

Minutes of
Glasgow City Council

2022/2023 - Print 1

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This print contains minutes of meetings of the Council and its committees.

Minutes are a record of the decisions taken by a committee. The Council has given committees a wide range of powers to make decisions but sometimes a committee does not have the authority to decide on a matter and must pass it to the Council to decide. If this is necessary, the paragraph will have a "C" after its number in the minutes and will be submitted to the next Council meeting on 23rd June 2022 for approval.

When a decision is taken after a division and the vote is taken electronically, a copy of the record of how each member voted is available on request from Committee Services.

If you require any further information about this print, please contact Committee Services on 0141 287 4737 for general information. Enquiries about particular committee minutes should be directed to the appropriate Committee Officer. A list of Committee Officers is shown overleaf.

Chief Executive's Department
Glasgow City Council
City Chambers
Glasgow G2 1DU.
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COMMITTEE OFFICERS

Committee	*Officer*	*Telephone*
Appointment of Senior Officers Committee	Anne Marie Carr	0141 287 4737
City Administration Committee	Maureen Hughes	0141 287 4377
City Policy Committees:-		
Education, Skills and Early Years	Donna Brand	0141 287 4840
Environment, Sustainability and Carbon Reduction	Carol Jack	0141 287 3534
Neighbourhoods, Housing and Public Realm	Avril Wyber	0141 287 4266
Net Zero and Climate Progress Monitoring	Maureen Hughes	0141 287 4377
Wellbeing, Empowerment, Community, Citizen Engagement and General Purposes	Anne Marie Carr	0141 287 4737
Contracts and Property Committee	Lee Sclater	0141 287 3511
Council	Maureen Hughes	0141 287 4377
Emergency Committee	Maureen Hughes	0141 287 4377
Licensing and Regulatory Committee	Gary McDermid	0141 287 4540
Planning Applications Committee	Lee Sclater	0141 287 3511
Planning Local Review Committee	Maureen Hughes	0141 287 4377
Public Processions Committee	Anne Marie Carr	0141 287 4737
Scrutiny Committees:-		
Finance and Audit	Cathy Birrell	0141 287 7872
Operational Performance and Delivery	Maureen Hughes	0141 287 4377
Strathclyde Pension Fund Committee	Avril Wyber	0141 287 4266

MINUTES

OF

GLASGOW CITY COUNCIL

Hybrid meeting, Glasgow, 31st March 2022.

Glasgow City Council.

Present: The Lord Provost, Philip Braat (Chair).

SAQIB AHMED
ADE AIBINU
SUSAN AITKEN
KEN ANDREW
MALCOLM BALFOUR
ELAINE BALLANTYNE
DR MARTIN BARTOS
ALEXANDER BELIC
RICHARD BELL
EUAN BLOCKLEY
EVA BOLANDER
JILL BROWN
MAUREEN BURKE
BILL BUTLER
GRAHAM CAMPBELL
CHRISTINA CANNON
PAUL CAREY
ALLAN CASEY
ANNETTE CHRISTIE
ROBERT CONNELLY
MALCOLM CUNNING
CHRIS CUNNINGHAM
STEPHEN CURRAN
FEARGAL DALTON
FRANK DOCHERTY
JOSEPHINE DOCHERTY
STEPHEN DORNAN
GLENN ELDER
MICHELLE FERNS
MARIE GARRITY
ALLAN GOW
ARCHIE GRAHAM
GARY GRAY
GREG HEPBURN
MHAIRI HUNTER
RASHID HUSSAIN
JOHN KANE
JIM KAVANAGH
RUAIRI KELLY
ELSPETH KERR
MATT KERR
THOMAS KERR
JENNIFER LAYDEN
JOHN LETFORD
KIM LONG
FRANK McAVEETY
DAVID McDONALD
ELAINE McDOUGALL
MARTIN McELROY
AILEEN McKENZIE
JACQUELINE McLAREN
KENNY McLEAN
NORMAN MacLEOD
ANNE McTAGGART
MAGGIE McTERNAN
HANZALA MALIK
CHRISTY MEARNS
ANGUS MILLAR
JON MOLYNEUX
ROBERT MOONEY
JANE MORGAN
MANDY MORGAN
MARGARET MORGAN
EVA MURRAY
CECILIA O'LONE
MARTIN RHODES
ANNA RICHARDSON
FRANNY SCALLY
JAMES SCANLON
SORYIA SIDDIQUE
RHIANNON SPEAR
KYLE THORNTON
DAVID TURNER
MARTHA WARDROP
ALEX WILSON
TANYA WISELY
ALLAN YOUNG

DEACON CONVENER
LORD DEAN OF GUILD

Apologies: Phillip Charles, Elaine McSporran and David Meikle.

Attending: E Galletly, Director of Legal and Administration; A O'Donnell, Chief Executive; M Booth, Executive Director of Finance; G Gillespie, Executive Director of Neighbourhoods, Regeneration and Sustainability; D Hutchison, Executive Director of Education Services; A Eccles (for the Chief Officer, Glasgow City Health and Social Care Partnership); I Robertson, Director of City Development, K Rush, Director of Regional Economic Growth; and C Edgar, Head of Communication and Strategic Partnerships.

Death of former Councillor Colin McNicol.

1 The Lord Provost referred to the recent death of former Councillor Colin McNicol and extended the House's condolences to his family. The House stood in silence as a mark of respect.

Suspension in part of Standing Orders agreed.

2 The Council agreed

(1) to suspend the provisions of Standing Order No 5 (12) and that the House would not adjourn until the notice of motion at item 8(e) on the agenda had been dealt with; and

(2) to suspend in part the provisions of Standing Order No 18 (2) to allow doors to remain open during voting procedures to allow for adequate ventilation.

Minutes approved.

3 The minutes of the Council meeting of 17th February 2022 (Print 7, pages 449 to 472) were submitted and approved.

Minutes of committees submitted and approved.

4 The minutes of the undernoted committees were submitted and approved:-

(1) Personnel Appeals Committee of 15th March 2022 (Print 7, page 473);

(2) Planning Applications Committee of 8th and 22nd February and 8th March 2022 (Print 7, pages 474 to 476);

(3) Scrutiny Committees

  (a) Finance and Audit of 23rd February 2022 (Print 7, pages 477 to 479); and

  (b) Operational Performance and Delivery of 9th February and 9th March 2022 (Print 7, pages 480 to 485);

(4) Licensing and Regulatory Committee of 9th and 23rd February and 2nd and 9th March 2022 (Print 7, pages 486 to 496);

(5) City Administration Committee of 10th and 24th February 2022 and 10th March 2022 (Print 7, pages 497 to 514);

(6) Planning Local Review Committee of 15th February and 15th March 2022 (Print 7, pages 515 to 516);

(7) City Policy Committees

  (a) General Purposes City Policy Committee of 1st March 2022 (Print 7, pages 517 to 520);

  (b) Wellbeing, Empowerment, Community and Citizen Engagement of 3rd March 2022 (Print 7, pages 521 to 523);

  (c) Neighbourhoods, Housing and Public Realm of 8th March 2022 (Print 7, pages 524 to 526);

  (d) Education, Skills and Early Years of 10th March 2022 (Print 7, pages 527 to 529); and

  (e) Environment, Sustainability and Carbon Reduction of 7th and 15th March 2022 (Print 7, pages 530 to 537); and

(8) Strathclyde Pension Fund of 2nd March 2022 (Print 7, pages 538 to 540); and

(9) Contracts and Property Committee of 24th February and 17th March 2022 (Print 7, pages 541 to 551).

Representation on outside bodies approved.

5 The Council approved the appointment of Roddy Maciver, Executive Legal Manager, Corporate Law, to Scotcash, in place of Elaine Galletly, Director of Legal and Administration.

Glasgow Slavery Audit noted – Instruction to Chief Executive.

6 There was submitted a report by the Chief Executive presenting the findings of a report entitled "Glasgow, Slavery and Atlantic Commerce: An Audit of Historic Connections and Modern Legacies" by Dr Stephen Mullen, advising that

(1) in 2019 the Council had commissioned Dr Stephen Mullen of the University of Glasgow to undertake research into the impact of slavery on the city of Glasgow and on 10th September 2020 (Print 2, page 33) the Council had agreed to establish a cross party working group to hold a public consultation on the historic legacy of chattel slavery; and

(2) the research, delayed due to the pandemic, had been delivered in March 2022 and set out the impact slavery had on the city and included buildings, statutes, street names and institutions.

After consideration, the Council, having considered further recommendations from Councillor Aitken

(a) noted

(i) the report as the most comprehensive and in-depth study to date of Glasgow's connections to the Atlantic slave trade and the role and financial connections of prominent Glasgow citizens and institutions to the enslavement of African people, the trafficking of enslaved people, and the exploitation of their labour; and

(ii) that the findings in Dr Mullen's report provided an incontrovertible evidence base of the extent of Glasgow's complicity in chattel slavery and the actions that supported it, which were a moral outrage and a unique historical atrocity, underpinned by racism and white supremacy, the legacies of which continued to be felt today in the forms of systemic racist prejudice, discrimination and hate crime directed at people of colour and in challenges faced by countries whose populations were stolen and enslaved;

(b) thanked Dr Mullen for his work, particularly noting the restrictions placed on his research by the COVID-19 pandemic;

(c) agreed that, on behalf of the city of Glasgow and the predecessor organisations of Glasgow City Council, the Council apologised fully and unreservedly to the descendants of enslaved people and to the nations they came from for the city's significant role in Atlantic slavery; and

(d) instructed the Chief Executive

(i) to reconvene the Short Life Slavery Legacy Working Group following the 2022 Local Government Elections and ask that group to bring recommendations to Council by the end of the year on actions to be taken in response to matters including, but not restricted to street names, monuments and buildings with direct or associational connections to Atlantic slavery or individuals involved in Atlantic slavery, Lord Provosts of Glasgow who were involved in Atlantic slavery, investments made by Glasgow City Council's predecessor institutions, and bequests and legacies held or managed by Glasgow City Council today, that were connected to Atlantic slavery, how Glasgow should permanently acknowledge the city's historic role in Atlantic slavery and memorialise its victims; and

(ii) to consult and engage with the people of Glasgow and particularly with groups representing African and Caribbean and other BAME citizens before the final implementation of any recommendations.

Questions.

7 Answers to the following questions, of which notice had been given under Standing Order No 11, were given as undernoted:-

Question by	*Question*	*Answered by*
Councillor Malcolm Cunning	"To ask the City Treasurer if he agrees with the analysis of the latest Audit Scotland report that ring-fenced funding helps support the delivery of key Scottish Government policy initiatives but constrains a proportion of councils' total funding and removes any local discretion over how these funds can be used, and that Local Government, including Glasgow, has experienced a real terms cut in core funding since 2013/14; and if so, what dialogue is he having with the Scottish Government and with colleagues in COSLA?"	Councillor Richard Bell, City Treasurer
Councillor Eva Murray	"To ask the City Convener for Sustainability and Carbon Reduction why Glasgow lags the rest of Scotland in the uptake of free bus travel for under-22s, with just 7.67% uptake in Glasgow and 10.44% uptake nationally, and what steps the Council will take to reverse this?"	Councillor Anna Richardson, City Convener for Sustainability and Carbon Reduction
Councillor Jill Brown	"To ask the City Convener for Sustainability and Carbon Reduction on the current progress of scheduled road maintenance and pothole repair?"	Councillor Anna Richardson, City Convener for Sustainability and Carbon Reduction
Councillor Aileen McKenzie	"After significant concern raised by the Teaching Sector, Unions and our young people regarding the latest guidance from the SQA, what reassurance can the Convener for Education, Skills and Early Years give to our senior phase pupils sitting exams in May?"	Councillor Chris Cunningham, City Convener for Education, Skills and Early Years
Councillor Robert Connelly	"To ask the City Convener for Sustainability and Carbon Reduction for an update on the future of the Baltic Street Cleansing Depot?"	Councillor Kenny McLean, City Convener for Neighbourhoods, Housing and Public Realm
Bailie Kyle Thornton	"To ask the Leader of the Council what steps the Council will take to address the significant road safety concerns at Tinto Primary School?"	Councillor Richardson, City Convener for Sustainability and Carbon Reduction
Councillor Martha Wardrop	"Can the relevant City Convener confirm how long works to the M8 Woodside Viaduct have been extended for?"	Councillor Richardson, City Convener for Sustainability and Carbon Reduction

Councillor Kim Long	"Could the City Convener provide an update on the status of Mears Groups' asylum seeker housing at 100 Pollokshaws Road?"	Councillor Jennifer Layden, City Convener for Community Empowerment, Equalities and Human Rights
Councillor Cecilia O'Lone	"In 2019 this council passed a motion that we would take action that aimed to reduce the incidence of low pay among women by lowering the gender pay gap, and increase gender equality through inclusive growth, fair work practices and a fair market value for women's skills. Does the Leader of the Council share my disappointment that there has been a complete lack of any progress of the Gender Pay Gap working group?"	Councillor Susan Aitken, Leader of the Council
Councillor Jill Brown	"Can the City Convener for Education, Skills and Early Years give a view on the importance of the link between primary school children reading aloud and literacy attainment?"	Councillor Chris Cunningham, City Convener for Education, Skills and Early Years
Councillor Allan Young	"To ask the Chair of City Property for an update on its match-funding contribution for a feasibility study on the future operating model of Trongate 103, which is required to unlock funding from Creative Scotland?"	Councillor Kenny McLean, City Convener for Neighbourhoods, Housing and Public Realm
Councillor Kim Long	"To ask the City Convener for Health and Social Care Integration for her initial opinion on the recently published report by Glasgow Disability Alliance on disabled women's experiences during the pandemic?"	Councillor Jennifer Layden, City Convener for Community Empowerment, Equalities and Human Rights
Bailie Soryia Siddique	"Given the level of the waste problem in Govanhill which has been known for some time, the extremity of which has been proved by the recent week of action which also brought to light the presence of "human excrement". What proposals does the City Convener for Sustainability and Carbon Reduction have to address the ongoing problems which cannot possibly have been solved by a one-off exercise?"	Councillor Richardson, City Convener for Sustainability and Carbon Reduction

Councillor Jill Brown	"To ask the relevant City Convener if there have been any discussions with the Scottish Government, Public Health Scotland or the Greater Glasgow and Clyde Health Board regarding the use of schools as facilities to deliver the COVID-19 vaccine to eligible pupils?"	Councillor Chris Cunningham, City Convener for Education, Skills and Early Years

Adjournment.

8 In terms of Standing Order No 17, the Council agreed to adjourn the meeting at 1240 hours until 1330 hours.

Resumption of meeting.

9 The meeting resumed at 1330 hours and the sederunt was taken as follows:-

Present: The Lord Provost, Philip Braat (Chair).

SAQIB AHMED
ADE AIBINU
SUSAN AITKEN
KEN ANDREW
MALCOLM BALFOUR
ELAINE BALLANTYNE
DR MARTIN BARTOS
ALEXANDER BELIC
RICHARD BELL
EUAN BLOCKLEY
EVA BOLANDER
JILL BROWN
MAUREEN BURKE
BILL BUTLER
GRAHAM CAMPBELL
CHRISTINA CANNON
PAUL CAREY
ALLAN CASEY
ANNETTE CHRISTIE
ROBERT CONNELLY
MALCOLM CUNNING
CHRIS CUNNINGHAM
STEPHEN CURRAN
FEARGAL DALTON
FRANK DOCHERTY
JOSEPHINE DOCHERTY
STEPHEN DORNAN
GLENN ELDER
MICHELLE FERNS
MARIE GARRITY
ALLAN GOW
ARCHIE GRAHAM
GARY GRAY
GREG HEPBURN
MHAIRI HUNTER
RASHID HUSSAIN
JOHN KANE
JIM KAVANAGH
RUAIRI KELLY
ELSPETH KERR
MATT KERR
THOMAS KERR
JENNIFER LAYDEN
JOHN LETFORD
KIM LONG
FRANK McAVEETY
DAVID McDONALD
ELAINE McDOUGALL
MARTIN McELROY
AILEEN McKENZIE
JACQUELINE McLAREN
KENNY McLEAN
NORMAN MacLEOD
ANNE McTAGGART
MAGGIE McTERNAN
HANZALA MALIK
CHRISTY MEARNS
DAVID MEIKLE
ANGUS MILLAR
JON MOLYNEUX
ROBERT MOONEY
JANE MORGAN
MANDY MORGAN
MARGARET MORGAN
EVA MURRAY
CECILIA O'LONE
HANIF RAJA
MARTIN RHODES
ANNA RICHARDSON
FRANNY SCALLY
JAMES SCANLON
SORYIA SIDDIQUE
RHIANNON SPEAR
KYLE THORNTON
DAVID TURNER
MARTHA WARDROP
ALEX WILSON
TANYA WISELY
ALLAN YOUNG

DEACON CONVENER
LORD DEAN OF GUILD

Apologies: Phillip Charles and Elaine McSporran.

Attending: E Galletly, Director of Legal and Administration; A O'Donnell, Chief Executive; M Booth, Executive Director of Finance; G Gillespie, Executive Director of Neighbourhoods, Regeneration and Sustainability; D Hutchison, Executive Director of Education Services; A Eccles (for the Chief Officer, Glasgow City Health and Social Care Partnership); I Robertson, Director of City Development, K Rush, Director of Regional Economic Growth; and C Edgar, Head of Communication and Strategic Partnerships.

Ukraine – Motion as adjusted, approved.

10 Councillor Aitken, seconded by Councillor Layden, moved that:-

"Council unreservedly condemns the unprovoked war of aggression by the Russian Federation on the nation and people of Ukraine and expresses particular horror at indiscriminate attacks on civilian targets such as hospitals, which have resulted in the deaths of hundreds of ordinary Ukrainian citizens, including children, as well as the Ukrainian and Russian soldiers killed in the fighting.

Council notes the extraordinary courage and determination of the Ukrainian people in resisting the attack on their country and expresses its solidarity with them and full support for their right to assert and defend their sovereignty, independent nationhood and right to self-determination. Council further expresses its solidarity with and deepest sympathy for Ukrainian citizens living in Glasgow and asks citizens of Glasgow to show their support the Ukrainian community-led vigils in George Square and at the Russian consulate in Edinburgh if they are able to do so. Council further notes the bravery of Russians who have spoken out against the war, at considerable cost to their own safety.

Council notes that an estimated 3 million Ukrainians have been displaced from their homes by the war and are seeking refuge across Europe; further notes the Scottish government's proposal to become a 'super-sponsor' of 3000 refugees; resolves that Glasgow will play our full part in providing sanctuary and support for Ukrainians arriving in Scotland; and instructs the Chief Executive to continue engagement with government, COSLA and third sector partners to this end.

Council urges the UK government to remove every possible barrier to Ukrainian refugees reaching Scotland and to provide adequate resources for services to ensure that the right kind of support is available to meet the particular individual and family needs of those arriving here.

Council further supports calls upon the UK Government to work with bilateral and multilateral partners to ensure the Ukrainian people and government have all their resources at their disposal for their country's self defence, including consideration of the cancellation of all of Ukraine's foreign debts.

Council notes and commends the decision of the City Administration Committee of 10th March 2022 to donate £20,000 from Glasgow City Council to the Disasters Emergency Committee to fund its member charities' UK-based activities, in recognition of the considerable strain the crisis in Ukraine is placing on the resources of these charities.

Council further notes the unanimous decision of the City Administration Committee of 24th February 2022 to immediately suspend Glasgow City Council's twinning arrangement with the Russian city of Rostov-on-Don and for an options paper to be brought to a future CAC.

Council reaffirms its support for and belief in the power of international city-to-city friendships; believes that a twinning relationship with a Ukrainian city could provide a route for Glasgow to provide support and assistance as Ukraine seeks to rebuild places and lives following the destruction and trauma of war; and instructs the Chief Executive to include options for a future twinning arrangement with a Ukrainian city to be included in the paper to come to CAC."

Councillor Jane Morgan, seconded by Councillor Matt Kerr, moved as an amendment that:-

(1) the following be inserted in the first line after "war of aggression by the…" :

"current leadership of the";

(2) the following be inserted at end of the third paragraph after "and third sector partners to this end":

"Council recognises, in particular, the challenges faced by families and young children fleeing the conflict, and resolves to ensure that our Schools are prepared to support Ukrainian children and families to continue their education and overcome any language barriers.";

(3) the following new fourth paragraph be added after "and third sector partners to this end":

"Council further notes its long-standing support for refugees, including its role in supporting medical evacuees during the Kosovo conflict in the late 1990's; and being the first Scottish Local Authority to accept Syrian refugees through the Vulnerable Persons Relocation Scheme; and believes that our humanitarian response to these crises and our support for those who seek refuge is irrespective of where in the world they are.";

(4) the following be inserted at the end of the sixth paragraph after "is placing on the resources of these charities":
"Council resolves to further publicise the DEC appeal through Council communication channels as one of the best ways that Glaswegians can help." and

(5) the following new seventh paragraph be added:
"Council additionally notes the work of Glasgow charities to deliver aid and supplies to those fleeing the conflict in other parts of Europe; notes the decision of City of Edinburgh Council to commit up to £100,000 to support this work within its own boundaries; and instructs Officers to consider the best ways that this Council can provide support to co-ordinate donations and the transportation of supplies to distribution centres in Poland and elsewhere."

Councillor Long, seconded by Councillor Molyneux, moved as a further amendment that the following additional paragraph be inserted between "...needs of those arriving here." and "Council further supports calls…":-

"Council notes the Nationality and Borders Bill, expected to pass into law next month, proposes significant changes to the treatment of people seeking refugee protection. Council reaffirms its belief that safe, legal routes should exist for all people fleeing war, persecution and violence and calls on all UK governments and institutions to continue to honour their moral and legal obligations under the UN Refugee Convention."

Councillor Aitken, with the approval of her seconder, accepted the amendments by Councillor Jane Morgan and Councillor Long resulting in the following adjusted motion:-

"Council unreservedly condemns the unprovoked war of aggression by the current leadership of the Russian Federation on the nation and people of Ukraine and expresses particular horror at indiscriminate attacks on civilian targets such as hospitals, which have resulted in the deaths of hundreds of ordinary Ukrainian citizens, including children, as well as the Ukrainian and Russian soldiers killed in the fighting.

Council notes the extraordinary courage and determination of the Ukrainian people in resisting the attack on their country and expresses its solidarity with them and full support for their right to assert and defend their sovereignty, independent nationhood and right to self-determination. Council further expresses its solidarity with and deepest sympathy for Ukrainian citizens living in Glasgow and asks citizens of Glasgow to show their support the Ukrainian community-led vigils in George Square and at the Russian consulate in Edinburgh if they are able to do so. Council further notes the bravery of Russians who have spoken out against the war, at considerable cost to their own safety.

Council notes that an estimated 3 million Ukrainians have been displaced from their homes by the war and are seeking refuge across Europe; further notes the Scottish government's proposal to become a 'super-sponsor' of 3000 refugees; resolves that Glasgow will play our full part in providing sanctuary and support for Ukrainians arriving in Scotland; and instructs the Chief Executive to continue engagement with government, COSLA and third sector partners to this end. Council recognises, in particular, the challenges faced by families and young children fleeing the conflict, and resolves to ensure that our Schools are prepared to support Ukrainian children and families to continue their education and overcome any language barriers.

Council further notes its long-standing support for refugees, including its role in supporting medical evacuees during the Kosovo conflict in the late 1990's; and being the first Scottish Local Authority to accept Syrian refugees through the Vulnerable Persons Relocation Scheme; and believes that our humanitarian response to these crises and our support for those who seek refuge is irrespective of where in the world they are.

Council urges the UK government to remove every possible barrier to Ukrainian refugees reaching Scotland

and to provide adequate resources for services to ensure that the right kind of support is available to meet the particular individual and family needs of those arriving here.

Council notes the Nationality and Borders Bill, expected to pass into law next month, proposes significant changes to the treatment of people seeking refugee protection. Council reaffirms its belief that safe, legal routes should exist for all people fleeing war, persecution and violence and calls on all UK governments and institutions to continue to honour their moral and legal obligations under the UN Refugee Convention.

Council further supports calls upon the UK Government to work with bilateral and multilateral partners to ensure the Ukrainian people and government have all their resources at their disposal for their country's self defence, including consideration of the cancellation of all of Ukraine's foreign debts.

Council notes and commends the decision of the City Administration Committee of 10th March 2022 to donate £20,000 from Glasgow City Council to the Disasters Emergency Committee to fund its member charities' UK-based activities, in recognition of the considerable strain the crisis in Ukraine is placing on the resources of these charities. Council resolves to further publicise the DEC appeal through Council communication channels as one of the best ways that Glaswegians can help.

Council additionally notes the work of Glasgow charities to deliver aid and supplies to those fleeing the conflict in other parts of Europe; notes the decision of City of Edinburgh Council to commit up to £100,000 to support this work within its own boundaries; and instructs Officers to consider the best ways that this Council can provide support to co-ordinate donations and the transportation of supplies to distribution centres in Poland and elsewhere.

Council further notes the unanimous decision of the City Administration Committee of 24th February 2022 to immediately suspend Glasgow City Council's twinning arrangement with the Russian city of Rostov-on-Don and for an options paper to be brought to a future CAC.

Council reaffirms its support for and belief in the power of international city-to-city friendships; believes that a twinning relationship with a Ukrainian city could provide a route for Glasgow to provide support and assistance as Ukraine seeks to rebuild places and lives following the destruction and trauma of war; and instructs the Chief Executive to include options for a future twinning arrangement with a Ukrainian city to be included in the paper to come to CAC."

The motion, as adjusted, was thereafter approved unanimously.

Glasgow's public services – Motion as adjusted approved, after division.

11 Councillor Cunning, seconded by Councillor Murray, moved that:-

"Council notes the findings of the 2021 Glasgow Household Survey, conducted by Ipsos Mori, including that satisfaction with bin collections and street cleaning have fallen to their lowest levels in over a decade; and the findings of the 2020 Household Survey that highlighted 40% of respondents wanted to see cleaner neighbourhoods.

Council further notes that in the 2021 Household Survey, nearly 40% disagreed with the statement "I trust Glasgow City Council", which is a 12-point deterioration from 2017; and that, for the first time, more than 50% agree with the statement "The Council is too remote and impersonal".

Council believes that this Council is for Glasgow, and this Council is for Glaswegians.

Council condemns the falling levels of satisfaction and trust in the Council over the past five years.

Council believes that good, high quality public services are the gateway to community empowerment; that asking communities to deliver those services instead of the Council is cost-cutting and not empowerment; and that this strategy has led to industrial relations hitting rock-bottom further to the detriment of the citizens we seek to represent.

Council believes that Glasgow, its people, its communities, and its workers, deserve better.

Council, therefore, resolves to prepare for the outcome of the 2022 Local Government Elections on the 5th of May."

Councillor Bell, seconded by Councillor Kelly, moved as an amendment that:-

"Council notes that there are many opportunities and challenges facing the city as we recover from the pandemic. Council takes this opportunity to once again thank our staff who stepped up during this time and provided unprecedented services to households and businesses across the city, and particularly to our most vulnerable citizens.

Council recognises the importance of listening to the people of Glasgow and understands that it is our job, collectively, as councillors to respond to the issues that matter to citizens, business and local organisations; believes that the needs of our citizens and our city should always be put first; further recognises that those who use the services provided by the Council wish to continue to see open and transparent governance, such as the community participation and budgeting approach that has benefited communities across Glasgow, as well as improvements to the quality of vital public services to Glaswegians; celebrates Glasgow's successes so far, and looks forward to continuing to build on these successes to the benefit of all Glaswegians.

Council notes the need for ongoing recovery from the impact of the pandemic on our public services, communities and the city economy but also the many achievements the Council has delivered, including during one of the most difficult periods that has ever confronted our city, and resolves to continue this work following the council elections on the 5th of May."

Councillor Molyneux, seconded by Councillor Wardrop, moved as a further amendment to delete all after the second paragraph and replace with the following:-

"Council recognises this is symptomatic of a top-down "Council knows best" culture generally, and specifically in the delivery of waste and recycling services, which has existed through successive administrations. Council notes this has been evident in the current council term through the implementation of major service changes without prior consultation or consideration by policy committees, which has required some of those decisions to be retrospectively mitigated.

Council instead believes that a street-by-street, close-by-close approach is needed, working with communities and frontline workers to co-design improved services which make it easier for people to do the right thing and which embed a zero waste approach, as well as more action to tackle throwaway culture and help businesses embrace the benefits of a circular economy.

Council, therefore, resolves to make a zero waste Glasgow a key priority now and following the 2022 Local Government Elections on the 5th of May."

Bailie Dr Bartos, seconded by Bailie Elder, moved as a further amendment that the motion by Councillor Cunning and the amendment by Councillor Molyneux be combined as follows:-

"Council notes the findings of the 2021 Glasgow Household Survey, conducted by Ipsos Mori, including that satisfaction with bin collections and street cleaning have fallen to their lowest levels in over a decade; and the findings of the 2020 Household Survey that highlighted 40% of respondents wanted to see cleaner neighbourhoods.

Council further notes that in the 2021 Household Survey, nearly 40% disagreed with the statement "I trust Glasgow City Council", which is a 12-point deterioration from 2017; and that, for the first time, more than 50% agree with the statement "The Council is too remote and impersonal".

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Council condemns the falling levels of satisfaction and trust in the Council over the past five years.

Council believes that good, high quality public services are the gateway to community empowerment; that

asking communities to deliver those services instead of the Council is cost-cutting and not empowerment; and that this strategy has led to industrial relations hitting rock-bottom further to the detriment of the citizens we seek to represent.

Council believes that Glasgow, its people, its communities, and its workers, deserve better.

Council, therefore, resolves to prepare for the outcome of the 2022 Local Government Elections on the 5th of May.

Council recognises this is symptomatic of a top-down "Council knows best" culture generally, and specifically in the delivery of waste and recycling services, which has existed through successive administrations. Council notes this has been evident in the current council term through the implementation of major service changes without prior consultation or consideration by policy committees, which has required some of those decisions to be retrospectively mitigated.

Council instead believes that a street-by-street, close-by-close approach is needed, working with communities and frontline workers to co-design improved services which make it easier for people to do the right thing and which embed a zero waste approach, as well as more action to tackle throwaway culture and help businesses embrace the benefits of a circular economy.

Council, therefore, resolves to make a zero waste Glasgow a key priority now and following the 2022 Local Government Elections on the 5th of May."

Councillor Cunning, with the approval of his seconder, accepted the amendment by Bailie Dr Bartos resulting in the following adjusted motion:-

"Council notes the findings of the 2021 Glasgow Household Survey, conducted by Ipsos Mori, including that satisfaction with bin collections and street cleaning have fallen to their lowest levels in over a decade; and the findings of the 2020 Household Survey that highlighted 40% of respondents wanted to see cleaner neighbourhoods.

Council further notes that in the 2021 Household Survey, nearly 40% disagreed with the statement "I trust Glasgow City Council", which is a 12-point deterioration from 2017; and that, for the first time, more than 50% agree with the statement "The Council is too remote and impersonal".

Council believes that this Council is for Glasgow, and this Council is for Glaswegians.

Council condemns the falling levels of satisfaction and trust in the Council over the past five years.

Council believes that good, high quality public services are the gateway to community empowerment; that asking communities to deliver those services instead of the Council is cost-cutting and not empowerment; and that this strategy has led to industrial relations hitting rock-bottom further to the detriment of the citizens we seek to represent.

Council believes that Glasgow, its people, its communities, and its workers, deserve better.

Council, therefore, resolves to prepare for the outcome of the 2022 Local Government Elections on the 5th of May.

Council recognises this is symptomatic of a top-down "Council knows best" culture generally, and specifically in the delivery of waste and recycling services, which has existed through successive administrations. Council notes this has been evident in the current council term through the implementation of major service changes without prior consultation or consideration by policy committees, which has required some of those decisions to be retrospectively mitigated.

Council instead believes that a street-by-street, close-by-close approach is needed, working with communities and frontline workers to co-design improved services which make it easier for people to do the right thing and which embed a zero waste approach, as well as more action to tackle throwaway culture and help businesses embrace the benefits of a circular economy.

Council, therefore, resolves to make a zero waste Glasgow a key priority now and following the 2022 Local Government Elections on the 5th of May."

On a vote being taken by calling the roll 33 members voted for the amendment by Councillor Bell, 6 for the amendment by Councillor Molyneux and 34 for the motion as adjusted. As there was no overall majority the amendment by Councillor Molyneux, as having the fewest votes, was dropped.

On a further vote being taken by calling the roll 34 members voted for the amendment by Councillor Bell and 37 for the motion as adjusted with 6 abstentions.

The motion as adjusted was accordingly declared to be carried.

Roads and footways – Motion dealt with, after division.

12 Councillor Thomas Kerr, seconded by Councillor Blockley, moved that:-

"This Council expresses its deep dissatisfaction with the current condition of the city's roads and footways and its concern over the current plans for their repair which are unlikely to deliver the improvement that the city's infrastructure needs and deserves.

