognises the unions who are signatories to this Recognition and Procedure Agreement as the sole bargaining agents for the matters covered by this Recognition and Procedure Agreement.
6. The Council will negotiate through a Management Side appointed by itself. The recognised unions will negotiate through a joint union side appointed by them collectively which will reflect, on a pro-rata basis, the respective membership strengths of each organisation. The Management Side and the Joint Union Side will each appoint a secretary for their respective sides.
7. Negotiations between the two sides shall be conducted within a Committee to be known as the Renfrewshire Council Joint Negotiating Committee for Teaching Staff. Meetings of the Committee shall be held as and when requested by either side with the proviso that there will be six timetabled meetings in each calendar year. One of the meetings shall be designated the Annual General Meeting for the purpose of approving the membership of the JNC and reviewing any standing sub-committees. Administrative support to the Committee shall be provided to take responsibility, in consultation with the Joint Secretaries, for making the arrangements for meetings. Extraordinary meetings shall normally be arranged within 10 working days of a request being lodged, or otherwise by mutual agreement.
8. The composition of each side of the Committee shall be determined by the sides separately, but shall not exceed ten members of each side. The Committee may, from time to time, appoint from among its own members a sub-committee or sub-committees to discharge such of the functions of the Committee as the Committee may specify. Substitutes will be permitted and it is for the respective side to determine an appropriate substitute.
9. The quorum for a meeting of the Committee shall be four from each side. In the case of a sub-committee, the quorum shall be determined by the Committee when the sub-committee is first established. The chair of the Committee will alternate between the sides from meeting to meeting. The Committee/sub-committees shall meet in private. Each side shall be entitled to authorise the presence of persons who are not members of the Committee to act as advisers, and who may with agreement, address the Committee. The names of any advisers attending will normally be intimated in advance.

10. Agreements reached by the Committee shall be binding on the Council and the signatory unions where these arrangements are within the delegated powers of the Director of Children's Services. Otherwise, these arrangements will require to be referred to the appropriate Board of the Council and the full teachers' side for ratification.
11. Where either side does not ratify the agreement it will be referred back to the JNC for further consideration.
12. Agreements reached between the two sides shall be set out in a text jointly approved by the two sides and the text will be subscribed by the Joint Secretaries. All local agreements shall be reported to the SNCT.
13. The Joint Secretaries will be available to advise their respective sides on matters relating to agreements reached by the Committee. In formulating such advice the Joint Secretaries may consult with each other whenever they think it appropriate.
14. This Recognition and Procedure Agreement shall take effect as soon as it has been signed on behalf of the Council and on behalf of the Teachers' Side.
15. No variation to this Recognition and Procedure Agreement may be made except with the consent of the Sides to this agreement.
16. The Council hereby agrees to ensure that adequate paid time off work shall be granted to all union representatives on the Joint Negotiating Committee and that particular consideration shall be given to the amount of paid time off work required by the person appointed as union side Joint Secretary, as well as the necessary facilities covered by ACAS Code of Practice No. 3.
17. The signatory parties to this Recognition and Procedure Agreement acknowledge the importance of establishing and maintaining confidence in the negotiating arrangements established under this Agreement and recognise the need to negotiate in good faith.
18. In the event of any dispute being declared between the two sides or where there is a failure to agree at school level on any relevant matter, the Council and the signatory unions should seek to resolve the matter, without delay through discussion in the Committee. The Council further agrees not to implement any change which is the subject of dispute until the matter has been considered by the Committee. The signatory unions, likewise, further agree not to implement any form of industrial action unless and until the Committee has failed to achieve a resolution of the matter in dispute.
19. Where agreement between the two sides of the local negotiating committee is not possible, either side may refer the failure to agree to the Joint Chairs of the SNCT for conciliation. If the conciliation is unsuccessful the Joint Chairs of the SNCT may recommend further procedures for resolution of the difference, including external conciliation, mediation or binding arbitration.

20. In addition to its principle function of constituting a forum for the negotiation of relevant conditions of service, the functions of the Committee will include consultation on other relevant matters. Any conclusion to such consultation shall not be binding on the parties to this agreement unless a joint undertaking is expressly stated by both parties.

Signed on behalf of the Council**Signed on behalf of the Teachers' Side**

Name

Name

Designation

Designation

Date

Date