



**Glasgow City Council**

**Report by: Director of Legal and Administration**

**Contact: Mairi Millar, Ext: 74653**

**Item 4**

**15th May 2025**

## **PROPOSED CHANGES TO THE SCHEME OF DELEGATED FUNCTIONS**

### **Purpose of Report:**

To submit for approval the Scheme of Delegated Functions.

### **Recommendations:**

It is recommended that the Council approves the proposed changes to the Scheme of Delegated Functions as detailed in this report.

Ward No(s):

Citywide: ✓

Local member(s) advised: Yes ☐ No ☐ consulted: Yes ☐ No x ☐

## 1. Introduction

- 1.1 The existing Scheme of Delegated Functions has been amended to take account of recommendations arising from the review of the arrangements for senior officers' departures which was the subject of a report to the City Administration Committee at its meeting on 8 May 2025. A link to that report can be found [here](#).
- 1.2 The attached Scheme of Delegated Functions is submitted for approval which includes the following amendments:-

Existing Delegation	Reason for amendment	Proposed Amendment
<b><u>Page 7</u></b>  <b>Section 4 – DELEGATIONS TO OFFICERS</b>	To provide clarity that the term “Chief Officials” refers to all officers of grade 12 and above and includes the Chief Executive.	<b><u>Page 7</u></b>  <b>Section 4 – DELEGATIONS TO OFFICERS</b>  After the first paragraph add the following wording:-  <i>“References to “Chief Officials” shall be taken as references to officers of Grade 12 and above and shall include the Chief Executive .”</i>
<b><u>Page 8</u></b>  <b>General Delegations</b>  <b>Delegation No.4</b>  <i>“To make changes to staffing structures, numbers and gradings in accordance with approved pay, grading and rewards arrangements, and subject to the approval of the Head of Human Resources and the Executive Director of Finance. Major departmental restructurings or staffing reviews must, however, be reported to the City Administration Committee for approval.”</i>	To amend general delegation 4 so as to add the Director of Legal and Administration to the senior officers required to approve changes to staffing structures, numbers and gradings and to require that where any change relates to the Head of HR, this should be subject to the approval of the Executive Director of Finance and the Director of Communication and Governance.	<b><u>Page 8</u></b>  <b>General Delegations</b>  <b>Delegation No.4</b>  <i>“To make changes to staffing structures, numbers and gradings in accordance with approved pay, grading and reward arrangements, and subject to the approval of the Head of Human Resources, the Executive Director of Finance and the Director of Legal and Administration; and where the changes relate to the Head of HR, subject to the approval of the Executive Director of Finance and the Director of Communication and Corporate Governance. Major departmental restructurings or staffing reviews must, however, be reported to the City Administration Committee for approval.”</i>

<p><b><u>Page 9</u></b></p> <p><b>General Delegations</b></p> <p>Delegation 6(b)</p> <p><i>“To appoint temporary staff as required, with the approval of the Head of Human Resources; and”</i></p>	<p>To amend general delegation 6(b) so as to add the Executive Director of Finance and the Director of Legal and Administration to the senior officers who require to be consulted with regarding decisions relating to the appointment of temporary staff, with separate provision made for decisions relating to the Head of HR.</p>	<p><b><u>Page 9</u></b></p> <p><b>General Delegations</b></p> <p>Delegation 6 (b)</p> <p><i>“To appoint temporary staff as required, with the approval of the Head of Human Resources, the Executive Director of Finance and the Director of Legal and Administration; and where the change relates to the Head of HR, subject to the approval of the Executive Director of Finance and the Director of Communication and Corporate Governance; and”</i></p>
<p><b><u>Page 9</u></b></p> <p><b>General Delegations</b></p> <p>Delegation 6(c)</p> <p><i>“To take any decisions necessary regarding employment, retirement, dismissal and training of staff, in terms of the Council's appropriate Schemes of Conditions of Service, subject, where appropriate, to consultation with the Head of Human Resources.”</i></p>	<p>To amend general delegation 6(c) so as to add the Executive Director of Finance and the Director of Legal and Administration to the senior officers who require to be consulted with regarding decisions relating to employment retirement, dismissal and training of staff, with separate provision made for decisions relating to the Head of HR.</p>	<p><b><u>Page 9</u></b></p> <p><b>General Delegations</b></p> <p>Delegation 6 (c)</p> <p><i>“To take any decisions necessary regarding employment, retirement, dismissal and training of staff, in terms of the Council's appropriate Schemes of Conditions of Service, subject, where appropriate, to consultation with the Head of Human Resources, the Executive Director of Finance and the Director of Legal and Administration; and where the change relates to the Head of HR, subject to the approval of the Executive Director of Finance and the Director of Communication and Corporate Governance.”</i></p>
<p><b><u>Pages 10 - 11</u></b></p> <p><b>Chief Executive</b></p> <p><b>Delegation No.5:-</b></p> <p><i>“To approve applications from chief officials for early retiral and voluntary severance.”</i></p>	<p>To delete the current delegation which authorises the Chief Executive to approve applications from chief officials for early retirement and voluntary severance and replace with a delegation which authorises the Chief Executive to recommend proposals for early retirement</p>	<p><b><u>Pages 10 - 11</u></b></p> <p><b>Chief Executive</b></p> <p><b>Delegation No.5:-</b></p> <p><i>“To recommend proposals for early retiral and voluntary severance of Chief Officials, other than the Chief Executive herself, to the Senior Officer Workforce Committee. Where this relates to Chief Officials involved in the approval of early retirement and voluntary redundancy (Executive</i></p>

	and voluntary severance, other than for the Chief Executive, to the Senior Officer Workforce Committee.	<i>Director of Finance and the Director of Legal and Administration) this is subject to additional approval from the Director of Financial and Business Services and the Director of Communication and Corporate Governance”.</i>
<b><u>Page 17</u></b>  <b>New Delegation to be added</b>	To add an express delegation relating to the early retirement and voluntary severance of the Chief Executive. This will give authority to the Chair of the Corporate Workforce Planning Board to recommend proposals to the Senior Officer Workforce Committee.	<b><u>Page 17</u></b>  After the delegations to the Chief Executive, add the following heading and delegation:-  <b><i>“Chair of the Corporate Workforce Planning Board</i></b>  <i>To authorise the Chair of the Corporate Workforce Planning Board:-</i>  <i>“To recommend proposals for early retiral and voluntary severance for the Chief Executive to the Senior Officer Workforce Committee.”</i>

## 2. Policy and Resource Implications

**Resource Implications:** N/A

*Financial:* N/A

*Legal:* N/A

*Personnel:* N/A

*Procurement:*

**Council Strategic Plan:** N/A

**Equality and Socio-Economic Impacts:** N/A

*Does the proposal support the Council's Equality Outcomes 2021-25? Please specify.* N/A

*What are the potential equality impacts as a result of this report?*

N/A

*Please highlight if the policy/proposal will help address socio-economic disadvantage.*

N/A

**Climate Impacts:**

N/A

*Does the proposal support any Climate Plan actions? Please specify:*

N/A

*What are the potential climate impacts as a result of this proposal?*

N/A

*Will the proposal contribute to Glasgow's net zero carbon target?*

N/A

**Privacy and Data Protection Impacts:**

N/A

Are there any potential data protection impacts as a result of this report Y/N

If Yes, please confirm that a Data Protection Impact Assessment (DPIA) has been carried out.

### **3. Recommendations**

It is recommended that the Council approves the proposed changes to the Scheme of Delegated Functions as detailed in this report.