In the Council's most recent Roads Infrastructure Status and Options Report (RISO), it was noted that carriageway condition deteriorated for the first time since 2013 to 70.5% of carriageways in acceptable condition. In addition, this report highlighted that customer satisfaction, as measured by the household survey, is at its lowest level for carriageways since 2011 at 18% with footway condition falling to 39%. While the COVID-19 pandemic had an impact in slowing down the rate of repairs at certain points, it has been clear for some years that the city's roads and pavements are in a poor condition.

The Council's RISO report noted that to bring carriageways up to "Best Condition in Over a Decade" would cost £15.5 million annually over 5 years with a 20-year investment of £250 million. To bring footways up to the Gold/Silver Standard would cost £3.97 million with a 20-year investment of £50.48 million.

Further to this, a recent Freedom of Information request confirmed that Glasgow currently has an outstanding bill to repair its known road and footway repairs of £96 million.

In the Budget Report tabled at the Council meeting of 17/02/22, it was noted that the Council plans the following capital investment in carriageways and footways:

- Carriageways: £4.5 million (2022/23), £5.2 million (2023/24) and £6.5 million (2024/25).
- Footways: NIL (2022/23), £300,000 (2023/24) and £300,000 (2024/25)

The Council recognises its financial challenges in funding such works.

However, it is clear that the current investment proposals are extremely unlikely to allow the city to bring its roads and footways to a "Best in a Decade"/Gold standard or to seek to bring all roads and footways up to a good standard with only new maintenance required. Even if all of the capital that the 2022/23 budget seeks to make available for potential use on roads and footways by Area Partnerships was directed to this task alone, over a three-year period the Council would still be significantly adrift of the resource required to bring roads and footways up to good condition.

This Council expresses its view that the city's residents deserve to have good quality infrastructure to allow them to move about the city in an efficient manner. It is self-evident that if we are to encourage more of our citizens to take up active travel options that we require to provide the infrastructure to allow this to be done safely and that at its most basic level this will require having roads and footways in good condition.

For example, the personal injury that a cyclist or pedestrian could suffer from a pothole or road/pavement defect is much more significant than that of a vehicle driver. Further, this Council recognises the significant cost to road users - cyclists, car drivers, bus operators, LGV/HGV operators and others - for the repair of damage to cycles and vehicles caused by potholes and road defects.

To allow for Councillors to consider the best way to put in place a serious and costed plan to tackle the significant damage to our city's roads and pavements, this Council instructs the Chief Executive to prepare the following:

- An up-to-date assessment of the cost of repairing ALL of the city's identified road and pavement defects to allow the Council to come to a point where it only requires to undertake repairs to new defects - noting that much of this detail should already be available to the Council as it is utilised within its RISO report.
- An assessment of the impact of third party works on the city's infrastructure e.g. utility works and how the Council can best ensure that these parties rectify any damage caused by these works.
- An assessment of the potential to link up a programme of significant road and footway repairs with carrying out other works such as drainage repair/upgrades or traffic changes.
- An assessment of the capacity of both the Council and its contractors to undertake such a scale of work and on what timeframe this could take place.
- To write to the Cabinet Secretary for Finance and the Economy providing her with an up-to-date estimate of the cost to repair Glasgow's roads and footways and the required capital/revenue to allow this to be carried out and to further request that the Scottish Government take this into consideration as part of Glasgow's funding settlement in future financial years.
- An assessment of the potential ways in which to fund this that are available to the Council in the short, medium and long-term.

This Council instructs the Chief Executive that this work should be presented to the Council no later than 6 months following the 2022 Local Government Elections."

Councillor Richardson, seconded by Councillor Millar, moved as an amendment that:-

(1) the first paragraph be deleted and replaced with the following:
"Council considers the maintenance and repair of roads and footways to be an essential priority for the smooth running of the city.";

(2) the following be inserted after the second paragraph at the first sentence ending "…70.5% of carriageways in acceptable condition":
"and that this report confirmed this is above the Scottish average of 64.2% and places Glasgow in the upper quartile for road condition in Scotland".;

(3) that the second paragraph at the third sentence beginning "While the COVID-19 pandemic had an impact…" be deleted and replaced with the following:
"The COVID-19 restrictions resulted in four months of no roads maintenance, which coincides with this fall in customer satisfaction.";

(4) that the following be inserted at paragraph 5, second bullet, three new bullets:
- "Neighbourhood Infrastructure Fund: £23 million
- Road maintenance revenue funding: £2.3 million
- Footway maintenance revenue funding: £862,000"

(5) that the seventh paragraph be deleted beginning "However, it is clear that the current investment proposals..";

(6) that the following be inserted after paragraph nine beginning "Council also noted …" and before the tenth paragraph beginning "To allow for …":

"Council also notes that road surface damage is caused by a combination of weather conditions and wear and tear from vehicle use. The RISO states, "the impact of extreme winter and summer weather has on

the condition of our carriageways is clear." Council is concerned that the climate emergency is expected to increase the frequency and severity of these extreme weather events. Council notes that between 1994 and 2019 there was a 32% increase in vehicle miles in Glasgow, and that this increased level of use will contribute to the maintenance burden of our infrastructure. Council therefore welcomes the recently approved target of 30% reduction in vehicle kilometres by 2030, as set out in the Glasgow Transport Strategy."; and

(7) that the following be inserted after the eleventh paragraph sixth bullet, one new bullet:

- "An assessment of the potential impact of achieving the 30% vehicle kilometre reduction target on future levels of routine maintenance that will be required."

Councillor Burke, seconded by Councillor Ahmed, moved as a further amendment that:

(a) the following new eighth paragraph be inserted after "footways up to good condition"':
"Council notes the statement within the Annual Status and Options Report (ASOR) that "Extreme winter weather and more frequent summer rain events has had a detrimental impact on the number of public pothole reports received"; believes that climate change will continue to bring extreme weather; and expresses concern that Glasgow's roads are not currently climate resilient due to a lack of sufficient and multi-year funding for Local Government."

(b) the following new tenth paragraph be inserted after "caused by potholes and road defects.":
"Further, Council notes its support for the principles of Transform Scotland's 'Fix It First' campaign, first launched in 2013, that investment should address current deficiencies in our roadways and footways."

(c) the following new bullet point be added after "as it is utilised within its RISO report.":

- An assessment of the climate resilience of the current road and footway assets, whether current materials and techniques deliver greatest value for money over the long-term and whether improving the resilience of the asset would reduce the need for reactive patching repairs.

(d) the following be inserted at the end of the final bullet point:
"including an assessment of how the commitments to reduce private car kilometres and increase active travel for everyday journeys is likely to reduce the costs of maintenance due to less deterioration."

Councillor Young, seconded by Councillor Wardrop, moved as a further amendment that:

"Council expresses its dissatisfaction with the current condition of the city's roads, cycleways and footways. Council recognises the climate change impact of increasingly extreme weather events such as very severe rainfall, freezing or heightened temperatures, on our road infrastructure. Council notes both the volume of road traffic and the physical weight of vehicles in our city have grown significantly in recent years, increasing the strain on road surfaces. Council supports the Sustainable Transport Hierarchy and recognises the need to prioritise road developments which enhance active travel and access to public transport.

Council notes its Roads Infrastructure Status and Options Report 2021 which reports 70.5% of carriageways are currently in "acceptable" condition, that the ability to maintain and repair carriageways was severely impacted by the COVID-19 pandemic, and that levels of investment remain steady. Council notes that, while currently 94% of the primary cycle network is in good or fair condition, this reflects the relatively young age of the asset. Council welcomes the recent Active Travel Strategy embedding cycle provision for all as standard rather than as an optional extra.

Council notes with some concern that, while the majority of its footways are in good or fair condition, 2.9% of footways, equating to 92km, "exhibit major or structural deterioration". Council notes that approximately half of all Glasgow households do not have access to a private car and thus are more likely to travel using pavements. Households without a car are more likely to include disabled people, older people, people living in poverty, and families. Many of these groups require accessible smooth pavements for walking and wheeling, and the provision of dropped kerbs, safe crossing points and minimised pavement clutter.

Council recalls its recent Budget decision to introduce an additional surcharge for residential parking permits for the most polluting vehicles in recognition of their increased public health impacts. Council notes that the

same vehicles are also likely to be heavier and therefore cause greater damage to roads. Information from the International Council on Clean Transportation suggests the average weight of a new car bought in the UK has since the millennium increased by 208kg - equivalent to the weight of an additional man, woman and teenage passenger. UK Government data shows that 75% of so-called sports utility vehicles are registered to urban addresses, predominantly in wealthier areas. Council agrees that just as the emissions impact of these vehicles is not felt evenly, the deterioration of our city's roads is not caused equally by all road users. Similarly, increased HGV weights, and inappropriate use of residential streets by HGVs, adds stress to road surfaces.

Council recognises that cycling, wheeling and walking has the least impact on road surfaces, yet notes that these groups often suffer the most from potholes and poor road quality. Council expresses its view that the city's residents deserve to have good quality infrastructure to allow them to move about the city in an efficient manner. It is self-evident that if we are to encourage more of our citizens to take up active travel options that we require to provide the infrastructure to allow this to be done safely and that at its most basic level this will require having roads and footways in good condition.

For example, the personal injury that a cyclist or pedestrian could suffer from a pothole or road/pavement defect is much more significant than that of a vehicle driver. Further, Council recognises the significant cost to road users – cyclists, car drivers, bus operators, LGV/HGV operators and others – for the repair of damage to cycles and vehicles caused by potholes and road defects.

Council resolves to use measures already within its power both to address the condition of our carriageways, and to reduce vehicular impact and subsequent damage to roads. Council recalls its decision through the recently approved Transport Strategy to substantially reduce vehicle kilometres over the next decade, and believes that proactively engaging residents, businesses and visitors is the best way of ensuring this happens.

Council instructs the Chief Executive to prepare the following:

- An up-to-date assessment of the cost and timescale of repairing ALL of the city's identified road and pavement defects to allow the Council to come to a point where it only requires to undertake repairs to new defects – noting that much of this detail should already be available to the Council as it is utilised within its RISO report.
- An assessment of the impact of third party works on the city's infrastructure e.g. utility works and how the Council can best ensure that these parties rectify any damage caused by these works.
- An assessment of the potential to link up a programme of significant road and footway repairs with carrying out other works such as drainage repair/upgrades or traffic changes.
- An assessment of the capacity of both the Council and its contractors to undertake such a scale of work and on what timeframe this could take place.
- An assessment of the impact of extreme weather events on roads, active travel routes and footpaths and what innovations are emerging in surface treatment approaches to improve climate resilience.
- Information on where the 2.9% of worst footways are, and plans to immediately bring these footways up to expected minimum standard and maintain them as such.
- An assessment of the potential for both the Council and businesses to make greater use of smaller electric vehicles and cargo bikes for 'last mile' journeys, including making cargo bikes available for hire, in order to reduce the impact of heavy goods vehicles travelling through our streets.
- An assessment of potential measures to divert heavy goods vehicles away from inappropriate residential streets, including common 'rat runs' or known motorway connector routes.
- An assessment of the role of heavy private non-commercial vehicles in road deterioration, and an outline of measures to address and prevent future deterioration, looking to other cities worldwide for possible models.

Council instructs the Chief Executive that this work should be presented to the relevant Council Committee

no later than six months following the 2022 Local Government Elections."

Councillor Thomas Kerr, with the approval of his seconder, accepted the amendment by Councillor Burke.

During the debate Councillors Richardson and Young, with the approval of their seconders, agreed to combine their amendments as follows:-

"Council considers the maintenance and repair of roads and footways to be an essential priority for the smooth running of the city.

In the Council's most recent Roads Infrastructure Status and Options Report (RISO), it was noted that carriageway condition deteriorated for the first time since 2013 to 70.5% of carriageways in acceptable condition, and that this report confirmed this is above the Scottish average of 64.2% and places Glasgow in the upper quartile for road condition in Scotland. In addition, this report highlighted that customer satisfaction, as measured by the household survey, is at its lowest level for carriageways since 2011 at 18% with footway condition falling to 39%. The COVID-19 restrictions resulted in four months of no roads maintenance, which coincides with this fall in customer satisfaction.

The Council's RISO report noted that to bring carriageways up to "Best Condition in Over a Decade" would cost £15.5 million annually over 5 years with a 20-year investment of £250 million. To bring footways up to the Gold/Silver Standard would cost £3.97 million with a 20-year investment of £50.48 million.

Further to this, a recent Freedom of Information request confirmed that Glasgow currently has an outstanding bill to repair its known road and footway repairs of £96 million.

In the Budget Report tabled at the Council meeting of 17/02/22, it was noted that the Council plans the following capital investment in carriageways and footways:

- Carriageways: £4.5 million (2022/23), £5.2 million (2023/24) and £6.5 million (2024/25).
- Footways: NIL (2022/23), £300,000 (2023/24) and £300,000 (2024/25)
- Neighbourhood Infrastructure Fund: £23 million
- Road maintenance revenue funding: £2.3 million
- Footway maintenance revenue funding: £862,000

The Council recognises its financial challenges in funding such works.

This Council expresses its view that the city's residents deserve to have good quality infrastructure to allow them to move about the city in an efficient manner. It is self-evident that if we are to encourage more of our citizens to take up active travel options that we require to provide the infrastructure to allow this to be done safely and that at its most basic level this will require having roads and footways in good condition.

For example, the personal injury that a cyclist or pedestrian could suffer from a pothole or road/pavement defect is much more significant than that of a vehicle driver. Further, this Council recognises the significant cost to road users – cyclists, car drivers, bus operators, LGV/HGV operators and others – for the repair of damage to cycles and vehicles caused by potholes and road defects.

Council also notes that road surface damage is caused by a combination of weather conditions and wear and tear from vehicle use. The RISO states, "the impact of extreme winter and summer weather has on the condition of our carriageways is clear." Council is concerned that the climate emergency is expected to increase the frequency and severity of these extreme weather events. Council notes that between 1994 and 2019 there was a 32% increase in vehicle miles in Glasgow, and that this increased level of use will contribute to the maintenance burden of our infrastructure. Council therefore welcomes the recently approved target of 30% reduction in vehicle kilometres by 2030, as set out in the Glasgow Transport Strategy.

To allow for Councillors to consider the best way to put in place a serious and costed plan to tackle the

significant damage to our city's roads and pavements, this Council instructs the Chief Executive to prepare the following:

- An up-to-date assessment of the cost of repairing ALL of the city's identified road and pavement defects to allow the Council to come to a point where it only requires to undertake repairs to new defects – noting that much of this detail should already be available to the Council as it is utilised within its RISO report.
- An assessment of the impact of third party works on the city's infrastructure e.g. utility works and how the Council can best ensure that these parties rectify any damage caused by these works.
- An assessment of the potential to link up a programme of significant road and footway repairs with carrying out other works such as drainage repair/upgrades or traffic changes.
- An assessment of the capacity of both the Council and its contractors to undertake such a scale of work and on what timeframe this could take place.
- To write to the Cabinet Secretary for Finance and the Economy providing her with an up-to-date estimate of the cost to repair Glasgow's roads and footways and the required capital/revenue to allow this to be carried out and to further request that the Scottish Government take this into consideration as part of Glasgow's funding settlement in future financial years.
- An assessment of the potential ways in which to fund this that are available to the Council in the short, medium and long-term.
- An assessment of the potential impact of achieving the 30% vehicle kilometre reduction target on future levels of routine maintenance that will be required.
- An assessment of the impact of extreme weather events on roads, active travel routes and footpaths and what innovations are emerging in surface treatment approaches to improve climate resilience.
- Information on where the 2.9% of worst footways are, and plans to immediately bring these footways up to expected minimum standard and maintain them as such.
- An assessment of the potential for both the Council and businesses to make greater use of smaller electric vehicles and cargo bikes for 'last mile' journeys, including making cargo bikes available for hire, in order to reduce the impact of heavy goods vehicles travelling through our streets.
- An assessment of potential measures to divert heavy goods vehicles away from inappropriate residential streets, including common 'rat runs' or known motorway connector routes.
- An assessment of the role of heavy private non-commercial vehicles in road deterioration, and an outline of measures to address and prevent future deterioration, looking to other cities worldwide for possible models.

This Council instructs the Chief Executive that this work should be presented to the Council no later than months following the 2022 Local Government Elections."

On a vote being taken by calling the roll, 40 members voted for the amendment as adjusted by Councillor Richardson and 33 for the motion. The amendment as adjusted was accordingly declared to be carried.

Public libraries – Motion as adjusted approved, after division.

13 Councillor Wardrop, seconded by Councillor Molyneux, moved that:-

"Council extends its thanks to local library campaigners for their long-running campaigns which culminated in the recent reopening of all Glasgow's libraries. Council believes these campaigns, and others in the media, have helped to shine a light on the vital importance of library services to communities.

Council believes that while our city's libraries will always have literacy at the heart, over recent years they

have expanded their offering and become about so much more than books. Council notes the successful support work offered by Macmillan through our libraries, the importance of libraries as a place for people who are digitally excluded to get online, and the wealth of information available in our archives. Council commends the many groups that make our libraries the vibrant places they are, from Bookbug for our youngest children, to homework clubs, reading groups, local historians, and support groups for people from all walks of life.

Council notes the progress made in this Council term towards a more sustainable future for our city, including the approval of a Circular Economy Route Map in December 2020. Council notes research from the Ellen MacArthur Foundation that 80% of household items such as drills, sound systems and sewing machines are used less than once per month.

Council supports a real sharing economy, including the development of Tool Libraries, which allow people to join flexible membership schemes to access hundreds of tools for the price of one tool, saving space and money, and reducing unnecessary consumption. Council notes that other local authorities, including Renfrewshire and East Dunbartonshire, operate children's toy libraries, ensuring toys have a regular new lease of life.

Council believes as we move away from pandemic lockdowns, this provides an opportunity to engage people to get their views on the future of public libraries, and the range of services which could be delivered from public libraries so they maximise their potential as a community resource.

Council asks the incoming Chief Executive of Glasgow Life to begin work on a new Libraries Strategy, which should include a large-scale public engagement exercise and encompass the potential to host tool and toy libraries, repair and skills workshops, as well as acting as a focal point for community climate action. Council requests a report to the relevant Committee outlining the scope of the engagement exercise within six months."

Councillor McDonald, seconded by Bailie Christie, moved as an amendment that:-

(1) the following be inserted at the end of the fourth paragraph:
"additionally we recognise the developing social enterprise models operating in many communities across the city who run sharing libraries for tools, toys, skills and more. Council commits to enabling and supporting more communities, social enterprises and other stakeholders to building a strong refuse/repair/sharing economy in Glasgow."; and

(2) the sixth paragraph be deleted and replaced with:
"Council recalls the success of the Vision for Glasgow Libraries published in 2015, that set out the vision for the city's libraries to be "amazing places to read, learn and discover – the trusted guide at the heart of our communities". This vision has seen Glasgow Libraries receive national awards demonstrating the delivery of innovative, high quality services. Council notes that a draft update of the Vision to be available for wider ranging public engagement and consultation across the city in the early Autumn of 2022.

Council believes that Vision must ensure that the services provided by our libraries remain relevant and meet the needs of our citizens and communities. The building of strong collaborative partnerships with communities, the third and public sectors will remain central to our approach.

Council recognises the potential contribution libraries can play, both now and in the coming years, within the city including improving health and wellbeing, developing reading and literacy, accessing new skills and knowledge, alleviating poverty, supporting employment and inclusive economic development."

Councillor Graham, seconded by Bailie Garrity, moved as a further amendment that the following be inserted in the first paragraph after "of all Glasgow's libraries":

"; and notes this Council's decision of 20th December 2020 "to ensure that all 171 sports, arts and cultural venues are fully reopened…as soon as it is safe to reopen them" which provided vital political leadership on this issue."

Bailie Dr Bartos, seconded by Councillor Elspeth Kerr, moved as a further amendment that:

(a) the following be added at the end of the fourth paragraph:
"Council notes its commitment to novel community based circular economy models with the decision it made in February 2018 (and later budgets) to support a Schools Bike Library pilot as circular approach to towards a 'bike for every child' city, where no school aged child is excluded from access to a bike."; and

(b) the following be added at the end of the sixth paragraph:
"Council further notes that the aforementioned Schools Bike Library pilot has not yet commenced but reiterates its support for this scheme, instructs a paper to come forward to the relevant Committee, before the summer recess, outlining progress to date and further instructs officers to develop options to engage with parent councils and external stakeholders including Scottish Government to identify resources which would permit future extension of a Schools Bike Library scheme to cover all primary schools in the city."

Councillor Wardrop, with the approval of her seconder, accepted the amendments by Councillor McDonald and Councillor Graham, resulting in the following adjusted motion:-

"Council extends its thanks to local library campaigners for their long-running campaigns which culminated in the recent reopening of all Glasgow's libraries and notes this Council's decision of 20th December 2020 "to ensure that all 171 sports, arts and cultural venues are fully reopened…as soon as it is safe to reopen them" which provided vital political leadership on this issue. Council believes these campaigns, and others in the media, have helped to shine a light on the vital importance of library services to communities.

Council believes that while our city's libraries will always have literacy at the heart, over recent years they have expanded their offering and become about so much more than books. Council notes the successful support work offered by Macmillan through our libraries, the importance of libraries as a place for people who are digitally excluded to get online, and the wealth of information available in our archives. Council commends the many groups that make our libraries the vibrant places they are, from Bookbug for our youngest children, to homework clubs, reading groups, local historians, and support groups for people from all walks of life.

Council notes the progress made in this Council term towards a more sustainable future for our city, including the approval of a Circular Economy Route Map in December 2020. Council notes research from the Ellen MacArthur Foundation that 80% of household items such as drills, sound systems and sewing machines are used less than once per month.

Council supports a real sharing economy, including the development of Tool Libraries, which allow people to join flexible membership schemes to access hundreds of tools for the price of one tool, saving space and money, and reducing unnecessary consumption. Council notes that other local authorities, including Renfrewshire and East Dunbartonshire, operate children's toy libraries, ensuring toys have a regular new lease of life. Additionally we recognise the developing social enterprise models operating in many communities across the city who run sharing libraries for tools, toys, skills and more. Council commits to enabling and supporting more communities, social enterprises and other stakeholders to building a strong refuse/repair/sharing economy in Glasgow. Council notes its commitment to novel community based circular economy models with the decision it made in February 2018 (and later budgets) to support a Schools Bike Library pilot as a circular approach towards a 'bike for every child' city, where no school aged child is excluded from access to a bike.

Council believes as we move away from pandemic lockdowns, this provides an opportunity to engage people to get their views on the future of public libraries, and the range of services which could be delivered from public libraries so they maximise their potential as a community resource.

Council recalls the success of the Vision for Glasgow Libraries published in 2015, that set out a vision for the city's libraries to be "amazing places to read, learn and discover – the trusted guide at the heart of our communities". This vision has seen Glasgow Libraries receive national awards demonstrating the delivery

of innovative, high quality services. Council notes that a draft update of the Vision is due to be available for wider ranging public engagement and consultation across the city in the early Autumn of 2022.

Council believes that Vision must ensure that the services provided by our libraries remain relevant and meet the needs of our citizens and communities. The building of strong collaborative partnerships with communities, the third and public sectors will remain central to our approach.

Council recognises the potential contribution libraries can play, both now and in the coming years, within the city including improving health and wellbeing, developing reading and literacy, accessing new skills and knowledge, alleviating poverty, supporting employment and inclusive economic development."

On a vote being taken by calling the roll 3 members voted for the amendment and 68 for the motion as adjusted which was accordingly declared to be carried.

Women in politics – Motion as adjusted, approved.

14 Councillor McTernan, seconded by Councillor McKenzie, moved that:-

"Council notes, with concern that at the last election, just 29% of Scotland's Councillors were women; and that this inequality extends to other elected office more broadly; and that it is even more pronounced for young, disabled, BAME, and LGBT+ women.

Council further notes a considerable number of news reports that a number of female Councillors intend not to seek re-election at the upcoming election, including many who were first elected five years ago; that this is a worrying trend across Local Government; and that this trend is further evidence of the findings in the recent CoSLA Councillors Survey.

Council believes that this is evidence of a structural problem across Local Government in Scotland, and the rest of the UK; and that all parties and all politicians have a huge role to play in supporting more women of all backgrounds into politics and to stay in elected office.

However, Council recognises that there are steps that can, and should, be taken locally to help address these problems, and to provide greater support and encouragement to those who are elected.

Therefore, Council resolves to instruct Officers to engage with COSLA, COSLA's Challenging Barriers to Elected Office Group, and others, to prepare a report to the appropriate Council committee to carry forward any relevant and necessary changes to policy."

Councillor Layden, seconded by Councillor Richardson, moved as an amendment that:-

(1) the following be inserted at the third paragraph after "Council believes that this is evidence of a structural..":

"…and cultural";

(2) the following be inserted at the end of the third paragraph:

"..and to tackle the misogynistic behaviours that exist in our council chambers.";

(3) the following be inserted as the fourth paragraph:

"Council welcomes the recent Scottish Government commitment to an independent review of councillors' terms and conditions including pay to support greater diversity in council chambers."; and

(4) the following be inserted as a new fifth paragraph after "be taken locally to help address these problems….." :
"including hybrid options for council meetings"

Councillor Long, seconded by Councillor Molyneux, moved as a further amendment that the following additional paragraphs be inserted between "...to stay in elected office." and "However, Council recognises…":-

"Council notes the findings of the CoSLA Councillors Survey that on average, Scottish Councillors work full-time equivalent hours on their councillor duties (38.6 hours/week). Council notes that the allowance for Councillors is £18,604, resulting in an equivalent hourly rate lower than the Real Living Wage of £9.90.

Council believes that there will not be significant change to the number of women, or other under-represented groups, running for local election or re-election until the workload and level of responsibility of the role of Councillor is fairly remunerated. Council welcomes the forthcoming independent review of Councillor pay by the Scottish Government and CoSLA and calls for urgent action to address remuneration and make the role accessible to all."

Councillor McTernan, with the approval her seconder, accepted the amendments by Councillor Layden and Councillor Long, resulting in the following adjusted motion:-

"Council notes, with concern that at the last election, just 29% of Scotland's Councillors were women; and that this inequality extends to other elected office more broadly; and that it is even more pronounced for young, disabled, BAME, and LGBT+ women.

Council further notes a considerable number of news reports that a number of female Councillors intend not to seek re-election at the upcoming election, including many who were first elected five years ago; that this is a worrying trend across Local Government; and that this trend is further evidence of the findings in the recent CoSLA Councillors Survey.

Council believes that this is evidence of a structural and cultural problem across Local Government in Scotland, and the rest of the UK; and that all parties and all politicians have a huge role to play in supporting more women of all backgrounds into politics and to stay in elected office and to tackle the misogynistic behaviours that exist in our Council chambers.

Council notes the findings of the CoSLA Councillors Survey that on average, Scottish Councillors work full-time equivalent hours on their councillor duties (38.6 hours/week). Council notes that the allowance for Councillors is £18,604, resulting in an equivalent hourly rate lower than the Real Living Wage of £9.90.

Council believes that there will not be significant change to the number of women, or other under-represented groups, running for local election or re-election until the workload and level of responsibility of the role of Councillor is fairly remunerated. Council welcomes the forthcoming independent review of Councillor pay by the Scottish Government and CoSLA and calls for urgent action to address remuneration and make the role accessible to all.

Council welcomes the recent Scottish Government commitment to an independent review of councillors' terms and conditions including pay to support greater diversity in Council chambers.

However, Council recognises that there are steps that can, and should, be taken locally to help address these problems, and to provide greater support and encouragement to those who are elected including hybrid options for council meetings.

Therefore, Council resolves to instruct Officers to engage with COSLA, COSLA's Challenging Barriers to Elected Office Group, and others, to prepare a report to the appropriate Council committee to carry forward any relevant and necessary changes to policy."

The motion, as adjusted, was thereafter approved unanimously.

Adjournment.

18 With reference to paragraph 2(1) above and in terms of Standing Order No 5 (12), the Council agreed to adjourn the meeting at 1745 hours, the remaining item of business being 8(f).

MINUTES

OF

GLASGOW CITY COUNCIL

Hybrid meeting, Glasgow, 19th May 2022.

Glasgow City Council.

SAQIB AHMED
SUSAN AITKEN
IMRAM ALAM
BLAIR ANDERSON
KEN ANDREW
ALEXANDER BELIC
RICHARD BELL
DECLAN BLENCH
EVA BOLANDER
ABDUL BOSTANI
PHILIP BRAAT
JILL BROWN
HOLLY BRUCE
MAUREEN BURKE
BILL BUTLER
GRAHAM CAMPBELL
CHRISTINA CANNON
PAUL CAREY
ANTHONY CARROLL
ALLAN CASEY
ANNETTE CHRISTIE
MALCOLM CUNNING
CHRIS CUNNINGHAM
STEPHEN CURRAN
FEARGAL DALTON
JOHN DALY
AUDREY DEMPSEY
LAURA DOHERTY
STEPHEN DORNAN
PATRICIA FERGUSON
SEAN FERGUSON
ELAINE GALLAGHER
ZEN GHANI
ALLAN GOW
WILLIAM GRAHAM
SHARON GREER
GREG HEPBURN
FIONA HIGGINS
RASHID HUSSAIN
DAN HUTCHISON
FYEZA IKHLAQ
EUNIS JASSEMI
ANN JENKINS
LILITH JOHNSTONE
JIM KAVANAGH
RUAIRI KELLY
ALEX KERR
MATT KERR
THOMAS KERR
KEVIN LALLEY
PAUL LEINSTER
FRANK McAVEETY
PAUL MCCABE
ELAINE McDOUGALL
JACQUELINE MCLAREN
KENNY McLEAN
NORMAN MacLEOD
ELAINE McSPORRAN
ANNE McTAGGART
HANZALA MALIK
LEÒDHAS MASSIE
CHRISTY MEARNS
ANGUS MILLAR
MALCOLM MITCHELL
JON MOLYNEUX
ROBERT MOONEY
EVA MURRAY
CECILIA O'LONE
KEIRAN O'NEILL
JILL PIDGEON
LINDA PIKE
HANIF RAJA
THOMAS RANNACHAN
GEORGE REDMOND
LANA REID MCCONNELL
ROZA SALIH
FRANNY SCALLY
JAMES SCANLON
SORYIA SIDDIQUE
KIERAN TURNER
CATHERINE VALLIS
MARTHA WARDROP
ALEX WILSON

VICE DEAN OF GUILD

Apology: Margaret Morgan.

Attending: E Galletly, Director of Legal and Administration; A O'Donnell, Chief Executive; D Hutchison, Executive Director of Education Services; G Gillespie, Executive Director of Neighbourhoods, Regeneration and Sustainability; I Robertson, Director of Corporate Asset Management; M Johnstone, Director of Financial and Business Services; K Rush, Director of Regional Economic Growth; S Millar, Chief Officer, Glasgow City Health and Social Care Partnership; and C Edgar, Head of Communication and Strategic Partnerships.

Chair.

1 The Director of Legal and Administration assumed the Chair and called the meeting to order.

Meeting opened with prayer.

2 The meeting opened with a prayer by the Minister of Glasgow Cathedral, the Reverend Mark Johnstone.

Appointment of Councillor McLaren as Lord Provost approved, after division.

3 Councillor Aitken, seconded by Councillor Bell, moved that Councillor Jacqueline McLaren be appointed Convener of the Council who would, in terms of Section 4(7) of the Local Government Etc (Scotland) Act 1994, be Lord Provost of the City of Glasgow.

Councillor Siddique, seconded by Councillor McAveety, moved as an amendment that Councillor Patricia Ferguson be appointed as Lord Provost.

On a vote being taken by calling the roll 35 members voted for the amendment, 46 for the motion, with 2 abstentions.

The motion was accordingly declared to be carried.

Installation of Lord Provost.

4 Councillor McLaren was then invested with the Chain of Office of the Lord Provost of the City of Glasgow and took the *oath de fideli administratione officii*. The Lord Provost then took the Chair and addressed the House in suitable terms.

Election of councillors – Report by Returning Officer noted.

5 There was submitted the Returning Officer's report on the outcome of the election on 5th May 2022 of councillors for the City of Glasgow.

After consideration, the Council noted the report, which is printed as Appendix 1 to these minutes.

Council and Committee Standing Orders approved.

6 There was submitted a report by the Director of Legal and Administration submitting for approval the Council and Committee Standing Orders, highlighting the amendments which had been made to the existing Standing Orders.

After consideration, the Council approved the Council and Committee Standing Orders as submitted.

The approved Council and Committee Standing Orders are printed as Appendix 2 to these minutes.

Terms of Reference of committees etc approved.

7 There was submitted a report by the Director of Legal and Administration detailing the proposed Terms of Reference of committees etc.

After consideration, the Council approved the Terms of Reference as submitted.

The approved Terms of Reference are printed as Appendix 3 to these minutes.

Scheme of Delegated Functions approved.

8 There was submitted a report by the Director of Legal and Administration detailing a Scheme of Delegated Functions to committees, the Lord Provost and the Depute Lord Provost, the Chief Executive, Executive Directors and other officers, highlighting a number of changes to the existing scheme.

After consideration, the Council approved the Scheme of Delegated Functions as submitted. The approved Scheme is printed as Appendix 4 to these minutes.

Standing Orders Relating to Contracts approved.

9 There was submitted a report by the Director of Legal and Administration detailing proposed Standing Orders Relating to Contracts.

After consideration, the Council approved the Standing Orders Relating to Contracts as submitted. The approved Standing Orders are printed as Appendix 5 to these minutes.

Financial Regulations, Management and Control Code of Practice approved.

10 There was submitted a report by the Executive Director of Finance detailing the proposed Financial Regulations, Management and Control Code of Practice in respect of procedures to be followed in relation to various financial matters, highlighting changes made to the existing Code of Practice etc.

After consideration, the Council approved the Financial Regulations, Management and Control Code of Practice. The approved Code of Practice is printed as Appendix 6 to these minutes.

Appointment of Councillor Mearns as Depute Lord Provost approved, after division.

11 Councillor Siddique, seconded by Councillor McAveety, moved that Councillor Hanif Raja be appointed Depute Convener and Depute Lord Provost of the City of Glasgow and be granted the honorary title of Bailie.

Councillor Wardrop, seconded by Councillor Molyneux, moved as an amendment that Councillor Christy Mearns be appointed Depute Convener and Depute Lord Provost of the City of Glasgow and be granted the honorary title of Bailie.

On a vote being taken by calling the roll, 46 members voted for the amendment and 35 for the motion with 2 abstentions.

The amendment was accordingly declared to be carried.

Appointment of Councillor Aitken as Leader of the Council approved, after division.

12 Councillor Bell, seconded by Councillor Hepburn, moved that Councillor Susan Aitken be appointed as Leader of the Council.

Councillor Siddique, seconded by Councillor Greer, moved as an amendment that Councillor George Redmond be appointed as Leader of the Council.

On a vote being taken by calling the roll, 35 members voted for the amendment and 46 for the motion with 2 abstentions.

The motion was accordingly declared to be carried.

Appointment of Councillor Bell as Depute Leader of the Council approved.

13 Councillor Aitken, seconded by Councillor Campbell, moved that Councillor Richard Bell be appointed Depute Leader of the Council.

Councillor McAveety, seconded by Councillor Pidgeon, moved that Councillor Soryia Siddique be appointed Depute Leader of the Council.

On a vote being taken by calling the roll, 35 members voted for the amendment and 46 for the motion with 2 abstentions.

The motion was accordingly declared to be carried.

Appointment of Bailies.

14 The Council agreed unanimously to appoint the undernoted councillors as Bailies for the purpose of assisting the Lord Provost in civic and ceremonial matters and who were thereupon invested with their chains of office.

Annette Christie	Rashid Hussain	Margaret Morgan
Anthony Carroll	Jim Kavanagh	Linda Pike
Malcolm Cunning	Thomas Kerr	Hanif Raja
Patricia Ferguson	Norman MacLeod	Roza Salih
Elaine Gallagher	Leòdhas Massie	James Scanlon
Sharon Greer	Paul McCabe	

Minutes approved.

15 The minutes of the Council of 31st March 2022 (pages 0 to 00 hereof) were submitted and approved.

Scheme of Members' Allowances approved.

16 There was submitted a report by the Executive Director of Finance on the Scheme of Members' Allowances, detailing the remuneration arrangements for members from May 2022.

The Council approved unanimously. The approved salaries of senior councillors are detailed in Appendix 7 to these minutes.

Appointments to committees etc approved.

17 The Council approved the undernoted appointments to committees etc:-

City Administration Committee (23 members)

Susan Aitken (Convener)	Leader and Convener for City and City Region Economy and Just Transition
Richard Bell (Vice Convener)	Depute Leader and City Treasurer and Convener for Financial Inclusion
Greg Hepburn	Business Manager and Convener for Open Government
Christina Cannon	Convener for Education, Communities and Equalities
Allan Casey	Convener for Workforce and Homelessness and Addiction Services
Ruairi Kelly	Convener for Neighbourhood Services and Assets
Kenny McLean	Convener for Housing, Development, Built Heritage and Land Use
Chris Cunningham	Convener for Health, Care and Caring and Older People (and Chair or Vice Chair of Integrated Joint Board)
Annette Christie	Convener for Culture, Sport and International Relations (and Chair of Glasgow Life)
Angus Millar	Convener for Climate, Glasgow Green Deal, Transport and City Centre Recovery
George Redmond	Leader of the Opposition
Soryia Siddique	Depute Leader of the Opposition
Frank McAveety	Opposition Business Manager

Saqib Ahmed
Philip Braat
Dan Hutchison
Matt Kerr
Thomas Kerr
Elaine McDougall
Jon Molyneux
Cecilia O'Lone
Jill Pidgeon
Martha Wardrop

Religious representatives appointed in terms of section 124 of the Local Government (Scotland) Act 1973 to serve when committee deals with education matters:-

Church of Scotland representative – James Hamilton

Roman Catholic Church representative - Canon Robert Hill

3rd religious representative - to be confirmed

Contracts and Property Committee (13 Members)

Franny Scally (Convener)
Ruairi Kelly (Vice Convener)
Ken Andrew
Chris Cunningham
Stephen Curran
William Graham
Kevin Lalley
Leòdhas Massie
Kenny McLean
Jon Molyneux
Cecilia O'Lone
Thomas Rannachan
James Scanlon

Education, Skills and Early Years City Policy Committee (13 Members)

Graham Campbell (Convener)
Blair Anderson (Vice Convener)
Imram Alam
Richard Bell
Jill Brown
Bill Butler
Elaine Gallagher
Zen Ghani
Fiona Higgins
Fyeza Ikhlaq
Ruairi Kelly
Malcolm Mitchell
Catherine Vallis

Environment, Sustainability and Carbon Reduction City Policy Committee (13 Members)

Elaine McSporran (Convener)
Holly Bruce (Vice Convener)
Jill Brown
Abdul Bostani
Paul Carey
Stephen Docherty
Allan Gow
Jim Kavanagh
Alex Kerr
Paul McCabe
Jon Molyneux
Jill Pidgeon
Franny Scally

Neighbourhoods, Housing and Public Realm City Policy Committee (13 members)

Martha Wardrop (Convener)
Eva Bolander (Vice Convener)
Graham Campbell
Anthony Carroll
Allan Casey
Laura Doherty
Sean Ferguson
Ann Jenkins
Kevin Lalley
Robert Mooney
Linda Pike
Thomas Rannachan
Soryia Siddique

Net Zero and Climate Progress Monitoring City Policy Committee (13 members)

Lara Reid McConnell (Convener)
Alexander Belic (Vice Convener)
Blair Anderson
Declan Blench
Abdul Bostani
Christina Cannon
Stephen Docherty
Paul Leinster
Norman MacLeod
Robert Mooney
Eva Murray
Keiran O'Neill
James Scanlon

Wellbeing, Empowerment, Community, Citizen Engagement and General Purposes City Policy Committee (13 members)

Anne McTaggart (Convener)
Roza Salih (Vice Convener)
Holly Bruce
Bill Butler
Annette Christie
Anthony Carroll
Audrey Dempsey
Stephen Dornan
Fiona Higgins
Kevin Lalley
Angus Millar
Margaret Morgan
Cecilia O'Lone

Finance and Audit Scrutiny Committee (14 members)

Frank McAveety (Convener)
Philip Braat (Vice Convener)
Alexander Belic
Stephen Curran
Sean Ferguson
Sharon Greer
Greg Hepburn
Dan Hutchison
Fyeza Ikhlaq
Thomas Kerr
Hanzala Malik
Angus Millar
Jon Molyneux
Margaret Morgan

Operational Performance and Delivery Scrutiny Committee (14 members)

Maureen Burke (Convener)
Imran Alam (Vice Convener)
Annette Christie
Chris Cunningham
Elaine Gallagher
Rashid Hussain
Jim Kavanagh
William Graham

Feargal Dalton
John Daly
Stephen Dornan
Roza Salih
Catherine Vallis
Martha Wardrop

Other committees etc:-

Appointment of Senior Officers Committee (7 members)

Susan Aitken (Convener)
Richard Bell
Allan Casey
Dan Hutchison
Elaine McDougall
Jon Molyneux
George Redmond

Digital Glasgow Board (6 members)

Angus Millar (Convener)
Anthony Carroll
Paul Leinster
Elaine McSporran
Soryia Siddique
Kieran Turner

Education Appeal Committee

All Council Members who have had the required training. To form a panel of 3 with independent members

Local Negotiating Committee for Teaching Staff (3 members)

Graham Campbell
Allan Casey
Matt Kerr

Officers

Douglas Hutchison, Executive Director of Education Services
Jenifer Tees, Human Resources Manager, Education Services
Louise Edgerton, Head Teacher, Hyndland Secondary School
Jim Wilson, Head of Service

Emergency Committee (5 members)

Susan Aitken (Convener)
Lord Provost
Richard Bell
Jon Molyneux
George Redmond

Local Licensing Forum (2 members)

Margaret Morgan
Hanzala Malik

Licencing and Regulatory Committee (8 members)

Alex Wilson (Convener)
Zen Ghani (Vice Convener)
Declan Blench
Eunis Jassemi
Jim Kavanagh
Thomas Kerr
Leòdhas Massie
Hanif Raja

Planning Applications Committee (14 members)

Ken Andrew (Convener)	Paul Leinster
Christy Mearns (Vice Convener)	Hanzala Malik
Eva Bolander	Elaine McDougall
Maureen Burke	Kenny McLean
John Daly	Elaine McSporran
Patricia Ferguson	Hanif Raja
Fyeza Ikhlaq	Martha Wardrop

Planning Local Review Committee

All Planning Applications Committee Members who have had the required training.

Licensing Board (9 members)

Bill Butler	Margaret Morgan
Dan Hutchison	Eva Murray
Alex Kerr	Linda Pike
Matt Kerr	Alex Wilson
Thomas Kerr	

Personnel Appeals Committee

All Council Members who have had the required training. To operate on the basis of panels of 3 members

Public Processions Committee

To operate on the basis of panels of 3 members drawn from the Wellbeing, Empowerment, Community and Citizen Engagement and General Purposes City Policy Committee.

Strathclyde Pension Fund Committee (8 members)

Richard Bell (Convener)	Allan Gow
Martha Wardrop (Vice Convener)	Dan Hutchison
Abdul Bostani	Ruairi Kelly
Philip Braat	Eva Murray

Appointments to Working Groups etc.

Just Transition Working Group (6 members)

Elaine Gallagher (Convener)	Christina Cannon
Declan Blench	Stephen Docherty
Graham Campbell	Matt Kerr

Repatriation and Spoliation of Artefacts Working Group (4 members)

Annette Christie (Convener)	Patricia Ferguson
Laura Doherty	Leòdhas Massie

Workforce Board (5 members)

Allan Casey (Workforce Convener)	Matt Kerr
Laura Doherty	Paul McCabe
Dan Hutchison	

Appointments to outside bodies etc approved.

18 The Council approved the following appointments etc to outside bodies:-

Organisation	*Representative(s)*
ALEOs:	
City Building (Glasgow) LLP and City Building (Contracts) LLP	Alex Kerr (Chair) Paul Carey Allan Casey
City Property (Glasgow) LLP, City Property (Investments) LLP and City Property Glasgow (Operations SL1) LLP and City Property Glasgow (Operations SL2) LLP	Paul Leinster (Chair) Richard Bell Zen Ghani Rashid Hussain Christy Mearns
Clyde Gateway URC	Greg Hepburn Cecilia O'Lone
Culture and Sport Glasgow (CSG)	Annette Christie Eva Bolander Holly Bruce Laura Doherty Patricia Ferguson
Jobs and Business Glasgow	Linda Pike (Chair) Sean Ferguson Elaine Gallagher Angus Millar Thomas Rannachan
Clyde Valley Learning and Development Project Joint Committee	Anne McTaggart
Core Cities UK Cabinet	Susan Aitken Richard Bell (substitute)
Organisation	*Representative(s)*
ALEOs:	

COSLA	Susan Aitken
	Blair Anderson
	Fyeza Ikhlaq
	Jon Molyneux
	George Redmond
	Roza Salih
	Soryia Siddique
	Kieran Turner
Glasgow and Clyde Valley Strategic Development Planning Authority Joint Committee (Clydeplan)	Kenny McLean
	Ken Andrew
Glasgow City Integration Joint Board	Chris Cunningham
	Anne McTaggart
	Allan Casey
	Elaine McDougall
	Audrey Dempsey
	Cecilia O'Lone
	Lana Reid McConnell
	Leòdhas Massie
Glasgow City Region City Deal Cabinet	Susan Aitken
	Richard Bell (substitute)

Glasgow Community Planning Partnership:-

Strategic Partnership	Christina Cannon (Chair)
	Richard Bell
	Anthony Carroll
	Cecilia O'Lone
Safe Glasgow Group	Paul McCabe (Chair)
	Jill Brown
	Holly Bruce
	Graham Campbell
	William Graham
	Ann Jenkins
	Leòdhas Massie
	Elaine McSporran
	Robert Mooney
	Catherine Vallis

Sector Partnerships

North East Sector	Declan Blench (Chair)
	Alex Kerr (Vice Chair)
	Maureen Burke
	Anthony Carroll
	Laura Doherty
	Greg Hepburn
	Ann Jenkins
	Ruairi Kelly
North West Sector	Abdul Bostani (Chair)
	Malcolm Mitchell (Vice Chair)
	Blair Anderson
	Eva Bolander
	Paul Carey
	Allan Gow
	Eva Murray
	Lana Reid McConnell
	Franny Scally
South Sector	Sean Ferguson (Chair)
	Paul McCabe (Vice Chair)
	Imran Alam
	Holly Bruce
	William Graham
	Paul Leinster
	Norman MacLeod
	Jon Molyneux
	Catherine Vallis

Area Partnerships	*All Ward members*
Area Partnership Chairs:-	
Anderston/City/Yorkhill	Eva Bolander
Baillieston	Alex Kerr
Calton	Greg Hepburn
Canal	Allan Gow
Cardonald	Elaine McSporran
Dennistoun	Allan Casey
Drumchapel/Anniesland	Anne McTaggart
East Centre	Declan Blench
Garscadden/Scotstounhill	Malcolm Mitchell
Govan	Dan Hutchison
Greater Pollok	William Graham
Hillhead	Martha Wardrop
Langside	Paul Leinster
Area Partnerships	*All Ward members*

Linn	Paul McCabe
Maryhill	Abdul Bostani
Newlands/Auldburn	Sean Ferguson
North East	Ruairi Kelly
Partick East/Kelvindale	Blair Anderson
Pollokshields	Jon Molyneux
Shettleston	Laura Doherty
Southside Central	Elaine Gallagher
Springburn/Robroyston	Graham Campbell
Victoria Park	Feargal Dalton
NHS Greater Glasgow and Clyde Board - Nomination	Chris Cunningham
Scottish Cities Alliance	Susan Aitken
	Richard Bell (substitute)
Scottish Events Campus (SEC) Ltd	Susan Aitken
	Frank McAveety
Scotland Excel Joint Committee	Rashid Hussain
	Ruairi Kelly
Strathclyde Concessionary Travel Scheme Joint Committee	Malcolm Mitchell
Strathclyde Partnership for Transport	Ken Andrew
	Stephen Dornan
	Christy Mearns
	Malcolm Mitchell
	Roza Salih
Wheatley Homes Glasgow	Frank McAveety
	Kenny McLean

Trusts:-

Blindcraft Trust	Annette Christie
	Robert Mooney
Fossil Grove Trust	Feargal Dalton
	Eunis Jassemi
	Lana Reid McConnell
Lord Provost's Childrens Fund	Lord Provost
	Maureen Burke
	Norman MacLeod
Lord Provost's Fund for Older People	Lord Provost
	Maureen Burke
	Norman MacLeod

Lord Provost's Fund for Vulnerable Citizens	Lord Provost Maureen Burke Norman MacLeod

Appointment of members to Local Licensing Forum

19 There was submitted a report by the Director of Legal and Administration detailing the statutory requirement under Section 10 of the Licensing (Scotland) Act 2005 to re-establish a Local Licensing Forum for the Council's area and to appoint members to that Forum.

After consideration, the Council approved

(1) the re-establishment and proposed membership of the Local Licensing Forum as set out in the report and appendix, subject to the outcome of the election of 3 community residents from community councils in Glasgow via an agreed election process; and
(2) the Terms of Reference of the Local Licensing Forum as detailed in paragraph 2.1 of the report.

Schedule of meetings noted.

20 The Council noted a report by the Director of Governance and Solicitor to the Council detailing a draft of meetings to 1st July 2022.

APPENDIX 1

LOCAL GOVERNMENT ELECTION – 5TH MAY 2022

GLASGOW CITY COUNCIL

RESULTS

Ward 1 - Linn

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
BLOCKLEY, Euan	Scottish Conservative and Unionist		1,035		1259.11060 (Excluded stage 9)
CUNNING, Malcolm	Glasgow Labour	Yes	2,152	1	**2,152** (**Elected**)
JONES, Angela	Alba Party for independence		114		120.71127 (Excluded stage 4)
MCCABE, Paul	Scottish National Party (SNP)	Yes	1,934	1	**1, 934** (**Elected**)
MCCAULEY, Joe	Scottish Liberal Democrats		572		690.50843 (Excluded stage 6)
MORGAN, Margaret	Scottish National Party (SNP)	Yes	1,070	7	**1,985.24937** (**Elected**)
TONER, James			849		996.70268 (Excluded stage 7)
VALLIS, Catherine	Glasgow Labour	Yes	724	9	**1,939.75705** (**Elected**)
WARWICK, Keith	Scottish Greens - Delivering For Our Community		544		577.39439 (Excluded stage 5)
					799.71371 (Non-transferable votes)

Election Statistics

Total Electorate	22,308
Percentage Poll	41.2%
Quota required to be elected	1,799
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	13

On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	171
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	1
Which is unmarked or void for uncertainty	15
Total Rejected Papers	**200**

Ward 2 – Newlands/Auldburn

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
CURRAN, Stephen	Glasgow Labour	Yes	1928	1	**1928** (**Elected**)
DEVLIN, Linda	Glasgow Labour		554		761.76832 (Excluded stage 8)
FERGUSON, Sean	Scottish National Party (SNP)	Yes	2074	1	**2074** (**Elected**)
MASSIE, Leòdhas Iain	Scottish Greens - Delivering For Our Community	Yes	638	10	**1509.35893** (**Elected**)
RAGE, Rage	Scottish National Party (SNP)		428		626.86927 (Excluded stage 7)
ROBERTSON, Jennie	Scottish Trade Unionist and Socialist Coalition		82		84.17 (Excluded stage 4)
ROSS, Craig			682		868.48056 (Excluded Craig Ross)
SCHMULIAN, Kim	Scottish Conservative and Unionist		857		1330.73644 (excluded stage 10)
SOUTHALL, Hugh	Scottish Liberal Democrats		175		186.71464 (Excluded stage 6)
SULEMAN, Ralph Raja	Alba Party for independence		147		156.71019 (Excluded stage 5)
					1190.56884 (Non-transferable votes)

Election Statistics

Total Electorate	18963
Percentage Poll	41.%
Quota required to be elected	1892
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	16
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	180
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	1
Which is unmarked or void for uncertainty	17
Total Rejected Papers	**214**

Ward 3 – Greater Pollok

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
AHMED, Saqib	Glasgow Labour	Yes	2598	1	**2598** (**Elected**)
GRAHAM, William	Scottish National Party (SNP)	Yes	2494	1	**2494** (**Elected**)
HO, Christopher	UKIP		46		60.05391 (excluded stage 5)
HUSSAIN, Rashid M	Glasgow Labour	Yes	1278	2	**1957.35672** **(Elected)**
JAMEEL, Tahir	Alba Party for independence		92		140.86145 (Excluded stage 8)
LAIRD, Paul	Scottish Family Party: Pro- Family, Pro-Marriage, Pro-Life		91		130.49858 (Excluded stage 7)
MCFADYEN, Chris	Scottish Greens - Delivering For Our Community		349		539.67569 (Excluded stage 10)
QURESHI, Awais	Scottish Liberal Democrats		120		172.28167 (Excluded stage 9)
SALIH, Roza	Scottish National Party (SNP)	Yes	917	10	1854.78563 (**Elected**)
STEVENSON, Eric	Scottish Trade Unionist and Socialist Coalition		51		70.36415 (excluded stage 6)
VENTISEI, Matt	Scottish Conservative and Unionist		833		982.72256 (Excluded stage 10)
					258.33756 (Non-transferable votes)

Election Statistics

Total Electorate	25241
Percentage Poll	36.2%
Quota required to be elected	1774
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure “1” standing alone is not placed so as to indicate a first preference for some candidate	21
On which the figure “1” standing alone indicating a first preference is set opposite the name of more than one candidate	235

On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	13
Total Rejected Papers	**269**

Ward 4 - Cardonald

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
CHALMERS, Ross	Scottish Liberal Democrats		153		191.97250 (Excluded stage 6)
DUDFIELD, Robin	Social Democratic Party		50		58.58250 (Excluded stage 5)
GOMERSALL, Ellie	Scottish Greens - Delivering For Our Community		461		619.10754 (Excluded stage 8)
KAVANAGH, Jim	Glasgow Labour	Yes	2367	1	**2367 (Elected)**
KERR, Matt	Glasgow Labour	Yes	1236	3	**1808.69210 (Elected)**
MCSPORRAN, Elaine	Scottish National Party (SNP)	Yes	2489	1	**2489 (Elected)**
PAXTON, Stephen	Scottish Conservative and Unionist		755		886.28912 (Excluded stage 8)
TORRANCE, Alexander	Alba Party for independence		189		233.41685 (Excluded stage 7)
WILSON, Alex	Scottish National Party (SNP)	Yes	872	8	20006.71244 (**Elected**) 229.87413 (Non-transferable votes)

Election Statistics

Total Electorate	22574
Percentage Poll	39.%
Quota required to be elected	1715
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure “1” standing alone is not placed so as to indicate a first preference for some candidate	22
On which the figure “1” standing alone indicating a first preference is set opposite the name of more than one candidate	203
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	1
Which is unmarked or void for uncertainty	16
Total Rejected Papers	**242**

Ward 5 - Govan

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
ALAM, Imran	Glasgow Labour	Yes	1272	3	**1295 (Elected)**
BELL, Ricky	Scottish National Party (SNP)	Yes	1181	7	**1394.20790 (Elected)**
BONNAR, William	Scottish Socialist Party - People Not Profit		95		95 (Excluded stage 2)
DORNAN, Stephen	Scottish National Party (SNP)	Yes	794	10	**1275.82354 (Elected)**
EMORDI, Uche Gladys	Alba Party for independence		132		156.04620 (Excluded stage 6)
FAJEMISEYE, Funmi	Scottish National Party (SNP)		498		533.03003 (Excluded stage 7)
FLANAGAN, John			124		130.07623 (Excluded stage 5)
HALL, Ruth S	Glasgow Labour		644		1042.14312 (Excluded stage 10)
HUTCHISON, Dan	Elect a Scottish Green Councillor	Yes	975	10	**1359.10901 (Elected)**
O'DOCHERTY, Neil	Scottish Liberal Democrats		97		100 (Excluded stage 3)
RASHID, Mamun	Scottish Conservative and Unionist		644		684.72626 (Excluded stage 9)
					782.09034 (Non-transferable votes)

Election Statistics

Total Electorate	20026
Percentage Poll	33.4%
Quota required to be elected	1292
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	11
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	205
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	17
Total Rejected Papers	**233**

Ward 6 - Pollokshields

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
FORD, Carole Louise	Scottish Liberal Democrats		309		322.46475 (Excluded stage 4)
GHANI, Zen	Scottish National Party (SNP)	Yes	1755	7	**2096.52850 (Elected)**
HOYLE, Ewan	Volt UK - The Pan-European Party		421		528.35200 (Excluded stage 6)
MACLEOD, Norman	Scottish National Party (SNP)	Yes	1412	10	**1913.56170 (Elected)**
MEIKLE, David	Scottish Conservative and Unionist		1299		1569.82028 (Excluded stage 10)
MOLYNEUX, Jon	Re-elect your Scottish Green Councillor	Yes	2290	1	**2290** (Elected)
RAJA, Hanif M	Glasgow Labour	Yes	1709	7	**2540.70025 (Elected)**
RUDDELL, Tom	Scottish Trade Unionist and Socialist Coalition		88		100.50700 (Excluded stage 3)
SHOAIB, Muhammad	Alba Party for independence		367		375.32650 (Excluded stage 5)
THOMAS, Fariha	Glasgow Labour		712		896.98200 (Excluded stage 7) 1403.78477 (Non-transferable votes)

Election Statistics

Total Electorate	21978
Percentage Poll	48.0%
Quota required to be elected	2073
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	12
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	150
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	27
Total Rejected Papers	**189**

Ward 7 - Langside

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
AITKEN, Susan	Scottish National Party (SNP)	Yes	2899	1	**2899 (Elected)**
BRUCE, Holly	Elect a Scottish Green Councillor	Yes	3173	1	**3173 (Elected)**
DOCHERTY, Stephen Ignatius	Glasgow Labour		1870	7	**2345.50541 (Elected)**
LEINSTER, Paul	Scottish National Party (SNP)	Yes	775	9	**2240.76391 (Elected)**
MCKENZIE, Aileen Mary	Glasgow Labour		1163		1828.28986 (Excluded stage 9)
OSUCHUKWU, Chigozie Anne	Alba Party for independence		125		145.02247 (Excluded stage 4)
SHIELDS, Michael Edward	Scottish Liberal Democrats		225		303.23497 (Excluded stage 6)
STEVENSON, Ronnie	Scottish Trade Unionist and Socialist Coalition		153		261.04380 (Excluded stage 5)
WHYTE, Bruce	Scottish Conservative and Unionist		975		1035.77459 (Excluded stage 7)
					1474.98933 (Non-transferable votes)

Election Statistics

Total Electorate	24680
Percentage Poll	47.0%
Quota required to be elected	2272
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	9
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	194
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	36
Total Rejected Papers	**239**

Ward 8 – Southside Central

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
BELIC, Alexander	Scottish National Party (SNP)	Yes	1460	6	**1615** **(Elected)**
BUTT, Kamran	Alba Party for independence		623		664 (Excluded stage 6)
DONNELLY, Paul Robert	Scottish Socialist Party - End Fuel Poverty		154		161 (Excluded stage 4)
DYER, Jamie			41		41 (Excluded stage 2)
GALLAGHER, Elaine	Elect a Scottish Green Councillor	Yes	1395	6	**1544** **(Elected)**
GLASGOW-JACKSON, Sam	Scottish Liberal Democrats		110		112 (Excluded stage 3)
HUNTER, Mhairi	Scottish National Party (SNP)		1185		1288.52112 (Excluded stage 8)
PARVEZ, Tariq	Scottish Conservative and Unionist		317		330 (Excluded stage 5)
SCANLON, James	Glasgow Labour	Yes	1161	8	**1593.79272** **(Elected)**
SIDDIQUE, Soryia	Glasgow Labour	Yes	1271	8	**1742.55040** **(Elected)** 812.40960 (Non-transferable votes)

Election Statistics

Total Electorate	20537
Percentage Poll	39.0%
Quota required to be elected	1544
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	34
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	236
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	1
Which is unmarked or void for uncertainty	25
Total Rejected Papers	**296**

Ward 9 – Calton

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
CONNELLY, Robert	Scottish Conservative and Unionist		634		659.09508 (Excluded stage 6)
HEPBURN, Greg	Scottish National Party (SNP)	Yes	1472	1	**1472** **(Elected)**
MCKERNAN, Catherine	Alba Party for independence		120		135.90409 (Excluded stage 4)
O'LONE, Cecilia	Glasgow Labour	Yes	1037	6	**1341.39506** **(Elected)**
PALMER, Alexander	Scottish Liberal Democrats		79		80.74590 (Excluded stage 3)
PIKE, Linda	Scottish National Party (SNP)	Yes	551	9	**1675.89481** **(Elected)**
REDMOND, George	Glasgow Labour	Yes	1039	6	**1246.80901** **(Elected)**
SAMUELS, Kate	Elect a Scottish Green Councillor		772		945.62426 (Excluded stage 9)
SHOKUNBI, Olu	Scottish National Party (SNP)		368		416.37866 (Excluded stage 5)
					357.07753 (Non-transferable votes)

Election Statistics

Total Electorate	19673
Percentage Poll	31.9%
Quota required to be elected	1215
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	19
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	161
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	22
Total Rejected Papers	**202**

Ward 10 – Anderston/City/Yorkhill

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
ARRIGHI, Carla			36		44.87061 (Excluded stage 6)
BOLANDER, Eva	Scottish National Party (SNP)	Yes	1349	1	**1349 (Elected)**
BRAAT, Philip	Glasgow Labour	Yes	1439	1	**1439 (Elected)**
CARSON, John Gerard	Glasgow Labour		337		899.86051 (Excluded stage)
CLARK, Matthew James	Scottish Liberal Democrats		145		198.21234 (Excluded stage 8)
MCCOURT, Susan	Scottish Conservative and Unionst		395		463.01526 (Excluded stage 9)
MEARNS, Christy	Re-elect your Scottish Green Councillor	Yes	1527	1	**1527 (Elected)**
MILLAR, Angus	Scottish National Party (SNP)	Yes	603	10	**1236.27244 (Elected)**
RAPSON, Benn			48		83.29778 (Excluded stage 7)
THOMSON, Nick	Scottish Libertarian Party		31		33.28101 (Excluded stage 5)
					680.26343 (Non-transferable votes)

Election Statistics

Total Electorate	21667
Percentage Poll	28.1%
Quota required to be elected	1183
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	7
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	142
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	31
Total Rejected Papers	**180**

Ward 11 – Hillhead

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
ANDREW, Ken	Scottish National Party (SNP)	Yes	1984	1	**1984 (Elected)**
LOCKETT, Theo	Scottish Liberal Democrats		377		547.02150 (Excluded stage 2)
MALIK, Hanzala	Glasgow Labour	Yes	1532	2	**1914.39381 (Elected)**
MCMILLAN, Colin	Freedom Alliance. No More Experimental Jabs.		61		70.58303 (Excluded stage 2)
RUSSELL, Mark	Scottish Conservative and Unionist		464		476.98346 (Excluded stage 2)
WARDROP, Martha	Re-elect your Scottish Green Councillor	Yes	2507	1	**2507 (Elected)**
					200.00711 (Non-transferable votes)

Election Statistics

Total Electorate	18586
Percentage Poll	37.7%
Quota required to be elected	1732
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	7
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	44
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	1
Which is unmarked or void for uncertainty	21
Total Rejected Papers	**73**

Ward 12 – Victoria Park

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
AIBINU, Ade	Scottish Conservative and Unionist		1364		1422.33188 (Excluded stage 3)
DALTON, Feargal	Scottish National Party (SNP)	Yes	2291	1	**2291** **(Elected)**
JASSEMI, Eunis	Glasgow Labour	Yes	2447	1	**2447** **(Elected)**
REID-MCCONNELL, Lana	Elect a Scottish Green Councillor	Yes	2016	3	**2199.67752** **(Elected)**
SPEIRS, James Douglas	Scottish Liberal Democrats		358		453.17596 (Excluded stage 3)
ULLAH, Mahmood	Alba Party for independence		141		153.01112 (Excluded stage 3) 19.23264 (Non-transferable votes)

Election Statistics

Total Electorate	17512
Percentage Poll	49.7%
Quota required to be elected	2155
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure “1” standing alone is not placed so as to indicate a first preference for some candidate	4
On which the figure “1” standing alone indicating a first preference is set opposite the name of more than one candidate	49
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	31
Total Rejected Papers	**84**

Ward 13 – Garscadden/Scotstounhill

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
BUTLER, Bill	Glasgow Labour	Yes	2403	1	**2403** **(Elected)**
CUNNINGHAM, Chris	Scottish National Party (SNP)	Yes	2310	1	**2310** **(Elected)**
HAMELINK, John	Scottish Greens - Delivering For Our Community		712		939.35070 (Excluded stage 6)
MITCHELL, Malcolm	Scottish National Party (SNP)	Yes	460	6	**1992.64840** **(Elected)**
MORRISON, Steven	Scottish Conservative and Unionist		886		1001.35998 (Excluded stage 6)
MURRAY, Eva Clark	Glasgow Labour	Yes	940	6	**1794.91427** **(Elected)**
UGBAH, Rosemary	Scottish National Party (SNP)		745		829.42140 (Excluded stage 5)
WATERFIELD, Hugh Grenville	Scottish Liberal Democrats		173		188.99330 (Excluded stage 4) 221.16834 (Non-transferable votes)

Election Statistics

Total Electorate	22355
Percentage Poll	39.9%
Quota required to be elected	1726
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	13
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	244
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	36
Total Rejected Papers	**293**

Ward 14 – Drumchapel/Anniesland

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
CAREY, Paul	Glasgow Labour	Yes	2011	1	**2011 (Elected)**
FERGUSON, Patricia	Glasgow Labour	Yes	747	7	**1495.41035 (Elected)**
IKHLAQ, Fyeza	Scottish National Party (SNP)	Yes	945	7	**1626.07125 (Elected)**
KERR, Elspeth	Independent		376		463.55685 (Excluded stage 6)
MCTAGGART, Anne	Scottish National Party (SNP)	Yes	1446	1	**1446 (Elected)**
MEEHAN, Joe	Scottish Socialist Party - End Fuel Poverty		106		111.89995 (Excluded stage 3)
PORCH, Cylina	Scottish National Party (SNP)		350		373.27135 (Excluded stage 5)
STALLEY, Richard Frank	Scottish Liberal Democrats		118		127.05710 (Excluded stage 4)
SUTHERLAND, Pauline	Scottish Conservative and Unionist		689		792.17130 (Excluded stage 7)
WEBFORD, Duncan	Scottish Greens - Delivering For Our Community		438		609.79990 (Excluded stage 7)
					202.02375 (Non-transferable votes)

Election Statistics

Total Electorate	21148
Percentage Poll	35.2%
Quota required to be elected	1446
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	8
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	193
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	21
Total Rejected Papers	**222**

Ward 15 – Maryhill

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
BOSTANI, Abdul	Scottish National Party (SNP)	Yes	1106	7	**1480.57475 (Elected)**
CLARK, Damian Matthew	Freedom Alliance. No More Experimental Jabs		58		58.14050 (Excluded stage 3)
DUNNINGTON, Derek	Scottish Liberal Democrats		136		149.89675 (Excluded stage 4)
MACLEOD, Heather	Scottish Conservative and Unionist		463		499.35550 (Excluded stage 5)
MARQUEZ, Amy Irene	Scottish Greens - Delivering For Our Community		696		907.52950 (Excluded stage 7)
O'NEILL, Keiran	Glasgow Labour	Yes	1523	1	**1523 (Elected)**
SCALLY, Franny	Scottish National Party (SNP)	Yes	1279	7	**1685.75675 (Elected)**
WALL, Gwen Farrell	Glasgow Labour Party		402		719.54375 (Excluded stage 6)
					292.08300 (Non-transferable votes)

Election Statistics

Total Electorate	15292
Percentage Poll	38.3%
Quota required to be elected	1416
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	9
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	169
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	1
Which is unmarked or void for uncertainty	22
Total Rejected Papers	**201**

Ward 16 – Canal

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
GOW, Allan	Scottish National Party (SNP)	Yes	1470	1	**1470 (Elected)**
HIGGINS, Fiona E	Glasgow Labour	Yes	1363	1	**1363 (Elected)**
HOY, Seonad Mairi	Scottish Greens - Delivering For Our Community		322		409.74640 (Excluded stage 8)
LAND, Brian			746		876.84504 (Excluded stage 10)
MCLAREN, Jacqueline	Scottish National Party (SNP)	Yes	512	8	**1172.34680 (Elected)**
MOONEY, Robert JH	Glasgow Labour	Yes	690	10	**1418.47546 (Elected)**
OLU-OSAGIE, Martin Lawson	Alba Party for independence		96		102.52034 (Excluded stage 5)
SIMPSON, Scott	Scottish Liberal Democrats		68		73.90882 (Excluded stage 4)
WATSON, Sandra	Scottish National Party (SNP)		226		267.94570 (Excluded stage 6)
WELLS, Maria	Scottish Conservative and Unionist		299		322.52922 (Excluded stage 7)
					547.42522 (Non-transferable votes)

Election Statistics

Total Electorate	19686
Percentage Poll	31.2%
Quota required to be elected	1159
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	20
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	306
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	20
Total Rejected Papers	**346**

Ward 17 – Springburn / Robroyston

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
CAMPBELL, Graham	Scottish National Party (SNP)	Yes	1690	1	**1690** **(Elected)**
CANNON, Christina	Scottish National Party (SNP)	Yes	1109	3	**1438.68863** **(Elected)**
DAVIES, Peter	Scottish Liberal Democrats		143		181.32514 (Excluded stage 6)
DEMPSEY, Audrey	Glasgow Labour	Yes	2184	1	**2184** **(Elected)**
GUTHRIE, Madeleine	Scottish Greens - Delivering For Our Community		288		443.36350 (Excluded stage 6)
HAMID, Farah	Alba Party for independence		112		127.95407 (Excluded stage 5)
JOHNSON, Richard	Scottish Conservative and Unionist		614		670.94767 (Excluded stage 6)
RANNACHAN, Thomas	Glasgow Labour	Yes	650	6	**1379.42763** (Elected) 42.56020 (Non-transferable votes)

Election Statistics

Total Electorate	19948
Percentage Poll	35.3%
Quota required to be elected	1359
*Breakdown of Rejected Paper***s**	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	14
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	220
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	18
Total Rejected Papers	**252**

Ward 18 – East Centre

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
BLENCH, Declan	Scottish National Party (SNP)	Yes	1348	6	**1431.96899 (Elected)**
CHRISTIE, Annette	Scottish National Party (SNP)	Yes	1014	9	**1753.03619 (Elected)**
DOBSON, Matt	Scottish Trade Unionist and Socialist Coalition		63		68.17698 (Excluded stage 3)
HAMEED, Faten	Scottish Conservative and Unionist		688		819.20291 (Excluded stage 11)
JENKINS, Ann	Glasgow Labour	Yes	1954	1	**1954 (Elected)**
LINDSAY, Ruth	Scottish Liberal Democrats		90		116.84509 (Excluded stage 5)
MCLACHLAN, William	Independent		249		318.62083 (Excluded stage 8)
OSY, Tony	Alba Party for independence		101		106.15044 (Excluded stage 4)
RILEY, Kilian	Scottish National Party (SNP)		568		655.71059 (Excluded stage 9)
SMITH, Hannah	Scottish Greens - Delivering For Our Community		240		293.36723 (Excluded stage 6)
TURNER, Kieran J	Glasgow Labour	Yes	642	11	**1719.44331 (Elected)** 427.40187 (Non-transferable votes)

Election Statistics

Total Electorate	20113
Percentage Poll	35.9%
Quota required to be elected	1392
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	15
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	233
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	20
Total Rejected Papers	**268**

Ward 19 – Shettleston

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
CHRISTIE, Julie Ann	Scottish Greens - Delivering For Our Community		370		523.78130 (Excluded stage 6)
DOHERTY, Laura	Scottish National Party (SNP)	Yes	2048	1	**2048** **(Elected)**
KERR, Thomas	Scottish Conservative and Unionist	Yes	1232	7	**1367.68240** **(Elected)**
MCAVEETY, Frank	Glasgow Labour	Yes	1986	1	**1986** **(Elected)**
MCLAUGHLAN, Liam	Scottish Socialist Party - End Fuel Poverty		164		194.49354 (Excluded stage 5)
PIDGEON, Jill	Glasgow Labour	Yes	903	7	**1899.25110** **(Elected)**
SULLIVAN, Henry	Scottish Liberal Democrats		105		113.23190 (Excluded stage 4)
TURNER, David	Scottish National Party (SNP)		556		1291.95796 (Excluded stage 7) 826.56636 (Non-transferable votes)

Election Statistics

Total Electorate	20542
Percentage Poll	37.1%
Quota required to be elected	1473
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	20
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	219
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	17
Total Rejected Papers	**256**

Ward 20 – Baillieston

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
DALY, John	Scottish Conservative and Unionist	Yes	1206	7	**1866.83014 (Elected)**
HUGHES, Tony	Scottish Liberal Democrats		205		211.43716 (Excluded stage 3)
KELLY, Ryan	Scottish Greens - Delivering For Our Community		298		347.79478 (Excluded stage 4)
KERR, Alex	Scottish National Party (SNP)	Yes	1723	4	**1859.48361 (Elected)**
LALLEY, Kevin John	Glasgow Labour	Yes	2209	1	**2209 (Elected)**
MARTIN, Lauren	Scottish National Party (SNP)		1046		1384.67470 (Excluded stage 7)
MCNAB, Mary	Glasgow Labour		568		999.56263 (Excluded stage 6) 1028.12188 (Non-transferable votes)

Election Statistics

Total Electorate	18569
Percentage Poll	40.0%
Quota required to be elected	1814
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	7
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	144
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	15
Total Rejected Papers	**166**

Ward 21 – North East

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
BURKE, Maureen	Glasgow Labour	Yes	1532	1	**1632 (Elected)**
GREER, Sharon	Glasgow Labour	Yes	447	8	**1348.97645 (Elected)**
KELLY, Ruairi	Scottish National Party (SNP)	Yes	1305	1	**1305 (Elected)**
MCALLISTER, Annie	Scottish Trade Unionist and Socialist Coalition		52		62.35606 (Excluded stage 5)
MCLARTY, Iain	Scottish Greens - Delivering For Our Community		136		174.58874 (Excluded stage 6)
MILNE, Cam	Scottish Libertarian Party		28		31.19874 (Excluded stage 4)
MORGAN, Mandy	Scottish National Party (SNP)		612		861.79258 (Excluded stage 8)
WHITE, John	Scottish Conservative and Unionist		389		421.66352 (Excluded stage 7)
					579.96347 (Non-transferable votes)

Election Statistics

Total Electorate	15312
Percentage Poll	30.4%
Quota required to be elected	1126
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	9
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	135
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	14
Total Rejected Papers	**158**

Ward 22 – Dennistoun

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
CARROLL, Anthony	Elect a Scottish Green Councillor	Yes	1431	1	**1431** **(Elected)**
CASEY, Allan	Scottish National Party (SNP)	Yes	1337	3	**1387.84510** **(Elected)**
CONNELLY, Fiona McNider	Scottish Conservative and Unionist		339		370.30468 (Excluded stage 3)
DUNCAN, Oisín	Scottish Trade Unionist and Socialist Coalition		84		116.64406 (Excluded stage 3)
FINN, Lorna	Scottish National Party (SNP)		582		626.39418 (Excluded stage 3)
MCCANN, Fergus	Scottish Liberal Democrats		96		147.61586 (Excluded stage 3)
MCDOUGALL, Elaine	Glasgow Labour	Yes	1595	1	**1595** **(Elected)** 6.70800 (Non-transferable votes)

Election Statistics

Total Electorate	15386
Percentage Poll	36.5%
Quota required to be elected	1367
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	17
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	107
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	1
Which is unmarked or void for uncertainty	29
Total Rejected Papers	**154**

Ward 23 – Partick East/Kelvindale

Candidate	*Party*	*Elected*	*Number of First Preferences*	*Elected at Stage Number*	*Cumulative vote at Election or Exclusion*
ANDERSON, Blair	Elect a Scottish Green Councillor	Yes	2138	1	**2138 (Elected)**
ASGHAR, Naveed	Scottish Conservative and Unionist		1364		1535.31039 (Excluded stage 9)
BROWN, Jill	Glasgow Labour	Yes	2939	1	**2939 (Elected)**
JOHNSTONE, Lilith	Glasgow Labour	Yes	358	9	**2378.07101 (Elected)**
MCLEAN, Kenny	Scottish National Party (SNP)	Yes	1800	7	**3003.78042 (Elected)**
MCMILLAN, Di	Freedom Alliance. Leave Our Children Alone		62		64.55010 (Excluded stage 4)
MOOHAN, Nicholas	Scottish Liberal Democrats		388		450.74032 (Excluded stage 6)
NWAOKOROBIA, Udochukwu Kings	Alba Party for independence		81		86.50634 (Excluded stage 5)
WILSON, Linsey	Scottish National Party (SNP)		1101		1181.91734 (Excluded stage 7) 811.28233 (Non-transferable votes)

Election Statistics

Total Electorate	21995
Percentage Poll	47.1%
Quota required to be elected	2047
Breakdown of Rejected Papers	
Which does not bear a unique identifying mark in a form that is capable of being read by electronic means	0
Of which the figure "1" standing alone is not placed so as to indicate a first preference for some candidate	4
On which the figure "1" standing alone indicating a first preference is set opposite the name of more than one candidate	103
On which anything is written or marked by which the voter can be Identified except the printed number and other unique identifying mark on the back	0
Which is unmarked or void for uncertainty	26
Total Rejected Papers	**133**

APPENDIX 2

COUNCIL AND COMMITTEE STANDING ORDERS

Ordinary and special meetings of the Council.

1 (1) Following consultation by the Chief Executive with political groupings and independents, the first meeting of the Council after the ordinary election of Councillors will be held at a time to be determined by the Chief Executive but no later than the third Thursday after the election. At that meeting the Council will appoint the Lord Provost. The Council will also, at that meeting or an adjourned meeting, appoint the Depute Lord Provost, the Leader of the Council, the Depute Leader of the Council, City Conveners, committees of the Council and their Conveners and Vice Conveners, and representatives to various boards and other bodies and will deal with any other business in the notice calling the meeting.

(2) The Council may at any time agree to remove the Lord Provost and/or the Depute Lord Provost from office with immediate effect, provided that two-thirds of the members of the Council present and voting shall so decide.

(3) The Council will meet on every sixth Thursday at 11:00 hours in the City Chambers, Glasgow. At these meetings the Council will deal with the minutes of the committees which have met since its previous meeting and with any other competent business. The Lord Provost, or in their absence the Depute Lord Provost, whom failing the Leader of the Council, may in exceptional circumstances alter these arrangements or authorise special meetings to be called. A special meeting may be called at any time on a written request, signed by not fewer than twenty-two members of the Council, being received by the Chief Executive who will arrange for a special meeting to be held within fourteen days.

(4) The Council will recess for periods in the Summer and Winter during which no ordinary meetings of the Council or of committees will be held. The periods of recess will be determined by the Chief Executive after consultation with the Lord Provost and the Leader of the Council.

(5) All meetings will be open to the public, and all agendas and papers will be published on-line, with the exception of any confidential matters which will be dealt with in private, in terms of the Local Government (Access to Information) Act 1985.

Calling of meetings.

2 (1) Meetings will be called by the Chief Executive by notice published in the City Chambers at least three clear days before the meeting. The notice will contain the agenda of business to be dealt with at the meeting. If the meeting is called as a result of a request by members of the Council the signed request and the agenda of business will be published.

(2) A summons to attend the meeting containing the agenda of business will be left at the City Chambers and/or sent by email to every member of the Council at least three clear days before the meeting or sent to another address nominated by them.

Quorum.

3 (1) The quorum of the Council is twenty-two. If fewer than twenty-two members are present ten minutes after the time appointed for the start of the meeting the division bell will be rung. If after a further period of one minute there are still fewer than twenty-two members present, the meeting will be adjourned and this recorded in the minutes.

(2) After a meeting has started, if the number of members present falls below the quorum the Chief Executive will draw this to the attention of the Lord Provost. If after the ringing of the division bell and a lapse of one minute there are fewer than twenty-two members present, the meeting will immediately adjourn. No business may be transacted at a meeting of the Council unless a quorum is present.

Business to be dealt with at meeting.

4 At a meeting of the Council no business other than that specified in the summons will be considered, except business which requires to be dealt with by law or by these Standing Orders. Business which has not been specified in the summons may be intimated by the Chief Executive at the start of the meeting and considered at the appropriate time, in terms of Standing Order No 5, provided that in the opinion of the Lord Provost it is relevant, competent and urgent.

Order of business.

5 The order of business will be as follows -

(1) The Lord Provost or in their absence the Depute Lord Provost, whom failing another member of the Council chosen by the members present, will take the Chair.

(2) Minutes of the previous meeting and of any special meeting, having been circulated prior to the meeting, will be submitted for approval, corrected if necessary and held as signed by the Lord Provost.

(3) Minutes of committees will be submitted for information and approval as a correct record but where a decision requires approval (if a paragraph is marked with a "C") the minutes will be held to be approved unless an objection is made by a member to any paragraph when it is submitted for approval by the Council. When an objection is made it will be noted by the Chief Executive and considered after all unopposed minutes have been disposed of.

(4) The mover and seconder of a paragraph marked "C" may speak in support of the minutes either when submitting it for consideration or, if there is an objection to it, when the objection is debated.

(5) A member may without prior notice put a question to the Leader of the Council or relevant City Convener or Convener about any minutes submitted and will not be precluded from putting a question merely because an objection to the minutes has been made.

(6) Minutes or paragraphs of minutes previously objected to or continued will then be re-submitted and dealt with in their original order

(7) Items of business, including items of business that the Lord Provost has accepted for consideration as matters of urgency.

(8) Appointments to committees and other organisations.

(9) Correspondence, unless it deals with a subject appropriate to a committee, will be submitted. Where an item of correspondence is not included in the summons calling the meeting it may be considered at any relevant place on the agenda, provided that it is submitted in writing to the Chief Executive before the start of the meeting and that in the opinion of the Lord Provost it is relevant, competent and urgent.

(10) Questions concerning any competent and relevant subject will be dealt with in terms of Standing Order 11 (1).

(11) Emergency Motions which have been accepted by the Lord Provost as relevant, competent and urgent.

(12) Motions of which notice has been given will be considered in the order in which they stand on the agenda, but no business introduced by notice of motion will be started after 16:30 hours. Motions which are not considered by virtue of this Standing Order may only be considered at a future meeting if a new notice of motion is submitted in terms of Standing Order No 12.

Power to vary order of business.

6 The Council may at any meeting, if necessary on a motion duly moved and seconded and voted on electronically or by a show of hands and agreed by a majority of the members present, vary the order of business to give precedence to any item on the agenda.

Lord Provost - Powers and duties - Casting vote.

7 (1) Deference will at all times be paid to the authority of the Lord Provost. When the Lord Provost rises to speak any member who is addressing the Council will resume their seat. It is the duty of the Lord Provost to preserve order and to secure that members obtain a fair hearing. The Lord Provost will decide all matters of order, competence and relevance.

(2) The Lord Provost will also decide between two or more members rising to speak by calling on the member first observed. The Lord Provost will be entitled in the event of disorder arising to adjourn the meeting to a time they may then or afterwards decide and the Lord Provost quitting the Chair will indicate that the meeting is adjourned. In the event of the Lord Provost quitting the Chair in other circumstances, the Chair will be taken in terms of Standing Order No 5 (1).

(3) Where a vote is tied the Lord Provost will have a second or casting vote except where the vote relates to the appointment of a member to a particular office or committee, in which case the decision will be made by drawing lots.

Question of order.

8 A member who is addressing the Council when a question of order is raised will resume their seat until the question has been decided by the Lord Provost. The decision of the Lord Provost will be final on all questions of order.

Member disregarding authority of Lord Provost etc.

9 If any member of the Council disregards the authority of the Lord Provost or is guilty of obstructive or offensive conduct and the Lord Provost calls this to the attention of the meeting, it will be the duty of the Depute Lord Provost to move the suspension of that member. If the Depute Lord Provost is absent or refuses the duty, any other member may move the suspension. The motion to suspend (having been duly seconded) will be put by the Lord Provost without discussion and voted on electronically or by a show of hands and if it is supported by a majority of the members voting the Council will suspend that member for the remainder of the meeting. The Lord Provost will direct the member to leave the meeting and if they do not leave immediately the Lord Provost will direct the Council Officer to remove the member and give such other directions as are in their opinion necessary for restoring order.

Deputations, correspondence etc.

10 (1) Committees may receive deputations on any relevant matter falling within its terms of reference. Such requests must be in writing and must relate to an item of business on the agenda for the meeting at which the deputation has asked to be heard.

(2) Deputations will not exceed five persons. Not more than two speakers will be heard and neither of them may speak for more than five minutes except with the consent of the committee.

(3) Representations from deputations and in correspondence which are not considered at the meeting at which they are first submitted will be placed on the agenda for consideration at the next ordinary meeting of the relevant committee.

Questions.

11 (1) Members may submit written questions on any competent and relevant matter not contained in the minutes being considered by the Council for answer at meetings of the Council by the Lord Provost, the Convener of any committee (or in their absence the Vice Convener), City Convener or any other appointed person.

(2) All questions asked in terms of paragraph (1) must be in writing, signed and delivered to the Chief Executive not later than 1400 hours on the fourth working day before the meeting.

(3) A maximum of 16 questions may be asked of which the first 6 will be to the Administration from Opposition

Groups, with 4 allocated to the Labour Group and 2 to the Green Group. From the remaining questions submitted by all Groups, 10 will be selected randomly and will appear on the list of questions in the order in which they are selected.

(4) All questions will be read to the meeting by the member submitting the question and answered at the stage specified in Standing Order 5 (10).

(5) After a written question has been answered the questioner may ask one supplementary question, if necessary, to seek clarification of the answer given. One other member may ask one question for further clarification of the answer. No discussion will be allowed on any question or answer. The total time to deal with each question, including supplementary and clarification questions, shall not exceed 5 minutes.

(6) 60 minutes will be allocated for questions. Any question asked prior to the 60 minutes time limit expiring will be answered in terms of paragraph (5), including any supplementary and clarification questions. Any of the 16 questions not dealt with within the 60 minutes shall receive a written answer. Answers to all questions shall be published on the Council website.

Notices of motion.

12 (1) Every formal notice of motion will be in writing, signed by the member giving the notice and counter-signed by one other member. The notice must be delivered to the Chief Executive at least ten days prior to a meeting of the Council. Those not received within this timescale will not be included in the summons calling the meeting.

(2) Priority will be given on each Council agenda to one motion from each political party in the order of their relative strengths on the Council. Thereafter the priority order shall be repeated as many times as is necessary, based on relative strengths. Where two or more political parties have equal representation on the Council then precedence on the agenda shall alternate between those parties at the appropriate point on the agenda.

(3) Formal notices of motion not submitted in time in accordance with paragraph (1) may be submitted to the Council at the appropriate time in the meeting, in terms of Standing Order No 5, if (a) they are delivered to the Chief Executive at least 1 hour before the start of the meeting, (b) they are considered by the Lord Provost to be competent, relevant and urgent, and (c) they have been circulated to members before the meeting commences or read by the Chief Executive to the meeting as soon as possible after the start of the meeting.

(4) Every formal notice of motion submitted in terms of paragraphs (1) and (2) above will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and will not be recorded in the minutes of the meeting.

Speeches.

13 (1) A member wishing to speak will rise in their place and when called upon will address the Lord Provost. The member will speak only on the matter under consideration or on a question of order.

(2) A member proposing to submit a motion or an amendment on any subject under discussion will before addressing the meeting state its terms. Should they fail to do so the Lord Provost will ask them to state its terms. Every motion or amendment must be moved and seconded and will, when required by the Lord Provost, be put in writing and handed to the Chief Executive.

(3) The mover of any motion or amendment may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.

(4) The mover of the original motion will have the right to speak for a further three minutes in reply to the debate after which the discussion will be closed. The mover of a motion must, in their reply, strictly confine theselves to answering previous speakers and may not introduce any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings and the question under discussion will then be put by the Lord Provost.

(5) The total time to deal with each motion, including all speeches and summing up shall be no longer than 45 minutes.

(6) The limits of time specified in paragraphs (3), (4) and (5) may be exceeded with the consent of a majority of the members present and the Lord Provost may determine without taking a vote whether such consent has been obtained.

Amendment not seconded - Dissent.

14 The mover of an amendment which is not seconded may have their dissent to the decision of the Council minuted.

Motion to lapse when meeting inquorate or proposer absent.

15 A motion will lapse either when the meeting becomes inquorate in terms of Standing Order No 3 (2) while the motion is being debated or when it is reached in the absence of the proposer unless it is moved by a member having the written consent of the proposer, the written consent having been delivered to the Chief Executive prior to the meeting. Lapsed motions may be revived only by a new notice of motion.

Motion contradictory of previous decision.

16 A motion which contradicts a previous decision of the Council will not be competent within six months of that decision. The Council may however decide to consider such a motion if new information is available or if some material change of circumstances has taken place.

Motion for adjournment.

17 (1) A motion to adjourn the meeting may be put at any time but not whilst a member is speaking and will have precedence over all other motions. It must be moved and seconded without a speech and must at once be put by the Lord Provost in the form of "adjourn" or "not adjourn".

(2) A second or subsequent motion to adjourn may not be made within half an hour unless it is moved by the Lord Provost when it will be dealt with as in paragraph (1).

Closure of debate - Procedure.

18 (1) At the close of any speech any member who has not spoken on the question before the meeting may move "that the question be now put". If this is seconded and the Lord Provost is of the opinion that the subject has been sufficiently discussed a vote will be taken without further debate. No speeches may be made on this motion. If it is carried the mover of the original motion will have the right to reply to the debate on that original motion, in accordance with Standing Order 13(4), following which the vote will immediately be taken.

(2) Prior to any vote being taken the Council Officer will ring the division bell and one minute must elapse to allow members of the Council to enter the Council Chamber. The doors will then be locked, the question put and the vote taken.

Method of voting.

19 (1) A vote may be taken either by calling the roll, by electronic voting or by a show of hands. When it is proposed to take the vote by electronic voting or by a show of hands, any member may object and if a majority of the members present rise in their places to show objection the vote must be taken by calling the roll. All votes on procedure will, however, be taken by electronic voting or by a show of hands.

(2) When a motion and an amendment are before the Council the proposal receiving the support of a majority of the members present and voting will be declared to be the decision of the Council.

(3) When a motion and two or more amendments are before the Council, the vote will be taken on all proposals,

each member having one vote. If a proposal receives the support of a majority of the members voting it will be declared to be the decision of the Council. If none of the proposals receives the support of a majority, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. This will continue until one proposal has received majority support which will be declared to be the decision of the Council.

(4) In relation to paragraph (3) if any proposals equally receive the fewest votes a vote will be taken among each of them to determine which of them will be dropped.

Filling of vacancies.

20 (1) In the case of an appointment where a vacancy requires to be filled and there are only two candidates, a vote will be taken and the candidate receiving a majority will be appointed. If there are more than two candidates, a vote will be taken among all the candidates, each member being entitled to vote for only one candidate. If any candidate has the support of an absolute majority of the members voting, that candidate will be appointed. If no candidate has a majority the candidate having the fewest votes will drop out, if necessary in terms of Standing Order No 19(4). In the second and any subsequent votes the same course will be followed until one of the candidates obtains a majority and that candidate will be appointed.

(2) Where more than one vacancy requires to be filled and the number of candidates exceeds the number of vacancies, a vote will be taken among all the candidates, each member being entitled to one vote for each vacancy. The candidates for the number of vacancies receiving the largest number of votes will be appointed. Where no clear result emerges on the first vote because two or more candidates receive the same number of votes, the candidate having the fewest votes will drop out, if necessary in terms of Standing Order No 19 (4), and the voting will be repeated until a majority is secured by the number of candidates required to fill the vacancies.

(3) No member of the Council may be nominated for any post in the Council, except membership of a committee of the Council, or in any outside body unless the consent of the person nominated has been previously obtained or is given at the time of nomination.

Decisions of Council.

21 No decision made by the Council will be subject to review by any committee or sub-committee of the Council or joint committee of which the Council is a member unless such review is specifically authorised by the Council.

Ultimate power of Council.

22 Without prejudice to any decision taken by a committee in exercise of delegated powers the Council may at any time deal with any matter included in the terms of reference of a committee even if no report from the committee is before it.

Failure to attend meetings.

23 Subject to the provisions of s35 of the Local Government (Scotland) Act 1973, if a member of the Council fails throughout a period of 6 consecutive months to attend any meeting of the Council or its committees, that member shall, unless the failure was due to some reason approved by the Council, cease to be a member of the Council.

Suspension of Standing Orders.

24 The Council may on a motion duly moved and seconded, and with the consent of two thirds of the members voting, suspend or dispense with any Standing Order to be specified in the motion, with the exception of Standing Orders Nos 1 (2), 7, 8, 9 and 21 which may not be suspended. Any such motion may be submitted without previous notice and will be voted on electronically or by a show of hands without discussion.

Annual estimates.

25 The Council will consider draft annual estimates of income and expenditure, revise them as necessary, approve them, authorise the expenditure included in the estimates and fix the Council Tax required to finance the approved estimates.

Annual accounts - Procedure for consideration.

26 The annual accounts of the Council as prepared by the Executive Director of Financial Services will be submitted to the City Administration Committee for approval.

Declaration of interest.

27 (1) If any member of the Council has a financial or non-financial interest in any contract or other matter, as defined by section 5 of the Councillors' Code of Conduct, and is present at any meeting at which that matter is to be considered, they must as soon as practicable after the meeting starts disclose that they have an interest. If, in terms of the Councillors' Code of Conduct, the nature of the interest has the effect of prohibiting any participation in discussion and voting on the matter, the member shall leave the meeting room until discussion on the item of business has concluded.

(2) Where a member declares an interest and leaves the meeting in terms of paragraph (1) the fact will be recorded in the minutes of the meeting.

(3) All members must observe the Councillors' Code of Conduct as issued by the Standards Commission for Scotland.

Standing Orders to apply to committee and sub-committee meetings etc.

28 (1) A committee or sub-committee will hold such meetings as the Council may prescribe, but the Chief Executive will call additional meetings of a committee or sub-committee at any time on being required to do so either by the committee or sub-committee concerned or by its Convener. The Chief Executive will call a meeting to be held within seven days of receiving a written request specifying the business to be transacted and signed by at least one-third of the whole number of members of the committee or sub-committee concerned.

(2) The quorum of committees or sub-committees consisting of five or more members will, unless otherwise agreed by the Council, be the greater of three or one-quarter of the membership. The quorum of a committee or sub-committee consisting of not more than four members will be two unless otherwise agreed by the Council.

(3) If fewer members are present ten minutes after the time appointed for the start of a committee meeting than are needed to constitute a quorum the meeting will be adjourned. After a meeting has started if the number of members present falls below the quorum the Chief Executive will draw this to the attention of the Chair and if after a lapse of two minutes a quorum cannot be found the meeting will be adjourned immediately.

(4) Without prejudice to the foregoing Standing Orders the Standing Orders of the Council will apply to committee and sub-committee meetings so far as relevant, with the exception of Standing Order No 10 which will not apply to regulatory committees.

City Administration Committee

29 (1) The City Administration Committee agenda will be sent to all members of the Council at the same time as it is sent to committee members.

(2) When the City Administration Committee meets to advise the Council on any matter relating to the discharge of its functions as Education Authority or to discharge any of those functions on the Council's behalf its voting membership shall also comprise three persons representing churches and other religions appointed under Section 124 of the Local Government (Scotland) Act 1973.

(3) Minutes of the City Administration Committee will be sent to all members of the Council by the end of the

working day following the meeting. No action will be taken to implement decisions until the expiry of 5 further working days. Decisions can then be acted on, unless they have been called in.

The "Call-in" Process

30 (1) Members will be entitled to call-in decisions of the City Administration Committee, on a written requisition signed by five members clearly setting out the specific grounds for call-in delivered to the Chief Executive no later than noon on the sixth working day following (and not counting) the day on which the City Administration Committee met.

(2) A decision which has been called-in will be placed on the agenda for the next meeting of the appropriate Scrutiny Committee. The Chief Executive will select the appropriate Scrutiny Committee.

(3) A member of a Scrutiny Committee who is also a member of the City Administration Committee may not participate in the consideration of any decision of the City Administration Committee in which they took part, that has been called-in to a Scrutiny Committee. In such circumstances the member may appoint a substitute to attend the meeting of the Scrutiny Committee considering the called-in decision. Similarly a member of a Scrutiny Committee who is also a signatory to a call-in may speak on the call-in but may not take part in the decision of the Scrutiny Committee.

(4) Decisions called-in to the appropriate Scrutiny Committee will be dealt with as follows:

- where the Scrutiny Committee agrees on a majority vote with the decision of the City Administration Committee, it can be implemented without further delay;
- where the Scrutiny Committee does not agree on a majority vote with the decision of the City Administration Committee, it will be referred back to the City Administration Committee with recommendations for alternative action, as determined by the Scrutiny Committee. The Convener or another member of the Committee nominated by the Convener will have the right to attend the City Administration Committee and speak in support of its recommendation on that item;
- only elected members serving on the relevant Scrutiny Committee will be entitled to vote, except where a member is substituting for a member of the Scrutiny Committee who is also a member of the City Administration Committee and who took part in the original decision.

(5) Called-in decisions will normally be considered within one full Council cycle. A Scrutiny Committee may continue consideration of a called-in decision to a further meeting but only with the consent of the City Administration Committee or relevant City Convener. The relevant Scrutiny Committee Convener and City Convener may reach agreement on the time to be allowed.

(6) Where the City Administration Committee does not accept the recommendation of the Scrutiny Committee on a decision which has been called-in from the City Administration Committee, the decision of the City Administration Committee shall be final.

(7) The City Administration Committee may agree that a decision cannot be called-in or instruct that a decision be implemented ahead of any consideration by a Scrutiny Committee on the grounds of urgency, in circumstances resulting from actions or events beyond the control of the Council, if the call-in process could otherwise:

(a) prevent a final decision being made before the required date; or
(b) seriously prejudice the Council's position in relation to persons or events external to the Council; or
(c) prejudice the Council's negotiation position with trade unions or a third party.

(8) When the City Administration Committee instructs that a decision be implemented ahead of any consideration by a Scrutiny Committee on the grounds of urgency, the Convener must give reasons in writing for this to the Convener of the Scrutiny Committee.

(9) This Standing Order does not apply to decisions to appoint or nominate a member of the Council to an outside body or other office or to decisions of the City Administration Committee which require the approval of the Council.

Scrutiny Committees – Annual assessment.

31 An annual assessment of the work of each Scrutiny Committee shall be carried out to assess the effectiveness of the working of the committee and to assess any training needs of members and officers. The assessment will be carried out by the relevant Convener in years 1 and 2 and an independent assessment will be carried out in year 3 and every third year thereafter.

City Policy Committees.

32 (1) City Policy Committees shall develop policy through investigations, commissioned reviews, Select Committee style hearings, or consultation with communities, community groups, Community Planning Partners, the third sector, schools, the Business and Academic Sector or any other appropriate third parties. Committee members may go on site visits, hold public meetings and undertake other activities that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend meetings, or may carry out targeted engagement where appropriate. This may be done via the Committee or a short life Working Group and meetings can take place in formal or informal settings.

(2) Any investigations will be conducted according to the following principles:

- that the investigation be conducted fairly and all members of the Committee be given the opportunity to ask questions of attendees and to contribute and speak;
- that those assisting the Committee by giving evidence be treated with respect and courtesy; and
- that the investigation be conducted to maximise the efficiency of the investigation or analysis.

(3) Any City Policy Committee may review decisions made or actions taken in connection with the discharge of any Council function that falls within its detailed remit. Consequently, it may require any member of the City Administration Committee, the Chief Executive or their representative and/or any senior officer to attend its meetings to explain, in relation to matters within their remit:

- any particular decision or series of decisions; and
- the extent to which the actions taken implement Council policy.

(4) Where a City Policy Committee conducts a review which also falls (whether in whole or in part) within the remit of another City Policy Committee, then the committee conducting the review will invite the Convener of the other committee (or their nominee) to attend its meetings when the matter is being reviewed.

(5) Once it has drafted recommendations on proposals for development, or agreed the recommendations of a Working Group, the City Policy Committee will prepare a formal report and submit it to the City Administration Committee for consideration. The City Administration Committee will consider the report at its next available meeting.

(6) Where a short life Working Group is appointed to deal with one specific area of policy review or development, the City Policy Committee will clearly set out its function and timeline for providing a final report to the Committee. Membership of the Group may be expanded to include members of other City Policy Committees where there may be a cross cutting issue, Community Planning Partners and other Community Groups or organisations in order to develop city-wide policies where appropriate, acknowledging that the commitments made by each partner will require to be submitted through their own governance and approvals process. Once the report has been submitted to the relevant City Policy Committee and accepted, the Working Group will then be wound up.

(7) City Policy Committees will develop an annual work programme each year to facilitate review of current policy and development of future policy and which will align to the Council Plan. The Committee will carry out a review of the overall progress of this work plan on a 6-monthly basis.

(8) An annual assessment will be carried out in each year to:

- assess the effectiveness of the workings of the committee, and to assess any training needs of members/ officers; and

- the effectiveness of the implementation of agreed policies.

The assessment will be carried out by the relevant Convener in years 1 and 2, and an independent assessment will be carried out in year 3 and every third year thereafter. A report setting out the findings of the annual assessment will be submitted to the Operational Performance and Delivery Scrutiny Committee.

Election of Conveners and Vice Conveners - Duties.

33 (1) Conveners and Vice Conveners of committees will be elected by the Council.

(2) The Convener of each committee, or in their absence, the Vice Convener, whom failing another member of the committee chosen by the members present, will preside at its meetings.

(3) The City Convener for Financial Services shall be accorded the title of City Treasurer.

(4) Committees will appoint from their number members to convene and to chair meetings of sub-committees etc.

Member to submit new business in writing.

34 Any member may raise with the relevant committee a matter of new business which is not already the subject of its consideration by submitting a motion in writing to the Chief Executive by noon on the seventh working day before the meeting. The Chief Executive will raise the matter with the appropriate Convener and if accepted by the Convener the matter will be placed on the agenda of business for the next meeting. A Convener can only delay consideration of business submitted in terms of this Standing Order by one cycle. The member raising the matter will be entitled to appear at that meeting to explain or support and move their motion, which will require to be seconded by a member of the committee, but may not vote unless they are a member of the committee.

Non-member of committee may submit motions.

35 A member of the Council who is not a member of a particular committee or sub-committee may submit a motion in relation to any matter that appears on the agenda of that committee. Such motions must be submitted in writing to the Chief Executive by close of business on the day before the meeting. The member submitting the motion will be entitled to appear at that meeting to move the proposal but may not vote on it. The motion must be seconded by a member of the committee and, where necessary, a vote will be taken in accordance with these Standing Orders. Any motion submitted in terms of this Standing Order will lapse in the absence of the proposer. This Standing Order does not apply to quasi-judicial committees or to Strathclyde Pension Fund Committee.

Non-member of committee invited regarding local or special interest.

36 A member of the Council who is not a member of a particular committee or sub-committee may be invited by the Convener and/or Vice Convener to attend a meeting while there is under discussion any item in which that member has a local or other special interest. Such member will be entitled to participate in the discussion on that item but may not vote.

Method of voting.

37 A vote at a committee or sub-committee meeting will be taken by electronic voting or by a show of hands unless a majority of the members present and voting decide that the vote will be taken by calling the roll.

Recording of proceedings.

38 With the exception of the Council's agreed webcasting arrangements, no sound, film, videotape or photographic recording of the proceedings of any meeting may be made without the prior approval of the Council or the committee concerned.

Standing Orders etc to be observed.

39 It will be the duty of the Lord Provost, the Conveners of committees and the Chief Executive to see that the Standing Orders and other rules approved by the Council are observed.

Variation and revocation of Standing Orders.

40 Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of the members present and voting. Any such motion must be by formal notice as provided in Standing Order No 12.

APPENDIX 3

TERMS OF REFERENCE OF COMMITTEES

INTRODUCTION.

1 Local Authorities are corporate bodies created by statute and must make corporate decisions. However, legislation allows local authorities to delegate most decision-making to committees, sub-committees or officers. This means that committees only operate within the remits given to them by their Council.

2 The following Terms of Reference set out the matters which stand referred to committees of Glasgow City Council. These Terms of Reference must therefore be read in conjunction with:

- the Council's Scheme of Delegated Functions, which sets out the decisions delegated to committees and officers;
- the Council and Committee Standing Orders, which sets out the rules for how the Council and committees operate; and
- the Council's Standing Orders relating to Contracts, which sets out the rules and delegations around award of contracts.

3 In applying the Terms of Reference, it should be recognised that in carrying out its remit each committee is empowered to consult, insofar as it might consider it necessary or desirable, with any other committee of the Council or with any other Council or outside body or person.

4 Any functions which are referred or delegated to committees within these Terms of Reference shall be exercised subject to the functions which are reserved to the Council or vested in the City Administration Committee.

5 All committees should make reference to the Council's principal policies as set out in the Council Plan.

6 A structure chart for the Council's committee structure is set out in Appendix 1. The Council sits at the top of the decision-making structure and deals with certain statutory matters as well as those matters reserved to it, and any matters not otherwise delegated to committees, sub-committees or officers.

GENERAL MATTERS AFFECTING COMMITTEES

1 All committees' membership will be proportionate according to the elected representation of political parties unless expressly agreed otherwise at a meeting of the Council. Membership will also reflect gender balance and geographical representation, where possible.

2 Membership and the quorum of each committee is set out under each specific committee heading.

3 Where permitted by law and where specified in these Committee Terms of Reference, a member may, subject to paragraph 4 below, appoint a substitute member from his or her political group to attend a meeting of the committee in his or her place, by emailing the Clerk in advance of the meeting.

4 Any member proposed to be appointed as a substitute must, where specified in these Committee Terms of Reference, have completed the appropriate training for the committee concerned.

5 The substitute member will be a member of the committee for that meeting and will be entitled to take part in the meeting with the full powers, duties and responsibilities of a member.

6 The public sector equality duty is set out in section 149 of the Equality Act 2010. This requires the Council to work towards eliminating discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people and society. The duty protects people with the following "protected characteristics": age, disability, gender, race, sexual orientation, religion or belief, pregnancy and maternity, and gender reassignment. The aim of the duty is for public bodies to consider the needs of all individuals in their day to day work, in developing policy, in delivering services, and in relation to their own employees. All committees must therefore take account of equality issues generally and incorporate equality considerations into their work.

7 Where possible and appropriate all committees will facilitate and encourage public participation and empowerment, fostering capacity building and local leadership, and ensuring the involvement of citizens, the community, neighbourhood networks, partners and key stakeholders in the committee decision-making process.

CITY ADMINISTRATION COMMITTEE.

Membership: 23 members of the Council comprising:-

SNP – 10
Labour – 9
Green – 3
Conservative – 1

Substitutes may be appointed.

Convener: Leader of the Council

Quorum: 6

Meeting arrangements: 2-weekly.

Terms of Reference:

To discharge all of the Council's functions except those reserved to the Council and those matters specifically otherwise delegated by the Council.

CITY POLICY COMMITTEES

Membership: 13 members of the Council comprising:-

SNP – 6
Labour – 5
Green – 2

Substitutes may be appointed

Each Committee may appoint up to 4 people as non-voting co-optees to bring access to external expertise, knowledge or experience, as necessary.

Convener: Member of the Administration unless agreed otherwise

Quorum: 4

Meeting arrangements: 6-weekly.

GENERAL TERMS OF REFERENCE FOR ALL CITY POLICY COMMITTEES:

Each City Policy Committee has responsibility for discharging the following functions:

1 To examine on behalf of the Council various policies, strategies and plans in draft relating to functions within its Terms of Reference (whether provided directly by the Council, external organisations or partnerships) and report on these to the City Administration Committee. These policies can be Council policies, or City policies developed with Community Planning partners.

2 To undertake reviews of policies, revise or create new policies in relation to any matters falling within the specific Terms of Reference of the committee or as requested by the City Administration Committee and to submit these to the City Administration Committee for approval. These policies can be Council policies, or policies developed with Community Planning partners.

3 To review, develop and oversee the implementation of those Council Plan commitments and priorities assigned to it under the specific Terms of Reference to deliver the Council Plan.

4 To review the delivery of services in connection with the discharge of any Council function that falls within the committee's specific Terms of Reference, subject to any review ensuring that operations remain within the Budget set and agreed by Council or any additional funding allocated to that committee by the Council or the City Administration Committee.

5 To work on a cross cutting basis with other City Policy Committees, Conveners, services and ALEOs as appropriate.

6 To establish Working Groups as deemed appropriate, and for a time limited period, in order to take forward specific pieces of policy review or development which will then be reported back to the City Policy Committee, and then, if necessary, to the City Administration Committee.

7 To take account of any implications of Brexit and the City Region Economic Strategy in making any recommendations or taking any decisions.

EDUCATION, SKILLS AND EARLY YEARS CITY POLICY COMMITTEE.

Terms of Reference:

In addition to the general terms of reference for all City Policy committees:

1 To address the work plan of the proposed Council Plan theme: Excellent and Inclusive Education; and

2 To fulfil the functions of policy development (including consideration of equalities issues) as they relate to Council policies and services for education, skills and early years, but specifically excluding policy decisions relating to children and family social care functions, which are delegated to the Glasgow City Integration Joint Board. These functions include:

- nursery, primary and secondary school provision and provision for children with additional support needs;
- educational attainment and achievement of children and young people;
- school catchment area reviews;
- schools estate;
- development of school curricula and in-service training;
- provision of educational psychological services for children and young people;
- vocational training and skills for young people;

- education policy affecting the Children's Services' Plan; and
- parent and partnership engagement.

ENVIRONMENT, SUSTAINABILITY AND CARBON REDUCTION CITY POLICY COMMITTEE.

Terms of Reference:

In addition to the general Terms of Reference for all City Policy committees:

1 To address the work plan of the proposed Council Plan theme: A Sustainable and Low Carbon City; and

2 To fulfil the functions of policy development (including consideration of equalities issues) as they relate to Council policies and services for environment, sustainability and carbon reduction. These functions include:

- transport infrastructure;
- active travel strategy;
- transport for Glasgow;
- highway maintenance and improvements;
- sustainability;
- climate change;
- road safety;
- lighting strategy;
- parks regeneration and events;
- street environment;
- waste and recycling;
- energy management;
- environmental health;
- pollution;
- trading standards;
- scientific services;
- Nuclear Free Zones;
- low emission zone;
- flood risk management; and
- partnership engagement.

NET ZERO AND CLIMATE PROGRESS MONITORING CITY POLICY COMMITTEE.

Terms of Reference:

In addition to the general terms of reference for all City Policy committees, to fulfil the functions of policy development (including consideration of equalities issues) as they relate to net zero and climate progress, services and activities. These functions include:

- monitoring progress of the Climate Emergency Implementation Plan and associated plans.

NEIGHBOURHOODS, HOUSING AND PUBLIC REALM CITY POLICY COMMITTEE.

Terms of Reference:

In addition to the general Terms of Reference for all City Policy committees:

1 To address the work plan of the proposed Council Plan themes: **A Thriving Economy; Resilient and Empowered Neighbourhood;** and **Vibrant City;** and

2 To fulfil the functions of policy development (including consideration of equalities issues) as they relate to Council policies and services on neighbourhoods, housing and public realm but specifically excluding housing functions delegated to the Glasgow City Integration Joint Board. These functions include:

- planning and strategic and local housing policy;
- regeneration and transport;
- natural and built environment;
- land and property management;
- building control;
- economic, business and social development initiatives;
- derelict land;
- city centre;
- international links; and
- partnership engagement.

WELLBEING, EMPOWERMENT, COMMUNITY, CITIZEN ENGAGEMENT AND GENERAL PURPOSES CITY POLICY COMMITTEE.

Terms of Reference:

In addition to general Terms of Reference for all City Policy committees:

1 To address the work plan of the proposed Council Plan themes: A Well Governed City that Listens and Responds; and a Healthier City;

2 To fulfil the functions of policy development (including consideration of equalities issues) as they relate to Council policies and services for wellbeing, empowerment, community and citizen engagement, corporate Council policies, services and activities. These functions include:

- Community Planning, including community justice;
- Integrated Grant Fund;
- financial inclusion;
- community councils;
- public processions;
- public petitions;
- relationships with the third sector;
- community capacity building;
- community empowerment;
- participatory budgeting;
- partnership engagement; and
- culture, sport and leisure and their impact on wellbeing within the city;
- employment and personnel issues;
- corporate communications and marketing;
- customer care;
- procurement strategy;
- partnership engagement; and
- any other issues not within the Terms of Reference of another City Policy Committee.

3 To act as a sounding board for the Council's input to the Glasgow City Integration Joint Board; and

4 To receive updates on culture, sport and leisure and their impact on wellbeing in the city and, in particular, on specific action from both Council and Glasgow Life officers on how the People Make Glasgow Communities programme is delivering community empowerment, capacity building and partnership engagement.

SCRUTINY COMMITTEES:-

Membership: 14 members of the Council comprising:-

SNP – 6
Labour – 5
Green – 2
Conservative – 1

Substitutes may be appointed

The Committee may appoint up to 4 people as non-voting co-optees to bring access to external expertise, knowledge or experience, as necessary.

Convener: Member of the Opposition

Quorum: 4

Meeting Arrangements: 4-weekly.

GENERAL TERMS OF REFERENCE FOR ALL SCRUTINY COMMITTEES:

1 The City Administration Committee is held to account through 'call-in'. This is the process which gives each Scrutiny Committee an important role in ensuring that the City Administration Committee is accountable for the decisions and actions it takes and that it is delivering the corporate objectives the Council has agreed. The call-in process is set out in the Council and Committee Standing Orders.

2 Scrutiny Committees shall take account of any implications of Brexit and the City Region Economic Strategy in making any recommendations or taking any decisions.

FINANCE AND AUDIT SCRUTINY COMMITTEE.

Terms of Reference.

The Finance and Audit Scrutiny Committee is responsible for: monitoring the financial performance of the Council, its Trading Operations and ALEOs; money allocated to it by the Glasgow City Integration Joint Board; the performance of audit and inspection within the Council; and for promoting the observance by Councillors of high standards of conduct.

These functions include:

1 Scrutinising financial information on:

- Council budget;
- management of Council assets;
- control, monitoring and review of income and expenditure, both revenue and capital;
- Members' allowances;
- employment and personnel issues;
- Trading Operations;
- civic matters;
- Children's Panel; and
- Common Good Fund.

2 Initiating and undertaking specific scrutiny reviews of any matters falling within the remit of this committee or requested by the City Administration Committee.

3 Monitoring the annual strategic audit plan and reviewing all Council Audit and Inspection work against the audit plan.

4 Receiving and considering summaries of internal and external audit reports which relate to any issue falling within the remit of this committee.

5 Promoting value for money studies and best value.

6 Monitoring internal financial control, corporate risk management and corporate governance.

7 Monitoring grant allocation across the Council.

8 Taking an overview of the Transformation Programme (including consideration of equalities issues).

9 Promoting the observance by Councillors of high standards of conduct and assisting them in observing the Code of Conduct, in accordance with any guidance issued by the Standards Commission for Scotland.

10 Referring back to the appropriate City Policy Committee, ALEO or the Glasgow City Integration Joint Board for its consideration, any financial performance issue which might have implications for City policy.

OPERATIONAL PERFORMANCE AND DELIVERY SCRUTINY COMMITTEE.

Terms of Reference.

1 To scrutinise and monitor the operational performance of all Council Family Group Services (services and ALEOs) in relation to the Council's policy objectives and performance targets. These functions will include:-

(a) considering any performance reports and information which relate to issues falling within the remit of the Council's services, including complaint handling, customer care and ombudsman reports;

(b) monitoring the outcomes of the Glasgow Community Plan in relation to the Council's input;

(c) considering any operational issues which are relevant to any subject falling within the remit of this committee;

(d) monitoring employment, personnel and equalities issues as they relate to the operation of the Council corporately and to its individual services and ALEOs;

(e) considering any external audit (or equivalent) reports which relate to any issue falling within the remit of this committee;

(f) inviting the relevant City Convener to attend committee and where appropriate, to question and hold them to account on the operational performance of their service area; and

(g) referring back to the appropriate City Policy Committee for its consideration, any service performance issue which might have implications for City policy coming within the remit of the City Policy Committee;

2 To scrutinise the performance of the arm's-length external organisations (ALEOs) established by the Council. These functions will include:-

(a) contractual performance/compliance;

(b) statutory and other performance targets and outcomes set through the Glasgow Community Plan which are relevant to partnership working;

(c) internal and external audit reports;

(d) decision-making structures and compliance with applicable codes of conduct;

(e) risk management;

(f) compliance with equalities obligations;

(g) complaint handling and customer care; and

(h) referring back to the appropriate ALEO Board for its consideration, any service performance issue coming within the remit of the ALEO, or under the contractual agreement which the Council has with that ALEO.

OTHER COMMITTEES ETC:-

APPOINTMENT OF SENIOR OFFICERS COMMITTEE.

Membership: 7, comprising:

Leader of the Council
City Treasurer
City Convener for Workforce
Leader of the Opposition
1 other majority Opposition member
2 Green Group nominees

Substitutes may be appointed, subject to the member having undertaken and completed appropriate training specified by the Chief Executive

Convener Leader of the Council

Quorum: 3

Meeting Cycle: As required.

Terms of Reference:

The power to appoint Executive Directors and Assistant Directors.

ASSET TRANSFER REVIEW COMMITTEE

Membership: To meet on the basis of panels of 3 members drawn from membership of the Contracts and Property Committee.

Convener: Convener of Contracts and Property Committee

Quorum: 3

Meeting cycle: As required.

Terms of Reference:

The power to deal with requests for review of asset transfer request decisions made under delegated authority, in terms of the Community Empowerment (Scotland) Act 2015.

CONTRACTS AND PROPERTY COMMITTEE

Membership: 13 members of the Council comprising:-

SNP – 6
Labour – 5
Green – 2

Substitutes may be appointed

Convener: Member of the Administration

Quorum: 4

Meeting Cycle: 3-weekly

Terms of Reference:

1 The power to approve all contract matters not delegated to officers unless deemed by the committee to be controversial in which case the matter will be referred to the City Administration Committee for decision.

2 The power to decide on all property lease, acquisition and disposal matters not delegated to officers unless deemed by the committee to be controversial in which case the matter will be referred to the City Administration Committee for decision.

3 To oversee the implementation of the procurement and land and property strategies.

4 The power to deal with requests for review of asset transfer request decisions made under delegated authority, in terms of the Community Empowerment (Scotland) Act 2015.

EDUCATION APPEAL COMMITTEE.

Membership: All members of the Council who have undertaken the necessary training together with a list of independent members forming panels comprising 2 independent members and 1 councillor.

Convener: To be appointed by each committee

Quorum: 3

Meeting Cycle: As required

Terms of Reference:

To determine appeals from parents or young persons regarding:

1 refusals by the education authority of placing requests made by parents for places in schools of their choice; and

2 decisions to exclude children or young persons from school.

EMERGENCY COMMITTEE.

Membership: 5 members of the Council comprising:-

Leader of the Council
Lord Provost
Depute Leader of the Council
Leader of the Opposition
Green Group representative

Substitutes may be appointed

Convener: Leader of the Council

Quorum: 3

Meeting Cycle: As required.

Terms of Reference:

To direct and supervise the operations of the Council and to incur such expenditure as may be necessary on an interim basis, in the time between the start of a civil emergency (or in other extreme circumstances) and the date of the next ordinary meeting of the Council, or for a longer period if agreed by the Council, in order to discharge those functions of the Council which are essential in those particular circumstances.

LICENSING AND REGULATORY COMMITTEE.

Membership: 8 members of the Council comprising:

SNP – 3
Labour – 3
Green – 1
Conservative – 1

Substitutes may not be appointed.

Convener: Member of the Administration

Quorum: 3

Meeting Cycle: Weekly on Wednesdays except week 6, with additional Thursday meetings in weeks 1, 3 and 5.

Terms of Reference:

1 The power to exercise the Council's statutory functions in connection with all licensing and regulatory matters having effect within the area of the city unless the licensing or regulatory matter has been specifically referred to another committee.

2 The power to discharge the Council's statutory functions in relation to safety at sports grounds and regulated stands.

3 The power to discharge the Council's statutory powers relating to Building Control.

4 To oversee the exercise of all the Council's functions under Parts 7 and 8 of the Antisocial Behaviour (Scotland) Act 2004, and to make such decisions in exercise of these powers as are not delegated to officers including in particular any decision to refuse or revoke registration under Part 8 or to apply for a Management Control Order under Section 74.

5 The power to exclude persons persistently breaching park rules from Glasgow City Council's parks and to consider any written or oral representations made by the subject of an exclusion order, all in terms of Section 117 of the Civic Government (Scotland) Act 1982.

PERSONNEL APPEALS COMMITTEE.

Membership: All members of the Council who have received the required training to operate on the basis of panels of 3 members.

Convener: To be appointed by each committee

Quorum: 3

Meeting arrangements: As required.

Terms of Reference:

1 The power to hear and determine appeals against dismissal and appeals against all disciplinary action taken by the Chief Executive.

2 The power to uphold or reject such appeals or to vary the disciplinary action taken in respect of all staff, including teachers.

3 The power to hear representations by trade unions and heads of department in respect of disputes not capable of resolution by other means and discuss and reach decisions thereon.

4 The power to consider and reach decisions on grievances by employees, groups of employees or trade unions in terms of the procedures for staff and the Grievance Framework and Procedure for Teachers.

PLANNING APPLICATIONS COMMITTEE.

Membership: 14 members of the Council comprising:-

SNP – 6
Labour – 5
Green – 2
Conservative – 1

Substitutes may not be appointed

Convener: Member of the Administration

Quorum: 4

Meeting arrangements: Fortnightly on Tuesdays.

Terms of Reference:

1 The power to decide on all applications for

(a) planning permission and planning permission in principle,
(b) matters specified in conditions,
(c) listed building and conservation area consent,
(d) amendments and material variations to consent,
(e) advertisement consent,
(f) applications to discharge, amend or delete conditions of a consent,
(g) certificates of lawfulness,
(h) screening and scoping opinions,
(i) hazardous substances consent,
(j) prior notifications for agricultural development and demolition,
(k) notice of intent to develop by Government departments, and
(l) certificates of appropriate alternative development.

2 To instruct enforcement and interdict actions where appropriate in respect of breaches of planning control.

3 To refer to the Court of Session appeal decisions containing a misdirection in law.

4 The power to designate Conservation Areas and their associated appraisals in the city.

5 To approve consultation responses on the strategic operation of the planning framework including legislative changes.

6 To approve road closures and the diversion of services subsequent to development previously approved.

7 The power to revoke any consent where considered appropriate.

8 To determine whether developments are permitted under the terms of relevant orders.

9 To decline to determine applications where a Pre-Application Report has not been submitted with the application.

PLANNING LOCAL REVIEW COMMITTEE.

Membership: The 14 members of the Planning Applications Committee.

Substitutes may not be appointed.

Convener: A Member of the Administration to be appointed by each committee.

Quorum: 4

Meeting arrangements: Fortnightly, as required.

Terms of Reference:

In respect of local planning applications, to deal with appeals against refusal of planning permission, the imposition of conditions or the failure to deal with an application within the prescribed timescale, in terms of section 17 of the Planning etc (Scotland) Act 2006.

PUBLIC PROCESSIONS COMMITTEE.

Membership: To meet on the basis of panels of 3 members drawn from membership of the Wellbeing, Empowerment, Community and Citizen Engagement City Policy Committee.

Convener: To be appointed by each committee.

Quorum: 3

Meeting arrangements: As required.

Terms of Reference:

1 To oversee and discharge the exercise of all the Council's functions under Part V of the Civic Government (Scotland) Act 1982, as amended by the Police, Public Order and Criminal Justice (Scotland) Act 2006, in relation to Public Processions and to make such decisions in exercise of these powers as are not delegated to officers.

2 The power to make an order under Section 63 of the Civic Government (Scotland) Act 1982 prohibiting or imposing conditions on a public procession, after hearing the parties involved.

STRATHCLYDE PENSION FUND COMMITTEE.

Membership: 8, comprising:-

SNP – 4
Labour – 2
Green – 2

Substitutes may not be appointed.

Convener: City Treasurer.

Quorum: 3

Meeting arrangements: Quarterly.

Terms of Reference:

The power to discharge all functions and responsibilities relating to the Council's role as administering authority for the Strathclyde Pension Fund in terms of the Local Government (Scotland) Act 1994 and the Public Service Pensions Act 2013. These functions include:-

1 To oversee the administration of the Local Government Pension Scheme in accordance with the Local Government Pension Scheme (Scotland) Regulations 2014 and other relevant regulations.

2 To manage the investments of the Strathclyde Pension Fund in accordance with the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010.

3 To prepare, publish and maintain:-

(a) a Funding Strategy Statement;

(b) a Statement of Investment Principles;

(c) a Governance Compliance Statement;

(d) a Pension Administration Strategy; and

(e) a Communications Policy.

4 To make suitable arrangements for the actuarial valuation of the assets and liabilities of the Fund.

5 To consider and agree an investment strategy and management structure for the Fund and to:-

(a) develop a responsible investment strategy;

(b) appoint and terminate investment managers, advisers and consultants following due procurement process;

(c) establish performance benchmarks and targets; and

(d) monitor performance.

6 To make suitable arrangements for the safekeeping and servicing of the Fund's investment assets.

7 To agree an accounting policy for the Fund consistent with IFRS and relevant authoritative guidance and to prepare and publish a Pension Fund Annual Report including an abstract of accounts.

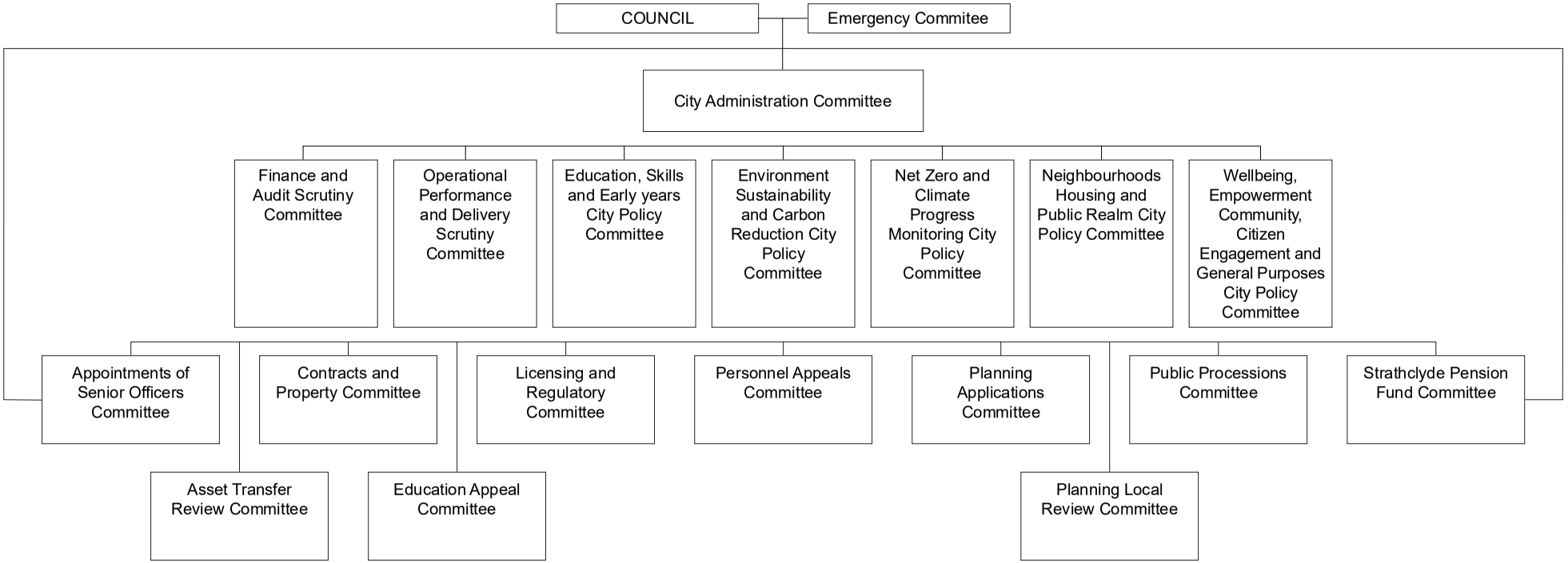
8 To be responsible for governance arrangements including regulatory compliance and implementation of audit recommendations.

9 To oversee and support the work of the Strathclyde Pension Fund Office.

10 To contribute to the development of the Local Government Pension Scheme and pensions policy and to ensure that regulatory and other changes are implemented timeously.

Appendix 1

GLASGOW CITY COUNCIL – COMMITTEE STRUCTURE



APPENDIX 4

SCHEME OF DELEGATED FUNCTIONS

INTRODUCTION

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

- committees,
- the Chief Executive,
- Directors and Chief Officers,
- other officers.

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

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

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

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

The Glasgow City Integration Joint Board is referred to throughout this document as the "Integration Joint Board".

In relation to matters falling within the remit of the Integration Joint Board rather than the Council, any reference throughout this document to:

- the City Administration Committee (or any other committee of the Council), City Convener/local member, or any officer of the Council, shall be interpreted as a reference to the relevant Committee, Board Member or officer of the Integration Joint Board, as appropriate in the circumstances, and
- the Executive Director, shall include, where appropriate, the Chief Officer to the Integration Joint Board.

SECTION 1 - DELEGATIONS TO COMMITTEES.

1 General Delegations to Committees.

Subject to the provisions of the Local Government (Scotland) Act 1973 and of any Schemes made in terms of that Act, and to the special delegations, exceptions and limitations provided for in this Scheme and in the Standing Orders of the Council, there shall be delegated to the respective committees all the functions, matters, services or undertakings, whether in pursuance of Acts of Parliament or otherwise, contained in

(a) the respective Terms of Reference of those committees,

(b) any Schemes made under the provisions of the said Acts,

(c) any minute of the Council making a specific delegation to a committee, and

(d) the Standing Orders Relating to Contracts.

Each committee may exercise and perform on behalf of and in the name of the Council all powers and duties of the Council in relation to the functions, matters, services or undertakings or in pursuance of the Acts of Parliament included in the delegations to committees.

2 Exclusions from Delegations to Committees.

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

(a) determining the objectives of the Council;

(b) the Council's functions with respect to borrowing money;

(c) the approval of the annual Estimates of revenue and expenditure;

(d) the fixing of the Council Tax;

(e) the appointment of representatives of the Council to outside bodies unless specifically referred or delegated;

(f) matters reserved to the Council by Statute, Standing Orders and other Schemes approved by the Council;

(g) all proposals for the promotion of or opposition to parliamentary powers;

(h) the making, alteration or revocation of Standing Orders, Bye-laws and Schemes (including plans relative to those Schemes), Regulations and Rules made under statute;

(i) any proposal to delegate a power or duty of the Council to or to accept a delegated power from any other local authority.

3 Limitations of Delegations to Committees.

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

(a) each committee shall, in carrying out the functions, powers and duties referred to or delegated to it, observe and comply with the Standing Orders of the Council and with any resolutions, directions or instructions passed by the Council with reference to its business generally or to the said delegations;

(b) any delegation by a committee to a sub-committee shall be subject to the approval of the Council and a specific delegation so approved shall supersede any delegation to a committee;

(c) each committee of the Council shall have the powers and duties set out in the Terms of Reference of Committees save that any functions which are referred or delegated to committees shall be exercised subject to the functions which are vested in any other committee.

4 Special Delegations of Functions to Committees. City Administration Committee.

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

(a) discharging all the functions of the Council except:

(i) those reserved to the Council; and

(ii) those matters specifically otherwise delegated;

(b) approval of any proposal to send a member to a conference outwith the United Kingdom or to send a member to a business meeting outwith the European Union, although any member who has been appointed by the Council as its representative to a European or international organisation shall not require any further authority to attend business meetings, in the United Kingdom or overseas, of that organisation;

(c) consideration of proposed lobbying by a committee of a Government Minister; and

(d) dealing with any matter of urgency on the Council's behalf, including matters normally reserved to the Council.

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

1 The Lord Provost, whom failing the Depute Lord Provost, shall be authorised in furtherance of the duties of his/her office to undertake visits within the city and in the United Kingdom.

2 The Lord Provost, whom failing the Depute Lord Provost, shall be authorised to incur expenditure to meet the expenses of his/her office on the provision of reasonable hospitality, whether within or outwith the city, to representatives of other authorities, organisations, members of the Council or others.

SECTION 3 – STATUTORY OFFICERS.

Statutory officers have specific duties as set out in legislation and discharge this role as part of their wider responsibilities within the Council. They have an important and independent role in promoting and enforcing good governance and for enduring that the Council complies with legislation. The main statutory roles and the relevant officers for those roles are as follows:-

Head of Paid Service – Chief Executive
This role was established by the Local Government and Housing Act 1989. The Head of Paid Service is responsible to councillors for the staffing of the Council and ensuring the work of different departments is co-ordinated. He or she is responsible for all aspects of the management of the Council. Together with councillors, the Head of Paid Service is responsible for promoting good governance by ensuring processes are in place, fit for purpose and up-to-date.

Returning Officer – Chief Executive
This role was established by the Representation of the People Act 1983. It is the general duty of the Returning Officer at a parliamentary election to do all such acts and things as may be necessary for effectually conducting the election in the manner provided by parliamentary election rules. It is also the Returning Officers role to conduct the election of councillors and ensure that the election is administered effectively.

Monitoring Officer – Director of Legal and Administration
This role was established by the Local Government and Housing Act 1989. The Monitoring Officer is responsible for advising councillors about the legal position of proposed actions. It is the duty of the Monitoring Officer to prepare a report for the Council if it appears to him or her that the Council, a committee or officer of the Council is likely to contravene the law or give rise to maladministration or injustice.

Chief Financial Officer – Executive Director of Finance
This role was established by the Local Government and Housing Act 1989. The Chief Financial Officer (Section 95 officer or Senior Financial Officer) is responsible for the financial affairs of the Council. A fundamental element of this role is to ensure sound financial management through establishing and maintaining internal financial controls and in providing professional advice to councillors on all aspects of the Council's finances.

Chief Social Work Officer
This role was established by the Social Work (Scotland) Act 1968. Councils are required to appoint a professionally qualified Chief Social Work Officer to provide members and senior officers with effective, professional advice about the delivery of social work services. The Chief Social Work Officer has a responsibility to highlight where a Council policy may endanger lives or welfare and to ensure that councillors and officers are provided with professional advice in relation to social work and social care services.

Data Protection Officer – Head of Information and Data Protection Officer
This role was established by the General Data Protection Regulation, as applied in the United Kingdom by the Data Protection Act 2018. Public authorities including the Council require to designate a data protection officer to be involved in all issues which relate to the protection of personal data. It is the task of the data protection officer to advise the Council and its staff on their data protection obligations, monitor compliance and act as contact point with the Information Commissioner.

SECTION 4 - DELEGATIONS TO OFFICERS.

The functions delegated to the Chief Executive and each Executive Director or the Chief Officer to the Integration Joint Board, the Chief Social Work Officer or the Chief Officer: Finance and Resources (HSCP) are also exercisable by officers at the levels shown on the list appended hereto. In exercising any delegated function the nominated officer will take account of any appropriate departmental practice or procedure, of any managerial instruction given and of any other similar consideration.

Qualifications of Delegations

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

1 to the policies adopted by the Council (or Integration Joint Board as appropriate) as embodied in Standing Orders and any other policy documents as approved and issued from time to time and any matters specifically remitted to committees and sub-committees;

2 to appropriate provisions for financial outlays having been made in the Estimates for the current year;

3 to the right of an officer to consult with the Chief Executive on any matter, even though it has been specifically delegated to him/her, or to refer any matter to the City Convener of the appropriate committee of the Council;

4 to the obligation on an officer, where he/she considers that a matter may be politically controversial even although it has been specifically delegated to him/her, to consult with the appropriate City Convener. If, after consultation, the officer determines that the matter is politically controversial, it must be referred to committee, as appropriate, for approval.

5 to the obligation on the Chief Executive or each Executive Director to arrange consultations with local members on matters which affect their areas;

6 to the exclusion from delegations to officers of the Council under this Scheme, of power to deal with transactions (other than the provision of a service available generally or approved by the Council under a Scheme or otherwise) which directly involve an elected member or an officer of the Council whose salary is negotiated by the Joint Negotiating Committee for Chief Officers of Local Authorities (Scotland) or equivalent or a member of the family of such elected member or officer. In any such case a report on the proposed transaction shall be submitted to the appropriate committee or committees, as appropriate, for consideration; and

7 to any delegation exercised by an officer in consultation with the appropriate City Convener being reported to the next meeting of the appropriate Scrutiny Committee for information.

General

The following delegations are hereby made to the Chief Executive or any Executive Director and are exercisable also by Directors or Assistant Directors or Heads of Service; subject to the substitution of Integration Joint Board references where appropriate, the Chief Officer and Chief Officer: Finance and Resources, of the Integration Joint Board (whether their primary contract of employment is with the Council or the Health Board); and the Chief Social Work Officer.

No. 3 is exercisable also by the following officers in the Chief Executive's Department: Director of Legal and Administration, Head of Legal and Democratic Services, Executive Legal Manager, Head of Corporate Procurement, Legal Manager, and Contract Review and Service Reform Manager.

No. 5 is exercisable also by third tier officers.

1 To take such measures as may be required in emergency situations, subject to advising the appropriate City Convener and/or local members, where possible, and reporting to the appropriate committee as soon as possible thereafter, on any items for which committee approval would normally be necessary.

2 To absent himself/herself or to permit any member of his/her staff to absent himself/herself occasionally and temporarily during business hours to attend to duties or services of a civic, honorary, charitable or social nature provided that these do not interfere with the efficient discharge of his/her duties to the Council.

3 In terms of the Standing Orders Relating to Contracts:-

(a) under either Standing Order 1.1.7.3 or 7.2.2.3, to issue letters of acceptance for any contracts of a value up to £213,477 (incl VAT) (or any revised value threshold notified by the Scottish Ministers from time to time) for supplies/services/light touch regime services, and for any contract of a value up to £2,000,000 (excl. VAT) for works; and

(b) under Standing Order 12, to enter into any contract for the disposal of surplus or scrap materials.

4 To make changes to staffing structures, numbers and gradings in accordance with approved pay, grading and rewards arrangements, and subject to the approval of the 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.

5 To sign and issue identity cards and any necessary authorisation to officers of the Council to exercise statutory powers (including where appropriate, the right to enter land and premises in connection with the discharge of their duties).

6 (a) To make appointments within his/her department to all posts below those defined as second tier level in the schedule maintained by the Chief Executive, so long as such posts are within the approved structure of his/her department;

(b) To appoint temporary staff as required, with the approval of the Head of Human Resources; and

(c) To take any decisions necessary regarding employment, retirement, dismissal and training of staff, in terms of the Council's appropriate Schemes of Conditions of Service, subject, where appropriate, to consultation with the Head of Human Resources.

7 To take any necessary decisions or action, or to sign anything necessary in terms of the Council's Financial Regulations, Management and Control Code of Practice.

8 (a) To pay valid claims for damage to, or loss of, personal property of employees in his or her department occurring during the course of their employment, up to an amount of £400 per claim for any one incident; and

(b) To pay any such claims in excess of £400 after consultation with the Director of Legal and Administration.

9 In respect of Motor Hired in Plant, to settle direct minor damage claims to the hired vehicle not involving third party injury or damage up to a value of £150.

10 To approve:-

(a) the provision of reasonable hospitality to representatives of other authorities, organisations, officers of the Council or others and also to make visits within the United Kingdom and to authorise officers within his/her department to make visits within the United Kingdom as representatives of the Council, subject always to details of the expenses incurred in terms of this delegation being made available where requested by the Chief Executive or the Executive Director of Finance; and

(b) attendance at conferences within the United Kingdom of officers other than those whose attendance has already been authorised by a committee, in cases where he/she considers it to be in the interests of the Council.

11 To authorise the provision by the authority to other persons of any goods and materials, works or administrative, professional or technical services, or vehicles, plant or apparatus provided that proper accounts are kept in respect of such agreements.

12 To declare land or property surplus to the requirements of his/her department and, following consultation with local members, to refer such land or property to the Director of City Development for appropriate action relating to the future use or disposal of that land or property.

13 To approve, after consultation with the appropriate local members and City Convener, applications for renewal of grants to voluntary organisations up to a maximum of £50,000. Any proposal to:-

(a) refuse or reduce a grant;

(b) award an increased grant, where the increase is greater than the level of inflation, as determined by the Executive Director of Finance; or

(c) approve a new application for grant, except where the Executive Director has a specific delegated function as set out in this Scheme, must be considered by committee.

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

Chief Executive

The Chief Executive is authorised:-

1 To give a direction in special circumstances that any officer shall not exercise a delegated function.

2 To give a direction on the applicability of the Scheme of Delegated Functions to an officer in any specific case.

3 To act as the proper officer in terms of any provisions of the Local Government (Scotland) Act 1973 and any other local government legislation and to sign all deeds and other documents which require to be sealed with the Common Seal of the Council or are binding on the Council.

4 To authorise visits overseas by officers where the visit is in connection with a business meeting or conference in cases where he/she considers it to be in the interests of the Council.

5 To approve applications from chief officials for early retiral and voluntary severance.

6 To arrange for the provision of information concerning the Council's policies, services and functions and in particular,

(a) to negotiate and place on behalf of the Council all advertising in consultation with the appropriate Executive Director(s);

(b) to produce a regular Council publication and other printed publications, including leaflets, posters, guide books, directories and, where appropriate, arrange for the production of photography, film, video, and

multi-media presentations to inform the public about the Council, Council services and the promotion of the city;

(c) to provide information about the Council and the city on the electronic media, including the internet; and

(d) to issue press statements, press releases, video news releases on behalf of the Council.

7 In consultation with Glasgow Life, to approve recommendations for funding to attract major events to the city.

8 To designate a Senior Responsible Officer to supervise covert surveillance activity and maintain a list of officers able to approve directed surveillance authorisations.

9 To act as Investigations Manager for the purposes of the Regulation of Investigatory Powers (Prescription of Offices, etc and Specification of Public Authorities) (Scotland) Order 2010, including authorising any surveillance likely to acquire confidential information.

10 To act as a "designated person" able to authorise the acquisition of communications data under the Regulation of Investigatory Powers Act 2000 and, if required, to seek permission from a sheriff for the acquisition of such data.

11 In exceptional circumstances and subject to consultation with the appropriate City Convener, to take decisions which are deemed urgent and to report such decisions to the next available appropriate committee meeting, with decisions having financial implications requiring to be sanctioned by the Executive Director of Finance.

12 To serve any notices, issue any consents, make any orders, and take any necessary action on behalf of the Council in terms of the Local Government (Scotland) Acts, the Civic Government (Scotland) Act 1982 or any other similar legislation.

13 To sign

(a) missives and other documents binding the Council; and

(b) agreements and settlement agreements relating to actual or potential claims to an employment tribunal.

14 In respect of judicial or quasi-judicial proceedings to -

(a) engage private legal firms;

(b) engage Counsel;

(c) discharge the functions of the Council including initiating, entering, defending, settling and withdrawing from such proceedings; and

(d) appoint parliamentary agents.

15 To settle up to a maximum of £25,000 and, where appropriate, after consultation with the appropriate Executive Director and the Executive Director of Finance, over £25,000:-

(a) Public liability claims;

(b) Employer's liability claims;

(c) Motor - own fleet claims;

(d) Motor - hired plant claims; and

(e) claims to an employment tribunal.

16 To settle claims against the former Strathclyde Regional Council of up to £25,000 (where the settlement has involved a court action in which he/she or solicitors in agents authorities represented the Council).

17 Together with the Executive Director of Finance, after consultation with other Executive Directors where appropriate, to settle claims against the former Strathclyde Regional Council of over £25,000.

18 To settle claims arising in terms of the Land Compensation Acts in respect of Home Loss payments, following compulsory acquisitions and also to settle any discretionary payments arising from acquisitions by voluntary agreement.

19 To authorise payments to account to sellers of property to the Council in cases where either negotiations in respect of the property or conveyancing procedures are protracted for any reason.

20 In respect of applications for licences, permits, certificates or other consents, to determine which declared convictions or fixed penalties are relevant to the consideration of particular applications and to make grants and renewals where there are no objections or relevant convictions or relevant fixed penalties and the applications conform to the Council's licensing policies.

21 In respect of applications for licences, permits, certificates or other consents, to make grant or renewals where the applicant has agreed in writing to adhere to the conditions or recommendations contained within reports provided by consultees.

22 To suspend a licence with immediate effect in terms of paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982.

23 To recall Suspension Orders imposed on

(a) taxi and private hire car licences where the vehicle concerned had been involved in a road traffic accident and as a consequence was out of service for longer than 28 days; and

(b) taxi and private hire car drivers' licences where the driver concerned was declared fit to drive to Group 2 standards.

24 To grant dispensation from Condition 24 of taxi drivers' licences and Condition 23 of private hire car drivers' licences in circumstances where the licence holder had already completed and passed the relevant training programme.

25 To renew licences which do not conform to the Council's licensing policies provided that the exceptions to the policies have previously been determined by the Licensing and Regulatory Committee or its predecessors.

26 To refund a reasonable part of a licensing fee if an application for a licence is withdrawn within 3 weeks of receipt.

27 To determine whether claimed changes in circumstances are adequate to allow the processing of a further application for a licence within one year of the date of refusal of the last application in terms of paragraph 6 of Schedule 1 to the Civic Government (Scotland) Act 1982.

28 To grant requests made in terms of paragraph 8 (5) (A) of the Civic Government (Scotland) Act 1982 and deem applications submitted for the grant of a licence as for the renewal of a licence.

29 To advertise possible taxi stance appointments and

(a) appoint a new stance where no public objections or representations are received in consultation with the Executive Director of Neighbourhoods and Sustainability, the Chief Constable, Police Scotland and the local members; or

(b) vary or revoke an appointment in consultation with the Executive Director of Neighbourhoods and Sustainability, the Chief Constable, Police Scotland and the local members.

30 To grant, renew, transfer and amend General Safety Certificates and Special Safety Certificates and to issue notices, in terms of the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 as directed by the Licensing and Regulatory Committee or the Council's Safety Advisory Group for Sports Grounds.

31 Together with any two members of the Council, to make Regulations in terms of the relevant legislation concerning traffic routing for major football matches and similar occasions.

32 In terms of the Standing Orders Relating to Contracts

(a) to award any contract for supplies/services with an estimated value no greater than £500,000 (excl. VAT)

(b) to award any contract for light touch regime services with an estimated value no greater than £663,540 (incl. VAT) (or any revised value threshold notified by the Scottish Ministers from time to time)

(c) to award any contract for works with an estimated value no greater than £5,336,937(incl. VAT) (or any revised value threshold notified by the Scottish Ministers from time to time);

(d) in the event that no Committee is available to accept any contract in excess of the maximum amounts stated at (a) to (c) above such as during an emergency, a period of recess or pre-election period, to award such contracts on behalf of the Council provided Council and Scottish Government procurement policy has been followed and the tender represents best value, with any such approval being reported to the first available meeting of the Contracts and Property Committee.

33 To approve requests for civic hospitality up to a maximum cost of £10,000 within the guidelines for civic hospitality as may be approved from time to time by the Council.

34 To appoint, after consultation with the Executive Director of Education Services, members to serve on Appeal Committees in terms of Section 28(d) of the Education (Scotland) Act 1980.

35 To approve, where an arm's length external organisation ("ALEO") states in its constitution that approval is required from the Council,

(a) the appointment of the ALEO's Managing Director;

(b) a change in the place of business or the opening of a new place of business;

(c) non material amendments to the company documentation, including LLP Members Agreement, Services Agreements and Business Plans;

(d) entering into new contracts in excess of agreed limits;

(e) the commencement, settlement or abandoning of any litigation in excess of agreed limits; and

(f) decisions relating to voluntary liquidation, application for administration or winding up or related activities under the Insolvency Act;

(g) signing on behalf of the Council, Ordinary and Special resolutions;

(h) issuing instructions to the Board on behalf of the Council as Member of the ALEO;

(i) decisions in relation to issues of fundamental strategic importance affecting the ALEO;

(j) an organisational restructure of the ALEO;

(k) ALEO policies; and

(l) the establishment of sub-committees.

36 In respect of the Council's shareholding in Scottish Exhibition Centre Ltd, to respond to mandatory consultation on:

(a) non material amendments to company documentation, agreements and Business Plan;

(b) remuneration policy for Directors;

(c) number and appointments of Directors;

(d) Business Plan projections;

(e) company name;

(f) changes to insurance cover; and

(g) transactions/unbudgeted capital expenditure in excess of agreed limits,

as set out in the Memorandum and Articles of Association along with the power of direction reserved for shareholders.

37 To instruct the immediate implementation of any Circular from any officially recognised body which allows no discretion to the Council. The terms of such Circulars shall be reported to the appropriate Scrutiny Committee for information.

38 To consider and determine applications for extension of leave from employees who have not completed the necessary period of continuous service in terms of the Council's Conditions of Service.

39 To approve, in conjunction with the appropriate Executive Director, special leave with or without pay where the period of leave is in excess of the provision of the Council's Conditions of Service.

40 To review salary placing in appropriate circumstances, within approved salary scales in conformity with accepted practice.

41 To exercise the discretionary powers available in implementation of the Conditions of Service in respect of all the employees (except teachers) in the employment of the Council.

42 To authorise emergency financial aid to employees of up to £200.

43 To approve, in conjunction with the Executive Director of Finance, applications from employees (except teachers and Chief Officials) for early retiral and voluntary severance.

44 In consultation with the Executive Director of Finance, to deal with requests for the application of any of the discretionary elements contained in the Local Government Pension Scheme (Scotland) Regulations 1998.

45 To approve ex gratia payments to employees where the circumstances of the payments are not covered by the Council's Conditions of Service.

46 To deal with and, in appropriate circumstances, to approve applications by employees convicted of and fined under the Health and Safety at Work etc Acts, the Factories Acts, the Offices, Shops and Railway Premises Acts, the Road Traffic Acts or any associated legislation in respect of offences committed whilst acting in the course of their employment for

(a) payment of the fine imposed, or

(b) assistance with the legal expenses of their defence,

subject to the right of an employee aggrieved by a decision of the Director of Legal and Administration to appeal to the Personnel Appeals Committee.

47 To approve, in consultation with the appropriate Area Partnership chair, grant awards from the Integrated Grant Fund Area Budget up to a maximum of £500, subject to the application fitting with local priorities as determined by the Area Partnership and to reporting such awards to the first available meeting of the Area Partnership.

48 To approve grants to community councils for the production of newsletters and other items of expenditure up to a maximum of £400, in terms of the guidelines and conditions for discretionary grants for community councils.

49 To issue, after consultation with the City Convener for Democratic Renewal and the Corporate Management Team, Procedural Rules relating to the use and management of information within the Council.

50 In consultation with the Council Business Manager, to authorise the attendance of elected members at conferences etc in the UK up to a maximum cost of £800 per person and up to £1,000 per person for international travel/events.

51 To approve funding for economic development activity (including making grants and loans to businesses) of up to £100,000.

52 To deal with consultations on data protection impact assessments.

Executive Director of Education Services

The Executive Director of Education Services is authorised:-

1 To serve any notices, deal with any applications, and take any necessary action on behalf of the Council, in terms of the Education (Scotland) Acts, the Children Acts, or generally legislation concerning the Council relating to the provision of Education Services.

2 In respect of Educational Trusts or endowments, to accept and administer any Trusts or endowments which may be offered to the Council for schools in their area and to receive and determine applications for the disbursement of funds in accordance with the provisions of any Trust Schemes.

3 To make grants of up to £5,000 to voluntary organisations, schools and other organisations which make provision for children of school age, pre-fives, or out of school care.

4 To approve support for any type of educational course and to make grants from any bursary or other financial scheme operated by the Council.

5 To assess and award education maintenance allowances, further education bursaries or other awards.

6 To make grants to staff and/or pupils in connection with courses, conferences, educational visits and excursions.

7 To instruct the immediate implementation of any Circular concerning teachers pay and conditions which allows no discretion to the Council. In the event of major changes or matters of significance, the terms of any such Circular shall be reported to the Education, Skills and Early Years City Policy Committee for information.

8 To permit parent councils, Parent Teacher Associations or such other organisations or persons as he/she considers appropriate to execute works of construction or improvement within the curtilage of an educational establishment, subject to

(a) being satisfied that the works are relevant to the function of and will not prejudice the operation of the educational establishment;

(b) the Director of Property and Consultancy Services being satisfied that for his/her interest, the works are acceptable; and

(c) the Director of Legal and Administration and the Executive Director of Finance being satisfied with the contractual and financial arrangements relating to the execution of the works.

9 To determine the dates of local school holidays after consultation with the appropriate parent councils and appropriate trade unions.

10 To exclude pupils from school.

11 To make appointments to promoted and unpromoted posts in all educational establishments.

12 To approve applications from teachers for early retiral and voluntary severance.

Executive Director of Finance

The Executive Director of Finance is authorised:-

1 To act as the proper officer of the Council in terms of the Local Government Acts, to administer the financial affairs of the Council, and to take any necessary action in terms of the Council's Financial Regulations, Management and Control Code of Practice.

2 To issue any notices, collect any monies, adjudicate in respect of any claims or objections, and to take any other necessary action in terms of the Local Government Acts.

3 To take decisions on debt write-off in accordance with recognised accounting policies and the Financial Regulations, Management and Control Code of Practice.

4 To amend service budgets for new monies received or subsequent approvals during the year, with all such changes being recorded in the monitoring statements.

5 To approve virement within the revenue budget and the investment programme up to a limit of £500,000, with all virement being reported to the first available meeting of the City Administration Committee.

6 To arrange appropriate insurance cover on behalf of the Council and negotiate claims against the Council as per the Financial Regulations, Management and Control Code of Practice.

7 To take decisions required for the financial administration of the Group Life Assurance Scheme.

8 In respect of the Loans Fund, to administer Council requirements for borrowing and temporary investment in accordance with the CIPFA Treasury Management Code.

9 To administer the Local Government Pension Scheme and implement investment arrangements for the Strathclyde Pension Fund in accordance with the Local Government Pension Regulations.

10 In respect of Strathclyde Pension Fund, to appoint persons to serve on the Investment Advisory Panel.

11 To agree participation by Strathclyde Pension Fund in securities litigation.

12 To take decisions on investments or other matters in respect of monies held or funds administered by the Council.

13 To sign, for banking activity purposes, bank indemnities on behalf of the Council.

14 To determine interest rate levels charged to Home Loan borrowers, in terms of Section 219 (4) (a()/(b) of the Housing (Scotland) Act 1987.

15 To set charges for services requested of his/her department additional to those relating to the sale of valuation rolls, Council Tax lists and electoral registers.

16 To arrange operational and/or financial leases on behalf of the Council.

17 In consultation with the appropriate local members, to authorise proceedings to exceptional attachment in respect of non-domestic rates debt and to remit such debt on the grounds of hardship in terms of Section 25A of the Local Government (Scotland) Act 1966.

18 In consultation with the Chief Executive, to consider those cases of business rates debts for which liquidation or sequestration might be the appropriate course and, after consultation with the appropriate local members, to authorise liquidation or sequestration.

19 To make objections or complaints to the Licensing Board in respect of liquor licences in cases of failure to pay business rates.

20 To deal with requests for the use of the City Chambers.

21 To approve, where an arm's length external organisation ("ALEO") states in its constitution that approval is required from the Council:

(a) the annual accounts;

(b) LLP Banking arrangements;

(c) additional expenditure or the extension of business beyond agreed budgets;

(d) borrowing or lending or the giving of guarantees beyond agreed limits;

(e) the disposal or acquisition of any business shares or material assets;

(f) the acquisition of capital assets beyond agreed limits;

(g) entering into a partnership, joint venture or profit sharing arrangement beyond the agreed limits;

(h) parent company guarantees or bonds in respect of new contracts;

(i) the establishment of or participation in any pension scheme other than the Strathclyde Pension Fund;

(j) the appointment of the Senior Finance Officer (Director or equivalent) or respond to consultation on the appointment of the Senior Finance Officer (Director or equivalent); and

(k) the appointment and remuneration of LLP/Company Auditors.

22 If listed on the list of approved officers held by the Senior Responsible Officer, to act as Investigation Manager for the purposes of the Regulation of Investigatory Powers (Prescription of Offices etc and Specification of Public Authorities) (Scotland) Order 2010.

Executive Director of Neighbourhoods, Regeneration and Sustainability

The Executive Director of Neighbourhoods, Regeneration and Sustainability is authorised, subject to reporting to the Contracts and Property Committee for information details of any matters dealt with in terms of paragraphs 16 to 35 below:-

1 To serve any notices, issue any licences, give any consents and generally take any necessary action on behalf of the Council in terms of the Roads (Scotland) Acts, the Road Traffic Regulation Acts and the New Roads and Streetworks Act 1991 or generally any legislation concerning the Council's functions relating to transport, parking, roads, lighting, parks, open spaces, cemeteries and crematoria, biodiversity, jetties, tidal waters, flood prevention measures, the collection and disposal of waste, the cleaning of roads, streets and open spaces, food safety and food standards, the safety, health and well-being of the community, health and environmental protection and consumer protection.

2 To grant wayleaves in respect of public utilities.

3 To carry out the functions of the Joint Road Safety Officer in conjunction with the Chief Constable.

4 After consultation with the Director of Legal and Administration, to agree terms for bridge agreements with private bridge owners (British Railways Board, Network Rail and others) and the terms of the discharge of the Council's liability for annual maintenance and renewal charges in connection with such bridges.

5 To approve applications for school crossing patrols at sites where it is justified in terms of the adopted criteria.

6 To refuse applications for school crossing patrols where the criteria approved by the Council are not met.

7 Subject to consultation with the local members and the associated primary school parent council, to discontinue an existing school crossing patrol where it no longer meets the adopted criteria or does not

comply with Council policy.

8 To approve alterations to the list of public roads.

9 To approve, in consultation with the appropriate City Convener, Traffic Regulation Orders which are not subject to objection or which are subject to objection but not to a mandatory hearing.

10 To make any temporary Notice/Order under Section 62 of the Roads (Scotland) Act 1984 and Sections 14 and 16 of the Road Traffic Regulation Act 1984 that does or does not require an advertisement in a local newspaper.

11 To approve applications for use of public parks, George Square, bandstands, pedestrian precincts and the Clyde Walkway, with applications for major or city centre events being approved in consultation with the appropriate City Convener.

12 To determine and regulate the use of parks, open spaces, civic spaces and pedestrian precincts, cemeteries and crematoria, display houses and other similar facilities.

13 To exercise any functions of the Council required in terms of Management Rules approved by the Council.

14 To exercise enforcement powers and to issue fixed penalty notices in respect of legislation governing Environmental Health, Trading Standards and other enforcement staff, in terms of the coded list of legislation in the appendix to this scheme.

15 If listed on the list of approved officers held by the Senior Responsible Officer, to act as Investigation Manager for the purposes of the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) (Scotland) Order 2000.

16 To negotiate terms for the acquisition of land or property and to agree terms where it has been specifically budgeted for.

17 To agree terms for the disposal of land or property (including by way of the grant of a long lease or grassum, with or without an option to purchase), which has been declared surplus to requirements and which has been advertised on the open market, where more than one offer has been received and the highest offer is being accepted and subject to being satisfied that this represented full market value.

18 To agree terms for the disposal of land or property on an off-market basis (including by way of the grant of a long lease or grassum, with or without an option to purchase), which has been declared surplus to requirements, where the disposal price is less than £100,000, and, subject to being satisfied that this represented the best consideration which could be reasonably obtained where either the subjects have recently been unsuccessfully marketed or the proposed disposal conforms to the Regeneration and the Economy policy on off-market disposals.

19 To grant temporary leases or licences of land or property which has not been recently advertised, for appropriate periods, determined by the use.

20 To grant leases or licences of land or property which has been advertised for lease on the open market, at market value, for appropriate periods determined by the use.

21 To grant leases or licences of land or property which has been advertised for lease on the open market, at market value, for a period of more than one year, at rentals of up to £100,000 per annum.

22 To grant leases or licences of land or property for the establishment of plant and equipment associated with the provision of service utilities, for periods of up to 60 years at rents up to £50,000 per annum.

23 To grant leases or licences at concessionary rents to organisations and projects conforming to the terms of the Council's concessionary rental policy.

24 To take land or property on lease or licence for up to 3 years, at market value, at rentals of up to £100,000 per annum.

25 To agree rent reviews of land or property leased by or to the Council up to an increase of £100,000 per annum.

26 To agree rent reviews in line with contractual mechanisms agreed in the lease.

27 To approve assignations of leases of land or property, subject to satisfactory business and financial references being obtained.

28 To grant consent to the sub-letting of property or to the variation in the terms of the sub-lease.

29 To vary conditions in leases granted by the Council of land or property, subject to the rent reflecting market value up to £100,000 per annum.

30 To grant or obtain minutes of waiver, servitudes and wayleaves up to a price of £50,000.

31 To agree renewals and grant leases for up to 20 years to existing tenants currently occupying property on an annual or monthly tenancy where that tenancy has been conducted to his satisfaction for a minimum of 3 years.

32 To terminate existing monthly/annual tenancies and grant new monthly/annual tenancies.

33 To terminate leases and to take any necessary action to secure possession of property or recover rent arrears.

34 To agree terms for lease surrenders of property which have been specifically budgeted for, in the Council's capacity as tenant (occupier).

35 To agree terms for lease surrenders to include reverse premiums and dilapidations where the terms have been fully and professionally negotiated and costed, in the Council's capacity as tenant (occupier).

36 To approve investments from the Invest to Improve Land and Property Fund up to a maximum of £100,000, with investments between £40,000 and £100,000 being approved in consultation with the Property and Land Steering Group, or its successor."

37 In consultation with the Depute Leader of the Council, to deal with asset transfer requests from community transfer bodies and to issue decision notices following consideration of the requests.

38 To fix dates between which the city markets are closed at holiday times where the various trade organisations are in agreement.

39 To deal with payments due to persons in terms of the Housing (Scotland) Acts following a committee determination that houses do not meet a tolerable standard.

40 To let Council properties for use as election rooms at Council, Scottish, Westminster and European elections, subject to guidelines as may be approved by the Council.

41 To negotiate and settle claims arising in terms of Land Compensation or Flood Prevention legislation.

42 To apportion office accommodation between Council departments and to arrange for any necessary alterations or adaptations to such accommodation within budgeted expenditure.

43 In terms of the Town and Country Planning (Scotland) Act 1997, the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, the Planning (Hazardous Substances) (Scotland) Act 1997 and associated legislation:-

(a) to grant unconditionally, or subject to conditions, applications for planning permission; for planning permission in principle; for matters specified in conditions; for listed building and conservation area consent; for reserved matters; for amendments and other consents, including material and non-material variations; for advertisement consent; for discharge, amendment or deletion of conditions including those imposed by committee; for certificates of lawfulness; for hazardous substances consent; for notice of intent to develop by Government departments and for certificates of appropriate alternative development, unless

(i) the planning application is, in terms of the planning hierarchy, a national planning application or a major planning application significantly contrary to the development plan; or

(ii) there are material objections received in writing by the end of the overall expiry date from one or more Councillors to a national or major application, from 3 or more Councillors to any other type of application, or from 6 or more third parties to any type of application; or

(iii) there is a material contravention of the Council's policies; or

(iv) the applicant is an elected member or close family member or partner of an elected member of Glasgow City Council; or

(v) the applicant or close family member or partner of the applicant is an officer employed within the Planning Division of Neighbourhoods, Regeneration and the Sustainability;

(b) to refuse applications as detailed in (a) above where there is a material breach of the development plan, unless

(i) the application is, in terms of the planning hierarchy, a national planning application or major planning application significantly contrary to the development plan; or

(ii) there are material representations of support for the proposals received in writing by the end of the overall expiry date from one or more Councillors to a national or major application, from 3 or more Councillors to any other type of application, or from 6 or more third parties to any type of application;

(c)

(i) to enforce unauthorised advertisements, development and works on listed buildings, including serving enforcement notices and fixed penalty notices, advertisement and listed building notices, Section 125 (planning contravention) notices, Section 145 (breach of conditions) notices, Section 168 (Tree Replacement) notices, Section 179 (amenity) notices, Section 187 (placards and posters), Fixed Penalty Notices, Stop and Temporary Stop Notices, Notification of Initiation of Development, Notification of Completion of Development, On-site Notices, notices requiring retrospective applications and direct action in respect of breaches of planning control;

(ii) to enter land without a warrant, in terms of Section 156 of the Town and Country Planning (Scotland) Act 1997 and Section 56 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997;

(iii) to serve urgent interdicts on unauthorised development or works or signage including flyposting; and

(iv) to seek interim interdict in respect of unauthorised flyposting;

(d) to respond on behalf of the Council where the Council's observations have been sought in respect of developments of adjoining planning authorities;

(e) to respond on behalf of the Council to appeals and call-ins unless the appeal is against a decision contrary to the Service recommendation;

(f) to agree to the temporary display of an advertisement for a period not exceeding one week, providing there are no adverse road safety implications;

(g) to agree to the temporary alteration to an existing advertisement consent for a period not exceeding one month without requiring a fresh advertisement application;

(h) to approve the closure or diversion of roads and paths and the diversion of services subsequent to development previously approved;

(i) to decline to determine an application for planning permission following refusal and/or appeal of similar applications;

(j) to revoke permission for applications approved under delegated powers;

(k) to respond to requests for all screening and scoping opinions, including Screening Opinions on whether a development is a major or local application having regard to the Planning (Hierarchy of Developments) (Scotland) Regulations 2009 and consequently whether formal pre- application consultation requires to be carried out;

(l) to determine whether developments are permitted in terms of the appropriate Permitted Development Order;

(m) to determine whether works to a listed building require consent;

(n) to assess and accept or not the scope of a Proposal of Application Notice;

(o) to respond to prior notifications for agricultural development and demolition and as otherwise required;

(p) to decline to determine an application for planning permission where the required Pre-application Consultation Report has not been submitted with the application.

44 To allocate developer contribution funds to approved projects up to a value of £50,000

45 To make Tree Preservation Orders in terms of Sections 160 and 163 of the Town and Country Planning (Scotland) Act 1997 and the Forestry Act 1967 and to grant or refuse consent in respect of tree operations in conservation areas or felling of trees covered by Tree Preservation Orders.

46 To serve Urgent Works Notices on historic buildings under the terms of Section 49 of the Planning (Listed Building and Conservation Areas) (Scotland) Act 1997.

47 To take all actions and decisions, make all determinations and serve, vary or withdraw all Notices under the High Hedges (Scotland) Act 2013 and any regulations made thereunder, and such subsequent legislation as may amend those provisions.

48 To serve any Notice in terms of Section 87 of the Civic Government (Scotland) Act 1982.

49 To approve planning grants to voluntary organisations up to a value of £20,000.

50 To approve applications in respect of Repairs and Improvement Grants in respect of the following categories, namely roof, fabric, dry rot eradication, lead pipe replacement, standard amenities, Housing Renewal Areas, damp proof course installation, electrical and kitchen upgrading, disabled adaptations, care and repair, structural failures, statutory notice work and any other categories designated by the Council.

51 To approve applications by Housing Associations and Societies where such applications are in accordance with schemes of financial assistance, the principles of which have been approved by the Council.

52 To approve applications for funding relating to the Development Programme, within the Scheme approved by the Council and agreed between the Council and the Scottish Government.

53 To serve any Notices and take any necessary action on behalf of the Council in terms of the Housing (Scotland) Acts or generally any legislation appropriate to the repair or improvement of housing property in pursuance of the Council's housing investment priorities.

54 To carry out the functions of the Council in relation to Parts 1, 2 and 7 to 10 of the Antisocial Behaviour (Scotland) Act 2004 regarding Antisocial Behaviour Orders and the registration of private landlords.

55 In terms of the Building (Scotland) Acts and the Civic Government (Scotland) Act 1982, to grant or refuse building warrants, grant or refuse certificates of completion, serve any notices, execute any works and generally take any necessary action in connection within these Acts.

56 To enter and inspect sports grounds in terms of the Safety of Sports Grounds Act 1975.

57 To issue certificates of suitability under section 23 of the Licensing (Scotland) Act 1976 and certificates under section 50 of the Licensing (Scotland) Act 2005.

58 Subject to consultation with the local members, to approve new street names.

59 To serve notices and take any necessary action under the Civic Government (Scotland) Act 1982, the Housing (Scotland) Act 1987 and the Environmental Protection Act 1990 in relation to houses in multiple occupation.

60 To enter and inspect, serve notices and take any necessary action under the Environment Act 1995 and the Environmental Protection Act 1990 in relation to Contaminated Land.

61 To enter, inspect and take any necessary action/works on property under the Flood Risk Management (Scotland) Act 2009.

62 To serve enforcement notices, in terms of Section 90 of the Civic Government (Scotland) Act 1982, requiring owners to correct defective lighting.

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

64 To approve the making and serving of any notices and orders in relation to public rights of outdoor access under the terms of the Land Reform (Scotland) Act 2003 and other relevant legislation.

65 To take actions, make assessments, undertake site-based inspections, and, subject to function 47 (above), make and serve any notices and orders, with respect to public rights of outdoor access under the terms of the Land Reform (Scotland) Act 2003 and other relevant legislation.

66 In the event that no committee is available to decide on property lease, acquisition and disposal matters such as during a period of recess or the pre-election period, to make decisions on behalf of the Council provided that Council property policies have been followed and any transactions represents best value, with any such approval being reported to the first available meeting of the Contracts and Property Committee.

Chief Officer to the Integration Joint Board

The Chief Officer to the Integration Joint Board is authorised:-

1 To take action in connection with any function delegated or specified under the Integration Scheme between Glasgow City Council and NHS Greater Glasgow and Clyde, or otherwise conferred upon the Glasgow City Integration Joint Board or its constituent authorities by virtue of the Public Bodies (Joint Working) (Scotland) Act 2014, including but not limited to any function directed to any of them by the Scottish Ministers.

2 To commission and enter into any contracts for social care and/or housing support services in accordance with Part III of the Council's Standing Orders Relating to Contracts.

3 To make payments to voluntary organisations for the purchase of services or initial purchase of equipment up to a value of £20,000.

4 To provide aids and adaptations for disabled people and special payments to Carers up to the value of £100,000 in any one case.

5 Subject to the Council's Financial Regulations, Management and Control Code of Practice,

(a) to purchase appropriate social care and housing support services within open-ended call-off contracts from providers on approved national and local framework agreements from accredited providers or from providers awarded contracts for business by the Council, excluding services at (b) to (d) below;

(b) to purchase care packages in Children's Services for placements at residential/open schools;

(c) to authorise individual budgets (options 1 to 4) for adults in accordance with the Social Care (Self Directed Support) (Scotland) Act 2013; and

(d) to authorise individual budgets (options 1 to 4) for children in accordance with the Social Care (Self Directed Support) (Scotland) Act 2013.

6 To provide direct assistance (loans or grants) under statutory provisions in

(a) the Social Work (Scotland) Act 1968, the Children's Act 1975 or the Children (Scotland) Act 1995; and

(b) Sections 29 and 30 of the Children (Scotland) Act 1995, Section 73 of the Regulation of Care (Scotland) Act 2001 and Section 6 of the Children (Leaving Care) Act 2000.

7 To make decisions regarding children and young people's placements, which may potentially lead to the separation of brothers and sisters.

8 To authorise the emergency "transfer" of placement of a child subject to a compulsory supervision order in terms of Section 145 of the Children's Hearings (Scotland) Act 2011.

9 To apply for Child Protection Orders and Child Assessment Orders in terms of Sections 37 and 35 respectively of the Children's Hearings (Scotland) Act 2011 and Exclusion Orders in terms of section 76 of the Children (Scotland) Act 1995.

10 To approve refuges in terms of Section 38 of Children (Scotland) Act 1995.

Chief Social Work Officer (Health and Social Care Partnership)

The Chief Social Work Officer is authorised to:-

1 To take any necessary action on behalf of the Council in terms of the Social Work (Scotland) Act 1968, the Mental Health (Scotland) Act 1984, the Children (Scotland) Act 1995, the National Health Service and Community Care Act 1990, the Adults with Incapacity (Scotland) Act 2000, the Housing (Scotland) Act 2001, the Community Care and Health (Scotland) Act 2002, the Homelessness (Scotland) Act 2003, the Mental Health (Care and Treatment) (Scotland) Act 2003, the Adoption and Children (Scotland) Act 2007 or generally any legislation concerning the Council's functions relating to the provision of Social Care Services.

2 To appoint Mental Health Officers under the Mental Health Acts (approval as Mental Health Officers is restricted to those members of staff who have satisfactorily completed the approved training course).

3 To admit children to secure care in terms of the Secure Accommodation (Scotland) Regulations 2013 save to the extent that function has been delegated to the Integration Joint Board.

4 To consider and decide upon recommendations made by the Adoption and Fostering Review Panel in connection with any adoption and fostering matters, including decisions about the provision of aids and adaptations.

5 To consider and decide upon recommendations by Adoption and Fostering Panels, on matters of approval of persons to adopt or foster, and the placement of children with such persons.

Chief Officer: Finance and Resources (Health and Social Care Partnership)

The Chief Officer: Finance and Resources is authorised:-

1 To serve any notices and to take any necessary action on behalf of the Council in terms of the National Assistance Acts.

2 To approve waivers and disregards on behalf of the Council in respect of determining a client's liability for contribution to social care and housing support services provided.

3 To approve waivers and disregards on behalf of the Council in respect of determining a client's liability for contribution to care home (residential/nursing) costs.

APPENDIX

GLASGOW CITY COUNCIL

SCHEME OF DELEGATED FUNCTIONS - LIST OF OFFICERS BY WHOM DELEGATED POWERS ARE EXERCISABLE

Local Government (Scotland) Act 1973, Section 50G

1 As regards the General functions delegated by section 4 of the scheme to the Chief Executive, or any Executive Director, the delegations are also exercisable in each case by the Director or Assistant Director or Heads of Service in each department; subject to the substitution of Integration Joint Board references where appropriate, the Chief Officer and Chief Officer: Finance and Resources, of the Integration Joint Board (whether their primary contract of employment is with the Council or the Health Board); and the Chief Social Work Officer.

2 Item No 3 in the General delegations is also exercisable by the following officers in the Chief Executive's Department: Director of Legal and Administration, Head of Legal and Democratic Services, Executive Legal Manager, Head of Corporate Procurement, Legal Manager, and Contract Review and Service Reform Manager.

3 As regards the delegations in respect of departments, the following are the lists of officers by whom delegated powers are exercisable.

Chief Executive

Nos 1 - 2	Director of Legal and Administration
No 3	Director of Legal and Administration Head of Legal and Democratic Services Executive Legal Manager Contract Review and Service Reform Manager Legal Manager
No 6	Head of Communication and Strategic Partnerships
No 7	Director of Legal and Administration Head of Communication and Strategic Partnerships
Nos 9 - 10	Director of Legal and Administration Head of Legal and Democratic Services Executive Legal Manager Legal Manager
Nos 12 - 19	Director of Legal and Administration Head of Legal and Democratic Services Executive Legal Manager Contract Review and Service Reform Manager Legal Manager Senior Solicitor and Solicitor (No 13 (b) only)

Nos 20 - 21	Director of Legal and Administration
	Head of Legal and Democratic Services
	Executive Legal Manager
	Legal Manager
	Senior Solicitor
Nos 22 -30	Director of Legal and Administration
	Head of Legal and Democratic Services
	Executive Legal Manager
	Legal Manager
No 31	Director of Legal and Administration
No 32(a) to (c)	Director of Legal and Administration
	Head of Legal and Democratic Services
	Executive Legal Manager
	Legal Manager
	Head of Corporate Procurement
	Contract Review and Service Reform Manager
	Operational Procurement Manager
No 32 (d)	Director of Legal and Administration
No 33	Head of Communication and Strategic Partnerships
	Adviser to the Lord Provost
No 34	Director of Legal and Administration
	Head of Legal and Democratic Services
	Committee and Members' Services Manager
Nos 35 – 36	Director of Legal and Administration
Nos 37 - 46	Head of Human Resources
Nos 47 - 48	Director of Community Empowerment and Equalities
	Partnership and Development Manager
	Grants and Initiatives Manager
No 49	Director of Legal and Administration
	Head of Legal and Democratic Services
	Executive Legal Manager
	Legal Manager
	Senior Solicitor
	Solicitor
No 50	Director of Legal and Administration
No 51	Director of Regional Economic Growth
	Assistant Head of Economic Growth
	Group Manager (Business Growth)
No 52	Director of Legal and Administration
	Head of Legal and Democratic Services
	Head of Information and Data Protection Officer
	Governance Manager – Information
	Executive Legal Manager
	Legal Manager

	Executive Director of Education Services
Nos 1 - 9	Head of Service
No 10	Head of Service
	Head Teacher
	Depute Head Teacher
No 11	Head of Service Head Teacher
	Acting Head Teacher Depute
	Head Teacher
No 12	Head of Service
	Executive Director of Finance
Nos 1 -3	Director of Financial and Business Services
	Head of Corporate Finance
Nos 4 – 5	Director of Financial and Business Services
	Head of Corporate Finance
Nos 6 - 7	Director of Financial and Business Services
	Head of Service Development
No 8	Director of Financial and Business Services
	Head of Corporate Finance
Nos 9 - 11	Director of Financial and Business Services
	Director of Strathclyde Pension Fund
Nos 12-14	Director of Financial and Business Services
	Head of Corporate Finance
No 15	Director of Financial and Business Services
	Head of Service
No 16	Director of Financial and Business Services
	Head of Corporate Finance
Nos 17 – 19	Director of Financial and Business Services
	Head of Revenues and Benefits
No 20	Director of Financial and Business Services
	Head of Facilities Management
	City Chambers Manager
No 21	Director of Financial and Business Services
No 22	Director of Financial and Business Services
	Head of Audit and Inspection
	Corporate Fraud and Investigation Manager

	Executive Director of Neighbourhoods, Regeneration and Sustainability
No 1	Director of City Operations
	Divisional Director
	Head of Roads
	Head of Technical Service
	Group Manager (Design)
	Group Manager (Special Project)
	Group Manager (Sustainable Transport)
	Group Manager (Traffic and Road Safety)
	Group Manager (Roads Contracts, Assets and Lighting)
	Assistant Group Manager (Roads Contracts, Project Management and RCU)
Nos 2 - 4	Director of City Operations
	Divisional Director
	Head of Roads
	Head of Technical Services
	Group Manager (Design)
	Group Manager (Special Project)
	Group Manager (Sustainable Transport)
	Group Manager (Traffic and Road Safety)
Nos 5 - 7	Director of City Operations
	Divisional Director
	Head of Roads
	Head of Technical Services
	Group Manager (Traffic and Road Safety)
Nos 8 - 9	Director of City Operations
	Divisional Director
	Head of Roads
	Head of Technical Services
	Group Manager (Design)
	Group Manager (Roads Contracts, Assets and Lighting)
	Group Manager (Roads Maintenance)
	Group Manager (Special Project)
	Group Manager (Sustainable Transport)
	Group Manager (Traffic and Road Safety)

No 10	Director of City Operations
	Divisional Director
	Head of Roads
	Head of Technical Services
	Group Manager (Design)
	Group Manager (Roads Contracts,
	Assets and Lighting)
	Group Manager (Roads Maintenance)
	Group Manager (Special Project)
	Group Manager (Sustainable Transport)
	Group Manager (Traffic and Road Safety)
	Assistant Group Manager (Contracts/Project Management/RCU)
	Assistant Group Manager (Parking Services)
	Assistant Group Manager (TRAFFCOM)
	Assistant Group Manager (Traffic and Road Safety)
No 11	Director of City Operations
	Divisional Director
	Head of City Services
	Head of Parks and Streetscene
	Group Manager (Parks Development)
No 12 - 13	Director of City Operations
	Divisional Director
	Head of Neighbourhoods and Place City Centre Manager
	Neighbourhoods Services Manager
	Group Manager (Parks Development)
Nos 14 - 15	See coded list below for Environmental Health, Trading Standards and other enforcement staff
Nos 16 - 25	Director of City Development
	Divisional Director, Property and Consultancy Servicess
Nos 26 - 37	Director of City Development
	Divisional Director, Property and Consultancy Services
	Head of Property
No 38	Director of City Development
No 39	Director of City Development
	Head of Housing
No 40	Director of City Development
	Divisional Director, Property and Consultancy Services
	Head of Property
No 41	Director of City Development
	Head of Planning
	Head of Building Standards

No 42	Director of City Development
	Divisional Director, Property and Consultancy Service
	Head of Asset Management
No 43	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Planning
	Group Leader (Development Management)
	Team Manager (Development Management) (Teams DM 1-5)
No 44	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Divisional Director, Property and Consultancy Service
	Head of Planning
	Group Manager (Development Plan and City Design)
	Team Manager (City Development Plan)
Nos 45 - 49	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Planning
Nos 50 - 54	Director City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Housing
Nos 55 - 56	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Building Standards Building Control Surveyor
	Assistant Building Control Surveyor
	Structural Engineer
No 57	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Planning
	Head of Building Standards
	Building Control Surveyor
	Assistant Building Control Surveyor
	Structural Engineer
	Team Manager Planning (Development Management)
	Planner (Development Management Team)
No 58	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Building Standards
	Group Leader (Building Standards)

No 59	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Building Standards
	Head of Housing
	Group Leader (Building Standards)
	Group Manager (Housing)
	Team Leader (Licensing)
	Environmental Health Officer Structural Engineer
No 60	Director of City Development Group Manager Environmental)
	Assistant Group Manager (Geotechnical and Land Remediation)
	Environmental Health Officer (Land Remediation)
	Technical Officer (Land Remediation)
	Senior Engineer (Geotechnical)
No 61	Director of City Development
	Group Manager (Environmental)
	Assistant Group Manager (Flood Risk Management)
No 62	Director of City Development
	Divisional Director
	Team Leader (Mechanical/Electrical/Stairlighting)
No 63	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Planning
	Group Leader Planning (Development Plan Group)
	Group Leader (Development Management)
	Team Manager (Transport Planning)
	Team Manager (Development Management Teams)
Nos 64 - 65	Director of City Development
	Divisional Director of Planning, Housing and Building Standards
	Head of Planning
	Group Leader Planning (Development Plan Group)
	Group Leader (Development Management))
	Team Manager (Transport Planning)
	Team Manager (Development Management Teams DM 1-5)
	Outdoor Access Officer
No 66	Director of City Development
	Divisional Director Property and Consultancy Services

01 Explosives Acts 1875
02 Burgh Police (Scotland) Acts 1892 and 1903
03 Performing Animals (Regulation) Act 1925
04 Children and Young Persons (Scotland) Act 1937
05 The Cancer Act 1939
06 Prevention of Damage by Pests Act 1949
07 Registered Designs Act 1949
08 Pet Animals Act 1951
09 Accommodation Agencies Act 1953
010 Caravan Sites and Control of Development Act 1960
011 Factories Act 1961
012 Offices, Shops and Railway Premises Act 1963
013 Animal Breeding Establishments Act 1963
014 Riding Establishments Acts 1964 and 1970
015 Agriculture (Miscellaneous Provisions) Act 1968
016 Medicines Act 1968
017 Sewerage (Scotland) Act 1968
018 Trade Descriptions Act 1968
019 Health Services and Public Health Act 1968
020 Development of Tourism Act 1969
021 Agriculture Act 1970
022 European Communities Act 1972
023 Poisons Act 1972
025 Hallmarking Act 1973
026 Breeding of Dogs Acts 1973 and 1991
027 Consumer Credit Act 1974 and 2006
028 Control of Pollution Act 1974
029 Health and Safety at Work Etc. Act 1974
030 Prices Acts 1974
031 Weights and Measures Acts 1976 and 1985
032 Energy Act 1976
033 Dangerous Wild Animals Act 1976
034 Refuse Disposal (Amenity) Act 1978
035 Estate Agents Act 1979
036 Water (Scotland) Act 1980
037 Animal Health Act 1981
038 Wildlife and Countryside Act 1981
039 Zoo Licensing Act 1981
040 Civic Government (Scotland) Act 1982
041 Telecommunications Act 1984
042 Roads (Scotland) Act 1984
043 Video Recordings Acts 1984 and 2010
044 Food and Environment Protection Act 1985

045 National Health Service Amendment Act 1986
046 Housing (Scotland) Act 1987
047 Consumer Protection Act 1987
048 Motor Cycle Noise Act 1987
049 Education Reform Act 1988
050 Environment and Safety Information Act 1988
051 City of Glasgow District Council Order Confirmation Act 1988
052 Copyright Designs and Patents Act 1988
053 Water Act 1989
054 The Pesticides (Fees and Enforcement) Act 1989
055 Courts and Legal Services Act 1990
056 Environmental Protection Act 1990
057 Food Safety Act 1990 and any Orders, Regulations or other instruments made thereunder or relative thereto or having effect by virtue of the European Communities Act 1972 and relating to food safety or animal feedstuff and any modification or re-enactment of the foregoing
058 Children and Young Persons (Protection From Tobacco) Act 1991
059 Motor Vehicles (Safety Equipment for Children) Act 1991
060 Dangerous Dogs Act 1991 (as amended)
061 Clean Air Act 1993
062 Noise and Statutory Nuisance Act 1993
063 Trade Marks Act 1994
064 Environment Act 1995
065 Olympic Symbol etc. (Protection) Act 1995
066 Trading Schemes Act 1996
067 Town and Country Planning (Scotland) Act 1997
068 Pesticides Act 1998
069 Financial Services and Markets Act 2000
070 Regulation of Investigatory Powers (Scotland) Act 2000
071 Regulation of Investigatory Powers Act 2000
072 Vehicle Crime Act 2001
073 Enterprise Act 2002
074 Copyright etc. and Trade Marks (Offences and Enforcement) Act 2002
075 Tobacco Advertising and Promotion Act 2002
076 Building (Scotland) Act 2003
077 Dog Fouling (Scotland) Act 2003
078 Fireworks Act 2003
079 The Road Traffic (Vehicle Emissions) (Fixed Penalty) (Scotland) Regulations 2003
080 The Antisocial Behaviour etc. (Scotland) Act 2004
081 Water Services etc. (Scotland) Act 2005
082 Smoking, Health and Social Care (Scotland) Act 2005
083 Licensing (Scotland) Act 2005
084 Companies Act 2006
085 Animal Health and Welfare (Scotland) Act 2006
086 Housing (Scotland) Act 2006

087	Violent Crime Reduction Act 2006
088	Consumers, Estate Agents and Redress Act 2007
089	Public Health (Scotland) Act 2008
090	Climate Change (Scotland) Act 2009
091	Tobacco and Primary Medical Services (Scotland) Act 2010
092	Control of Dogs (Scotland) Act 2010
093	Financial Services Act 2012
094	Intellectual Property Act 2014
095	Consumer Rights Act 2015
096	Food (Scotland) Act 2015
097	Psychoactive Substances Act 2016
098	Health (Tobacco, Nicotine etc and Care) (Scotland) Act 2016
099	Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016
100	European Union (Withdrawal) Act 2018
101	Private Security Industry Act 2001
102	European Union (Withdrawal Agreement) Act 2020
103	UEFA European Championship (Scotland) Act 2020
104	Coronavirus Act 2020

Associated Coded list of Officers

Executive Director	All codes from 01 to 104, except 031
Director	
Divisional Director	
Head of Community Safety and Regulatory Services	
Head of City Services	All codes from 01 to 104, except 031
Head of Neighbourhoods and Place Group Manager (Environmental Health) Neighbourhood Services Manager	and 101
Group Manager (Trading Standards)	All codes from 01 to 104 except 101
Assistant Manager (Business Regulation)	All codes from 01 to 104, except 031, 070, 071 and 101
Assistant Manager (Public Health)	
Team Leader (Environmental Health)	
Technical Officer (including designated officers of Trading Standards Scotland)	
Consumer Advice Officer	
Tobacco Control Officer	
Environmental Health Officer Licensing Standards Officer Pest Control Supervisor	
Pest Control Operative	
Dog Warden	
Commercial Waste Enforcement Officer	
Technical and Enforcement Support Officer	

Trading Standards Assistant Manager Team Leader (Trading Standards) Trading Standards Officer	All codes from 001 to 104 except 070, 071 and 101
Taxi Enforcement Officer	040
Community Enforcement Officer Community Enforcement Supervisor Neighbourhood Improvement and Enforcement Officer	056 and 077
Health and Safety – Authorisation to enter premises with an Inspector	As required by Section 20(2)(c)(i) of the Health and Safety at Work Etc Act 1974
Authorised officers of East Dunbartonshire, East Renfrewshire, North Lanarkshire, Renfrewshire, South Lanarkshire and West Dunbartonshire Councils	No 040 – Sections 5 and 11 of the 1982 Act in respect of taxis and private hire cars licensed by this authority

Chief Officer to the Integrated Joint Board

No 1	Chief Social Work Officer Chief Officer: Finance and Resources
No 2	Chief Social Work Officer Chief Officer: Finance and Resources Head of Commissioning (contracts up to a value of £213,477 (incl. VAT))
No 3	Chief Social Work Officer Chief Officer: Finance and Resources, all up to £20,000 Assistant Chief Officer, Adult Services and North West Operations Assistant Chief Officer, Care Services Assistant Chief Officer, Children Services and North East Operations Assistant Chief Officer, Older People Services and South Operations Assistant Chief Officer, Primary Care and Early Intervention Assistant Chief Officer, Public Protection and Complex Needs Heads of Service all up to £5,000 Service Manager (or NHS equivalent post) Home Care Operations Manager Assessment Services Manager, all up to £2,500

No 4

Chief Social Work Officer
Chief Officer: Strategy and Operations (CSWO)
Chief Officer: Finance and Resources,
all up to £100,000

Assistant Chief Officer, Adult Services and North West Operations
Assistant Chief Officer, Care Services
Assistant Chief Officer, Children Services and North East Operations
Assistant Chief Officer, Older People Services and South Operations
Assistant Chief Officer, Primary Care and Early Intervention
Assistant Chief Officer, Public Protection and Complex Needs,
all up to £25,000

Head of Adult Services (Localities), Head of Children's Services
Head of Older People and Primary Care (Localities)
Home Care Operations Manager,
all up to £10,000

Service Manager
Homelessness Services Planning and Commissioning Manager
Assessment Services Manager, all up to £5,000

Homeless Team Service/Operations Manager

Service Manager (Alcohol and Drug Services), all up to £2,500

Assistant Service Manager Team Leader,
all up to £1,000

Qualified Occupational Therapist and other staff authorised to order equipment from EquipU, up to £500 for adaptations and standard items of equipment provided by EquipU

No 5(a)

Chief Social Work Officer
Chief Officer: Strategy and Operations (CSWO)
Chief Officer: Finance and Resources
(above £221,180 annual spend for the above officers)

Assistant Chief Officer, Adult Services and North West Operations
Assistant Chief Officer, Care Services
Assistant Chief Officer, Children Services and North East Operations
Assistant Chief Officer, Older People Services and South Operations
Assistant Chief Officer, Primary Care and Early Intervention
Assistant Chief Officer, Public Protection and Complex Needs
(up to £221,180 annual spend for the above officers)

Head of Service
Home Care Operations Manager
(up to £120,000 annual spend for the above officers)

Service Manager
Assessment Services Manager,
up to £50,000 annual spend, including short-term purchases beyond 12 weeks

Team Leader, up to £25,000 annual spend, including short-term purchases up to 12 weeks.

In respect of Older People's Services authority to approve rates

(a) above the Council approved rate for care home placements, including outside Scotland placements but excluding 24-hour supported living, is delegated to the Chief Officer: Finance and Resources and the Assistant Chief Officer, Older People's Services (South);

(b) above the Council approved rate for 24-hour supported living is delegated to the Chief Officer, Finance and Resources and the Assistant Chief Officer, Older People's Services (South); and

(c) at the Council approved rate in care homes (residential/nursing) within Scotland and in 24 hour supported living services within Glasgow, is delegated to Team Leaders and above.

No 5(b)	Chief Social Work Officer Chief Officer: Strategy and Operations (CSWO) Chief Officer: Finance and Resources Assistant Chief Officer, Children's Services and North East Operations Assistant Chief Officer, Adult Services and North West Operations Assistant Chief Officer, Public Protection and Complex Needs Head of Children's Services and Criminal Justice (Localities)
No 5(c)	Chief Social Work Officer Chief Officer: Strategy and Operations (CSWO) Chief Officer: Finance and Resources (above £221,180 annual spend for the above officers) Assistant Chief Officer, Adult Services and North West Operations Assistant Chief Officer, Children Services and North Operations Assistant Chief Officer, Older Peoples and South Operations Assistant Chief Officer, Public Protection and Complex Needs (up to £221,180 annual spend for the above officers) Head of Adult Services (Localities), Head of Older People and Primary Care (up to £120,000 annual spend for the above officers, and outwith Scotland placements) Service Manager - individual budgets within RAS score; individual budgets outwith RAS score to a maximum of £40,000 annual spend; variations beyond 12 weeks; and outwith Glasgow placements (not outwith Scotland) Team Leader - Variations to a maximum of 12 weeks

No 5(d)	Chief Social Work Officer Chief Officer: Strategy and Operations (CSWO) Chief Officer: Finance and Resources (above £221,180 annual spend for the above officers) Assistant Chief Officer, Adult Services and North West Operations Assistant Chief Officer, Children Services and North East Operations Assistant Chief Officer, Older Peoples and South Operations Assistant Chief Office, Public Protection and Complex Needs (up to £221,180 annual spend for the above officers) Head of Children's Services (up to £120,000 annual spend for the above officer) Service Managers – individual budget within RAS score; individual budgets outwith RAS score to a maximum of £25,000 annual spend; variations to a maximum of 12 weeks; and outwith Glasgow placements (not outwith Scotland)
No 6 (a)	Chief Social Work Officer Chief Officer: Strategy and Operations (CSWO) Chief Officer: Finance and Resources, up to £20,000 Assistant Chief Officer, Adult Services & North West Operations Assistant Chief Officer, Children Services & North East Operations Assistant Chief Officer, Older Peoples & South Operations Assistant Chief Officer, Public Protection and Complex Needs (up to £20,000 annual spend for above officers) Head of Children's Services and Criminal Justice (Localities), up to £4,000 Service Manager, up to £2,500 for a single person or £3,000 for a single person with child Assistant Service Manager Team Leader, up to £300

No 6(b)	Chief Social Work Officer Chief Officer Strategy & Operations GCHSCP (CSWO) Chief Officer Finance & Resources Assistant Chief Officer, Adult Services and North West Operations) Assistant Chief Officer, Children Services and North East Operations Assistant Chief Officer, Older People Services and South Operations Assistant Chief Officer, Public Protection and Complex Needs (up to £20,000 annual spend for above officers) Head of Children's Services and Criminal Justice (Localities) Service Manager, up to £2,500 for a single person or £3,000 for a single person with child Assistant Service Manager Team Leader, up to £300
Nos 7 - 8	Chief Social Work Officer Chief Officer: Strategy and Operations (CSWO) Assistant Chief Officer, Children's Services (North East) Assistant Chief Officer, Adult Services (North West) Assistant Chief Officer, Public Protection and Complex Needs Head of Children's Services
No 9 - 10	Chief Social Work Officer Chief Officer: Strategy and Operations (CSWO) Assistant Chief Officer (Care Groups/Localities) Assistant Chief Officer, Public Protection and Complex Needs Head of Children's Services Service Manager, Children and Families Service Manager (Standby) Assistant Service Manager, Children and Families Team Leader (Glasgow and Partners Emergency Social Work Service)

Chief Social Work Officer

No 1	Chief Officer: Finance and Resources
Nos 2 - 3	The following posts where the post holder holds a Social Work qualification:- Assistant Chief Officer, Public Protection and Complex Needs Assistant Chief Officer (Care Group/Localities) Head of Children's Services
Nos 4 - 5	Assistant Chief Officer Children's Services & North East Operations Assistant Chief Officer Public Protection and Complex Needs Head of Children's Services

Chief Officer, Finance and Resources

No 1	Assistant Chief Officer, Finance Head of Finance
Nos 2 – 3	Assistant Chief Officer, Finance Head of Finance Finance Manager, up to £2,500

APPENDIX 5

STANDING ORDERS RELATING TO CONTRACTS"

PART I: STANDING ORDERS RELATING TO CONTRACTS: GENERAL MATTERS

1. PRELIMINARY

1.1 **Extent and Application**

1.1.1 Glasgow City Council makes these Standing Orders in terms of section 81 of the Local Government (Scotland) Act 1973.

1.1.2 The Standing Orders must be interpreted in accordance with the key principles of openness, fairness and non-discrimination.

1.1.3 Subject to the provisions of Standing Orders 1.1.7 and 16.6, the Standing Orders apply to all contracts made by or on behalf of the Council for the execution of works, for the supply of goods and materials, or for the provision of services.

1.1.4 The Standing Orders are subject to the over-riding provisions of UK or Scottish legislation. They are also subject to any applicable UK Government or Scottish Government guidance on public procurement, including any measure affecting procurement activity during extra-ordinary social, economic, health, or other emergency circumstances.

1.1.5 The Standing Orders shall not apply to any contracts made on behalf of the Council by Scottish Procurement, Scotland Excel or any other central purchasing body or procurement partnership with whom the Council has made arrangements for the award of works, supplies or services contracts on its behalf, save in respect of the reporting requirements prescribed in Standing Order 7.4.4.

1.1.6 All Council personnel shall comply with the terms of the Standing Orders. Failure by any employee to comply with the Standing Orders, or the Corporate Procurement Manual (see Standing Order 1.1.11 below) may result in disciplinary action.

1.1.7 The Standing Orders do not apply to any of the following:

1.1.7.1 contracts of employment;

1.1.7.2 contracts solely relating to the lease or disposal of heritable property; and

1.1.7.3 contracts for the execution of works, the supply of goods and materials, or the provision of services which are, in the reasonable opinion of the Executive Director of the Relevant Service, urgently required for the prevention of risk to life or damage to property.

The Executive Director of the Relevant Service shall prepare and retain for audit purposes a written report recording the reason(s) for the urgency, why the supplier was selected, and why the cost represented best value to the Council in the circumstances.

The Executive Director of the Relevant Service shall also submit a copy of the written report to the Head of Internal Audit and the Head of Corporate Procurement and include the same information in a written report to the Contracts and Property Committee within three months of any contract award being made in such circumstances.

1.1.7.4 any Social Care Contract governed by Standing Order 16.6.

1.1.8 The award of any Social Care Contract shall also be subject to the rules set out in Part III of these Standing Orders.

1.1.9 The Standing Orders may be reviewed by the Council from time to time.

1.1.10 The Standing Orders may be suspended either in whole or in part by the Contracts and Property Committee in respect of the proposed award of any contract upon the joint recommendation of the Executive Director of the Relevant Service, the Executive Director of Financial Services and the Director of Legal and Administration. This is subject to the provisos that:-

1.1.10.1 there are special circumstances justifying the suspension; and

1.1.10.2 the suspension is within the statutory powers of the Council.

1.1.11 The Standing Orders must be read in conjunction with the Corporate Procurement Manual. All Council personnel must comply with the Corporate Procurement Manual. Where there is any discrepancy, the Standing Orders shall take precedence.

1.1.12 All directors or trustees of associated or subsidiary companies, trusts or other bodies whose accounts form part of the Council's Group Accounts shall ensure that they adhere to the procedures set out in these Standing Orders and the Corporate Procurement Manual. It is recognised that such bodies will have their own separate management structures and so will have a different executive approvals process for the conduct of procurement activities and the award of contracts. In all other matters, however, directors or trustees shall follow the procedures set out here.

1.1.13 Any query regarding the application or interpretation of these Standing Orders should be made in the first instance to the Director of Legal and Administration.

1.2 **Definitions**

1.2.1 "Authorised System User" means an officer of the Council who has been authorised to perform specific activities in relation to the preparation, publication, opening, assessment or award of e-tenders and who has been issued with the requisite system permissions to enable him or her to carry out these functions, as such functions are assigned under these Standing Orders.

1.2.2 "Contract Documents" means the invitation to tender for or to negotiate a contract, the descriptive document (if any), the proposed conditions of contract, the specification of the supplies, services or works required by the Council and all supplementary documents.

1.2.3 "Contracts and Property Committee" means the decision-making body of the Council authorised to approve the award of contracts, except in the case of any contract relating to the Strathclyde Pension Fund, in which case it means the Strathclyde Pension Fund Committee of the Council.

1.2.4 "Corporate Procurement Manual" means the procedure manual, including the procurement toolkit, issued by the Council, setting out the detailed requirements for the conduct of procurement activity within the Council (as amended from time to time) with which Council personnel are required to comply.

1.2.5 "Corporate Procurement Unit" means the unit established within the Council responsible for the Council's operational and strategic procurement policies and governance, including development of procurement staff, procedures and systems.

1.2.6 "Council Website" means the website maintained by the Council on which information can be found regarding the Council's procurement procedures. This includes details of how to do business with the Council, how to obtain help with tendering, in addition to a register of current contracts. These details can be found by utilising the link https://www.glasgow.gov.uk/index.aspx?articleid=17561

1.2.7 "E-tendering" or "electronic tendering" means a tendering process where the Contract Documents are published electronically and the tender response to these is also submitted electronically in the first instance, and "E-tender" shall be construed accordingly.

1.2.8 "Most Economically Advantageous Tender" means the tender offer that is assessed from the Council's

point of view as the most economically advantageous on the basis of the best price-quality ratio according to criteria linked to the subject matter of the contract.

1.2.9 "Paralegal Team" means the team based in the Chief Executive's Department carrying out paralegal activities on behalf of the Director of Legal and Administration.

1.2.10 " Prescribed Value Threshold" means the financial thresholds of £5,336,937 (incl. VAT) and above (works contracts), £213,477 (incl. VAT) and above (supplies/services contracts) and £663,540 (incl. VAT) and above (Schedule 3 service contracts) as such contracts are defined or referenced in the Regulations. The Scottish Ministers are responsible for reviewing and revaluing these financial thresholds every two years.

1.2.11 "Procurement Journey Guidance" means the Scottish Government guidance for public sector buyers who procure goods, services and care and support services, and which can be found at https://www.procurementjourney.scot/

1.2.12 "Procuring Officer" means any officer appointed to carry out procurement activities on behalf of the Council.

1.2.13 "Proper Officer" means any officer in the employment of the Council who is duly authorised for the purpose of signing contracts under the Council's Scheme of Delegated Functions.

1.2.14 "Public Contracts Scotland Portal" means the national portal established and maintained by Scottish Procurement for the purpose of publicising: (i) the seeking of offers, and (ii) the award of contracts, which may be found at http://www.publiccontractsscotland.gov.uk.

1.2.15 "Regulated Contracts" and "Regulated Procurements" have the meanings assigned to them in the 2014 Act.

1.2.16 "Regulations" means The Public Contracts (Scotland) Regulations 2015 (as amended from time to time) and any reference to "light touch regime" means those services that are listed in Schedule 3 and governed by Section 7 of the Regulations.

1.2.17 "Relevant Service" means the service department of the Council with the particular operational requirement in any individual case for supplies, services or works on behalf of the Council (or for the disposal of surplus materials).

1.2.18 "Scotland Excel" means the joint committee of local authorities constituted under Section 57 of the Local Government (Scotland) Act 1973 for the purpose of regulating the joint discharge of their general purchasing functions.

1.2.19 "Scottish Procurement" means that part of the Scottish Procurement and Property Directorate of the Scottish Government, with responsibility for developing and implementing procurement strategies for national category A commodities on behalf of all Scottish public sector organisations and includes any successor organisation.

1.2.20 "Strathclyde Pension Fund" means Glasgow City Council in its capacity as administering authority for the Strathclyde Pension Fund in terms of the Local Government Pension Scheme (Scotland) Regulations 2018 (as such may be amended from time to time).

1.2.21 "UK Find A Tender Service" means the Find A Tender service which replaced Tenders Electronic Daily (TED) in the UK public procurement process. (Notices published on the Public Contracts Scotland Portal will be automatically posted to the UK Find A Tender Service).

1.2.22 "2014 Act" means the Procurement Reform (Scotland) Act 2014 and any regulations or guidance made or issued thereunder.

1.2.23 Additional defined terms in relation to any Social Care Contract are contained in Part III of these Standing Orders.

2. TENDERING PROCEDURES FOR DIFFERENT CONTRACT VALUES

2.1 The procedure for the award of any contract depends upon the estimated value of that contract. The relevant threshold values and the associated tendering procedure that must be applied are detailed in Table 1 below. All values relate to the full life of the contract (including any potential extension). For ease of reference, a summary of the procedures set out in these Standing Orders for the advertisement, direct award, and extension/modification of contracts is annexed at Appendix 1.

TABLE 1: RELEVANT VALUES AND ASSOCIATED TENDERING PROCEDURE

Contract Type	*Contract Value*	*Applicable Procedure*
Works	£5,336,9371[1] and above	Standing Orders 3 and 7
Supplies / Services	£213,4771[1] and above	Standing Orders 3 and 7
Works	From £2,000,000[2] but below £5,336,9371[1]	Standing Orders 4 and 7
Schedule 3 Social and Other Specific Services (light touch regime services)	£663,5401[1] and above	Standing Orders 3 and 7 (and Part III for Social Care contracts)
Supplies/Services	From £50,000[2] but below £213,4771[1] (or below £663,540[1] for light touch regime services)	Standing Orders 4 and 7
Contract Type	*Contract Value*	*Applicable Procedure*
Works/Supplies/Services	Below £50,000[2] (supplies/services) or below £2,000,000[2] (works)	Standing Order 5

[1] *inclusive of VAT*

[2] *exclusive of VAT*

The threshold values will be automatically revised in accordance with any subsequent legislative amendment affecting supplies, services or works contracts. All other financial limits specified in the Standing Orders shall be subject to review from time to time in accordance with Standing Order 1.1.9. Procuring Officers will be notified promptly of any change to the relevant values.

3. SUPPLIES/SERVICES CONTRACTS EQUAL TO OR IN EXCESS OF £213,477 (incl. VAT); WORKS CONTRACTS EQUAL TO OR IN EXCESS OF £5,336,937 (incl. VAT); and LIGHT TOUCH REGIME SERVICES CONTRACTS EwQUAL TO OR IN EXCESS OF £663,540 (incl. VAT)

3.1 This Standing Order applies where the Executive Director of the Relevant Service requires to procure any contract with an estimated value equal to or exceeding the Prescribed Value Threshold. Unless otherwise excluded, exempt or approved in accordance with these Standing Orders, any such contract shall be advertised via publication of the relevant notice on the UK Find A Tender Service portal.

3.2 Procuring Officers shall ensure that the selected procurement procedure is carried out in accordance with the relevant provisions of the Regulations, the Procurement Journey Guidance, and the Corporate Procurement Manual. The Director of Legal and Administration must be consulted for legal advice, where required, in order to ensure compliance with the relevant provisions.

3.3 The negotiated procedure without prior publication of a contract notice/prior information notice may be adopted for the award of the contract where permitted under the Regulations only in accordance with advice received from the Executive Director of Financial Services and the Director of Legal and Administration.

3.4 Where the Executive Director of the Relevant Service wishes to retain an option to extend the period of any contract in accordance with the provisions of these Standing Orders, the relevant Procuring Officer shall ensure that the contract notice expressly states that the contract may be extended for a specified period. If it is intended specifically to use the negotiated procedure in order to extend the period of the contract, this must also be expressly stated in the contract notice.

3.5 The Paralegal Team must be consulted regarding the preparation and publication of any notice to be published on the UK Find A Tender Service portal.

Special Rules: Design Contests; Works and Services Concessions; Utilities

3.6 Special rules apply to the procurement of design contests for the acquisition of plans or designs by the Council following adjudication by a jury, as part of a procedure leading to the award of a public services contract of a value in excess of the relevant threshold.

3.7 Such contracts must be awarded in accordance with the relevant rules set down in the Regulations. The Executive Director of the Relevant Service shall consult the Executive Director of Financial Services and the Director of Legal and Administration prior to commencing any tendering procedure for the award of such contracts.

3.8 Any contract to be procured under either The Concession Contracts (Scotland) Regulations 2016 or The Utilities Contracts (Scotland) Regulations 2015 shall be subject to the relevant procedures set down in those Regulations. The Executive Director of the Relevant Service shall consult the Director of Legal and Administration and the Executive Director of Financial Services prior to commencing any tendering procedure for the award of any such contract.

3.9 Any other contract that is excluded or exempt from the Regulations shall be awarded following the prescribed procedure contained in any other relevant legislation governing the conduct of any competition for the award of such a contract.

4. SUPPLIES/SERVICES CONTRACTS FROM £50,000 (excl. VAT) TO BELOW £213,477 (incl. VAT); WORKS CONTRACTS FROM £2,000,000 (excl. VAT) TO BELOW £5,336,937 (incl. VAT); and LIGHT TOUCH REGIME SERVICES CONTRACTS BELOW £663,540 (incl. VAT) (OTHER THAN THOSE GOVERNED BY PART III)

4.1 Subject to Standing Order 8, this Standing Order applies where the Executive Director of the Relevant Service proposes to award any contract with an estimated value from £50,000 (excl. VAT) and below £213,477 (incl. VAT) (for supplies or services) or from £2,000,000 (excl. VAT) and below £5,336,937 (incl. VAT) (for works), or below £663,540 (incl. VAT) (for light touch regime services not subject to Part III of these Standing Orders), or otherwise exempt from the provisions of Standing Order 3.

4.2 In carrying out any Regulated Procurement, the Procuring Officer shall ensure compliance with the duties prescribed in Part 2 of the 2014 Act, any regulations made thereunder, and any guidance published under the relevant section of the 2014 Act.

4.3 Any Regulated Procurement shall be advertised on the Public Contracts Scotland Portal, unless otherwise authorised in terms of Standing Order 8 or directed by the Head of Corporate Procurement in consultation with the Director of Legal and Administration.

5. SUPPLIES/SERVICES CONTRACTS BELOW £50,000 (excl. VAT); and WORKS CONTRACTS BELOW £2,000,000 (excl. VAT)

5.1 Unless otherwise directed in writing by the Head of Corporate Procurement, any requirement for:

- any supplies or services contract with a total estimated value from £10,000 to below £50,000 (excl. VAT); or

- (subject to Standing Order 8) any works contract with a total estimated value below £2,000,000 (excl. VAT),

where the duration of the contract does not exceed four years must be advertised via the Public Contracts Scotland Portal.

5.2 For the purposes of this Standing Order, upon written application from the Executive Director of the Relevant Service, the Head of Corporate Procurement may direct that the Public Contracts Scotland Portal is not used and prescribe an alternative method of appointing a supplier where, in his or her opinion there exist special circumstances which make it impossible or inappropriate to seek quotations or tenders.

5.3 Where Standing Order 5.2 applies, the Executive Director of the Relevant Service shall prepare and retain for audit purposes a written report recording the reason(s) why use of the Public Contracts Scotland Portal was not directed and an alternative method of appointing a supplier was selected. The Executive Director of the Relevant Service shall also submit the written report to the Head of Internal Audit and Head of Corporate Procurement .

5.4 Even at this level of expenditure, a contract is required. The relevant Procuring Officer must ensure that either an appropriate works contract is used or in the case of supplies/services, where considered appropriate, the Council's standard terms and conditions for the supply of goods and services form the basis of the contract. The Procuring Officer must determine whether these standard terms and conditions are sufficient to govern the contract and, in cases of doubt, must contact the Director of Legal and Administration for advice.

6. ELECTRONIC PROCUREMENT: E-TENDERING PROCEDURES FOR SUBMISSION AND OPENING OF TENDERS AND COMMUNICATION WITH TENDERERS

6.1 Unless otherwise permitted following consultation with the Executive Director of Financial Services and the Director of Legal and Administration, any procurement process shall be conducted by means of electronic communication in compliance with the procedures set out in the Corporate Procurement Manual. The Council must offer on the internet unrestricted and full direct access free of charge to the Contract Documents from the date of publication of the relevant contract notice or the date on which the relevant invitation to confirm interest was sent. The text of the contract notice or invitation to confirm interest must specify the internet address at which the Contract Documents are accessible.

7. EVALUATION, NOTIFICATION, FINAL AWARD OF CONTRACTS AND REPORTING PROCEDURES

7.1 **Evaluation**

7.1.1 The Contract Documents shall state tenders are to be evaluated on the basis of the Most Economically Advantageous Tender. Tenders shall be evaluated strictly in accordance with the evaluation criteria set out in the Contract Documents.

7.1.2 No tender is to be evaluated in accordance with criteria not set out in the Contract Documents unless following consultation with the Director of Legal and Administration and the Executive Director of the Relevant Service it is agreed that there are exceptional circumstances. The Executive Director of the Relevant Service shall report on that tender to the Contracts and Property Committee prior to award of the contract.

7.1.3 If, during the evaluation process, any post-tender communication with tenderers is necessary prior to contract award in order to clarify or supplement any aspect of their tender, such communication shall be conducted in accordance with Standing Order 14.

7.2 **Notification**

7.2.1 Once tender evaluation is complete, the Executive Director of the Relevant Service shall be responsible

for seeking the necessary approvals to award the contract to the recommended tenderer. If this includes obtaining committee approval then the Authorised System User shall, as soon as practicable after the relevant committee report is published on the Council Website, notify those tenderers who are being recommended to Committee for award of the tender that the report is available online.

7.2.2 *Letters to Successful Tenderers* (for ease of reference, a summary of the procedures set out in this Standing Order is annexed at Appendix 2).

In this Standing Order references to any letter(s) of acceptance shall be taken to include:-

- any notice of intent to award a contract, and
- any final letter of contract award following expiry of the relevant standstill period.

Letters of acceptance shall be issued to the successful tenderer(s) in accordance with the following procedure:-

7.2.2.1 Contracts equal to or in excess of £500,000 (excl. VAT) (supplies/services) or £663,540 (incl. VAT) (light touch regime services), or £5,336,937 (incl. VAT) (works):-

(1) The Director of Legal and Administration shall issue any letter(s) of acceptance upon instruction from the Contracts and Property Committee.

(2) Any Council contract at this value relating solely to Strathclyde Pension Fund property investment management functions as defined within the scope of an existing property investment management contract that has already been approved by the Strathclyde Pension Fund Committee does not require any further committee approval. In any such case, the letter(s) of acceptance of the contract shall be issued upon instruction from the Director of Legal and Administration.

7.2.2.2 Contracts for supplies/services equal to or in excess of £213,477 (incl. VAT) up to £500,000 (excl. VAT), contracts for light touch regime services equal to or in excess of £213,477 (incl. VAT) up to £663,540 (incl. VAT), and works contracts equal to or in excess of £2,000,000 (excl. VAT) up to £5,336,937 (incl. VAT):-

(1) The Director of Legal and Administration (or the Chief Officer in relation to any contract governed by Part III of the Standing Orders) shall issue any letter(s) of acceptance.

7.2.2.3 Contracts up to £213,477 (incl. VAT) (for supplies/services), contracts up to £213,477 (incl. VAT) for light touch regime services, and contracts up to £2,000,000 (excl. VAT) (for works):

(1) The Head of Corporate Procurement (or Head of Commissioning in relation to any contract governed by Part III of the Standing Orders) shall issue any letter of acceptance.

7.2.3 *Letters to Unsuccessful Tenderers/Candidates*

For all contracts, the Head of Corporate Procurement (or Head of Commissioning in relation to any contract governed by Part III of these Standing Orders) shall prepare any letter informing unsuccessful tenderers/candidates of the Council's decision regarding the award of a contract. Where the contract value exceeds either £213,477 (incl. VAT) (supplies/services) or £663,540 (incl. VAT) (light touch regime services), or £2,000,000 (excl. VAT) (works) any such prepared letter shall be forwarded to the Paralegal Team for issue.

7.2.4 If none of the tenders submitted is to be accepted, the appropriate Authorised System User shall notify all tenderers accordingly.

7.2.5 All letters issued under this Standing Order 7 in relation to any particular contract award shall be issued at the same time. All such letters shall comply with the requirements of the Corporate Procurement Manual and shall be in the form prescribed in the procurement toolkit issued along with the Corporate Procurement Manual. The Director of Legal and Administration must be consulted in cases where further advice or assistance is required.

7.2.6 No tender shall be accepted unless the Executive Director of the Relevant Service is satisfied regarding the successful tenderer's technical or professional ability, and the Executive Director of Financial Services is satisfied regarding its economic and financial standing. The Chief Officer must be satisfied regarding these matters for any Social Care Contract which is subject to Part III of these Standing Orders.

7.3 **Final award of contracts**

7.3.1 At the conclusion of the evaluation and notification procedure prescribed in Standing Orders 7.1 and 7.2 and (if applicable) after the expiry of the mandatory standstill period, the final contract shall be entered into between the Council and the successful tenderer as follows:

7.3.1.1 For contracts with a value equal to or over £100,000, (excl. VAT) through the execution of a written contract executed in accordance with Scots law (unless otherwise agreed in accordance with Standing Order 11.6.1), and signed on behalf the Council by a Proper Officer;

7.3.1.2 For contracts with a value of up to £100,000 (excl. VAT), either through the execution of a written contract as prescribed in Standing Order 7.3.1.1 ; or else by the issue of a letter of award by the Executive Director of the Relevant Service and the return of this letter duly executed or submission of any invoice by the tenderer signifying their acceptance of the appointment on the terms and conditions stated therein. The Procuring Officer shall determine which of these options to adopt unless the Director of Legal and Administration has directed the option to be selected in the case of any particular procurement.

7.4 **Procurement Strategy and Reporting**

7.4.1 *Procurement Strategy*

Subject to Part 2 of the 2014 Act, the Director of Legal and Administration shall prepare and publish a procurement strategy setting out how the Council intends to carry out Regulated Procurements in the next financial year, or review the Council's procurement strategy for the current financial year and make such revisions as are considered appropriate and publish the revised strategy.

7.4.2 *Annual Procurement Report*

The Director of Legal and Administration shall in relation any financial year prepare and publish an annual procurement report on the Council's regulated procurement activities as soon as reasonably practicable after the end of the financial year.

7.4.3 *Register of Contracts*

The Director of Legal and Administration shall keep and maintain a register of contracts containing the following information:

- The date of award
- The name of the contractor
- The subject matter
- The estimated value

- The start date
- The end date (disregarding any option to extend), or where no end date is specified a description of the circumstances in which the contract will end
- The duration of any period for which the contract can be extended.

7.4.4 *Contracts and Property Committee*

7.4.4.1 Any contract awarded with an estimated value of £50,000 (excl. VAT) and above, but either below £500,000 (excl. VAT) (supplies/services), or below £663,540 (incl. VAT) (light touch regime services) or below £5,336,937 (incl. VAT) (works) shall be reported to the Contracts and Property Committee by the Executive Director of the Relevant Service (or the Chief Officer for contracts governed by Part III). A report shall be submitted to the Committee on a three-monthly basis containing the following information in relation to any such contract awarded within that period:-

- the value of any contract awarded;
- the identity of the tenderer to whom it was awarded; the number of tenderers invited to submit a tender; the number of tenders submitted;
- the criteria adopted for awarding the contract; where due to exceptional circumstances as set out in Standing Order 7.1.2, the contract was to be awarded to anyone other than the Most Economically Advantageous Tenderer, the score of the Most Economically Advantageous Tender and the score of the successful tender and the reason(s) for the selection of the successful tenderer; and such other information as may be specified from time to time by the Director of Legal and Administration in consultation with the Executive Director of Financial Services.

The report shall also be made available for inspection by other members of the Council.

7.4.4.2 Notwithstanding Standing Order 1.1.5, any participation agreement or call-off contract relating to Scottish Procurement national Category A commodities shall be reported to the Contracts and Property Committee by the Executive Director of the Relevant Service, irrespective of the estimated contract value.

8. DIRECT AWARD OF CONTRACTS WITHOUT PRIOR ADVERTISEMENT (see Standing Order 23 for direct award of contracts governed by Part III)

8.1 Where the Executive Director of the Relevant Service considers that there are special circumstances which justify the negotiation of a contract with any supplier without prior advertisement, then this Standing Order 8 shall apply. For ease of reference, a summary of the procedure set out in this Standing Order is annexed at Appendix 3.

8.2 Any direct award of the contract must be made in compliance with the Regulations, the 2014 Act, and any UK Government or Scottish Government guidance, as applicable.

8.3 Prior to concluding any such direct award, the Executive Director of the Relevant Service shall (in consultation with the Head of Corporate Procurement) ensure that he or she has obtained legal advice from the Director of Legal and Administration confirming the proposal is permitted under the applicable legislation and guidance.

8.4 A written report demonstrating the legal basis for the direct award and how it represents best value must be prepared (in consultation with the Head of Corporate Procurement) and submitted by the Executive Director of the Relevant Service to the Executive Director of Financial Services and the Director of Legal and

Administration for their prior written approval. The report and approval shall be maintained on file by the Executive Director of the Relevant Service to provide an audit trail in each case.

8.5 Notwithstanding any approval granted under this Standing Order 8, any direct award of a contract above the thresholds set out in Standing Order 7.2.2.1 also requires the prior approval of the Contracts and Property Committee, unless otherwise exempt.

8.6 This Standing Order 8 shall not apply to the direct award of any supplies/services contract with an aggregate value below £50,000 (excl. VAT), which shall be subject to the separate approval process set out in Standing Order 5.

9. EXTENSION/MODIFICATION OF EXISTING CONTRACTS (see Standing Order 24 for extension/modification of existing contracts governed by Part III)

9.1 Where the Executive Director of the Relevant Service considers that there are special circumstances which justify the negotiation of an extension or a modification of an existing contract beyond what is permitted under its existing terms and conditions, then this Standing Order 9 shall apply. For ease of reference, a summary of the procedure set out in this Standing Order is annexed at Appendix 4.

9.2 Any such extension or modification of the contract must be made in compliance with the Regulations, the 2014 Act, and any UK Government or Scottish Government guidance, as applicable.

9.3 Prior to concluding any such extension or modification, the Executive Director of the Relevant Service (in consultation with the Head of Corporate Procurement) shall ensure that he or she has obtained legal advice from the Director of Legal and Administration confirming the proposal is permitted under the applicable legislation.

9.4 A written report demonstrating the legal basis for the extension or modification and how it represents best value must be prepared by the Executive Director of the Relevant Service (in consultation with the Head of Corporate Procurement) and submitted to the Executive Director of Financial Services and the Director of Legal and Administration for their records. The report shall be maintained on file by the Executive Director of the Relevant Service to provide an audit trail in each case.

10. ETHICS AND STANDARDS

10.1 The guiding principles of ethical behaviour in purchasing are as follows:-

10.1.1 ethical behaviour must be promoted and supported by appropriate systems and the governance arrangements set out by the Council which are specified in the Corporate Procurement Manual;

10.1.2 the conduct of employees should not foster the suspicion of any conflict between their official duty and their personal interest;

10.1.3 the action of employees should not be, nor give the impression that they have or may have been, influenced by a gift or consideration to show favour or disfavour to any person or organisation;

10.1.4 dealings with suppliers must at all times be transparent, honest and fair; and

10.1.5 staff must keep sufficient records to establish an audit trail to demonstrate that appropriate standards have been observed throughout any procurement process.

10.2 The most relevant offences under the Bribery Act 2010 are set out below. These offences relate to receiving bribes and being bribed.

10.2.1 These offences relate to any person carrying out any:-

- function of a public nature; or
- activity connected with a business; or

- activity being performed in a person's employment; or
- activity performed by or on behalf of a body of persons;
- where that person is expected to perform the function or activity:-
- in good faith;
- impartially; and/or
- is in a position of trust by virtue of performing it.

10.2.2 The grounds for three of the offences are established when any person requests, agrees to receive or accepts a financial or other advantage; and

1 intends that a relevant function or activity should be performed improperly by them or another person; or

2 the request, agreement or acceptance itself constitutes the improper performance by them of a relevant function or activity; or

3 it is a reward for the improper performance by them or another person of a relevant function or activity.

The grounds for the fourth offence are:-

4 where in anticipation of or in consequence of someone requesting, agreeing to receive or accepting a financial or other advantage, a relevant function or activity is performed improperly by them or by another person at their request or with their assent or acquiescence.

The Bribery Act 2010 contains other offences and staff must contact Legal Services or Internal Audit for further advice where required.

10.3 It is essential that all Councillors in line with the Councillors' Code of Conduct and all Council employees are (and are seen to be) above reproach in their actions. They must ensure that their personal judgement and integrity cannot reasonably be seen to be compromised by the acceptance of benefits of any kind from a third party.

10.4 There may be conflicts of interest between a supplier and employees who are conducting a procurement activity. If this is the case, the situation must be assessed to determine how it can be resolved. Usually, this involves removing any conflicted individual from the procurement process so that he/she is not in a position to influence decisions made.

10.5 Examples of conflict of interest are when someone in the procurement team or an immediate family member:

- stands to benefit from an award of contract and that person is in a position to influence the decision about whether to make such an award; or
- has a controlling interest in a supplier as a shareholder, director or senior manager which might affect the delivery of products under a contract.

10.6 If a staff member is uncertain whether or not they have a conflict of interest, further advice must be obtained from the Director of Legal and Administration (via Legal Services and/or the Head of Corporate Procurement).

10.7 All procurement activities can be subject to review by Internal Audit. Internal Audit is an independent assurance function established by the Executive Director of Financial Services. Auditors have unrestricted access to all Council records (whether manual or computerised), cash, stores and other property. They also have unrestricted access to all locations and officials, where necessary on demand and without prior notice.

11. MISCELLANEOUS

11.1 National/International Standards

11.1.1 Where there is a recognised national or international standard applicable to any contract current at the date of tender, the Contract Documents shall require that the works, goods, or services to be supplied shall at least meet the requirements of that standard, or that an appropriate equivalent standard be used. In presenting evidence of equivalence tenderers shall be required to provide a certified translation into English of the standard being used.

11.2 Prevention of Collusion, Corruption or Illegal Practices

11.2.1 Every contract shall include a clause entitling the Council to:-

11.2.1.1 terminate the contract if the supplier or its representative (whether with or without the supplier's knowledge) shall have:-

(1) practised collusion in tendering for the contract or any other contract with the Council; or

(2) employed any corrupt or illegal practices in obtaining or performing the contract or any other contract with the Council; and

11.2.1.2 recover from the supplier the amount of any loss resulting from such termination.

11.3 Equal Opportunity and Equality

11.3.1 Before entering into any contract, the Procuring Officer shall obtain from the supplier an assurance in writing that, to the best of its knowledge and belief, the supplier has:-

11.3.1.1 complied with all statutory requirements relating to equal opportunity in employment; and

11.3.1.2 is not unlawfully discriminating within the meaning and scope of the Equality Act 2010 (or any statutory amendment, modification or re-enactment thereof) relating to discrimination in employment.

11.4 Freedom of Information

11.4.1 The Contract Documents shall give notice to tenderers of the Freedom of Information (Scotland) Act 2002 (or, if applicable, the Environmental Information (Scotland) Regulations 2004). The Act and Regulations give a statutory right of access to all information held by the Council except where an exemption or exception can be applied.

11.4.2 Tenderers who seek to incorporate provisions within any contract that all or some information is provided by them in confidence will not necessarily be entitled to rely on such provisions.

11.4.3 The Procuring Officer shall ensure that the required Freedom of Information clause drafted by the Director of Legal and Administration is incorporated in the Contract Documents.

11.5 Assignation

11.5.1 Except where otherwise agreed between the Executive Director of the Relevant Service and the Director of Legal and Administration, every contract entered into by the Council shall include a clause prohibiting the supplier from assigning or sub-letting the contract without the prior written consent of the Council.

11.6 Scots Law

11.6.1 Except where otherwise agreed between the Executive Director of the Relevant Service and the Director of Legal and Administration, every contract entered into by the Council shall be in writing and shall be subject to Scots Law and the exclusive jurisdiction of the Scottish Courts.

PART II: STANDING ORDERS RELATING TO CONTRACTS: SPECIAL MATTERS

12. DISPOSAL OF SURPLUS MATERIALS

12.1 The care, custody and level of stores and equipment in any service is the responsibility of the Executive Director of the Relevant Service. Subject to Standing Order 12.2 and 12.3 below he or she shall ensure that all obsolete or excess stock or scrap materials are identified and disposed of in accordance with this Standing Order 12.1 unless beforehand the Director of Legal and Administration and the Executive Director of Financial Services approve otherwise in a particular case.

12.1.1 *Offer to other Council Family Services*

Where, in the opinion of the Executive Director of the Relevant Service, stock is surplus or scrap and has been valued, he or she shall first offer the surplus material to other services within the Council and its arm's-length external organisations). Only where no such service or organisation wishes the surplus material shall it be offered for value to third parties.

12.1.2 *Disposal to Third Parties*

Where the Executive Director of the Relevant Service proposes to dispose of surplus or scrap material to a third party, such disposal shall take place either for value by way of competitive tender in accordance with Standing Order 12.1.3, or at no cost on a "first come first served" basis to other local authorities, public sector organisations, and third parties in accordance with Standing Order 12.4 below. (Where surplus or scrap materials are disposed of on a recurring basis (e.g. surplus vehicles) the Executive Director of the Relevant Service may seek the approval of the Contracts and Property Committee for a special scheme for disposal.)

12.1.3 *Disposal by Way of Competitive Tender*

The Executive Director of the Relevant Service shall ensure that:-

12.1.3.1 details of what has to be disposed are specified and advertised as required;

12.1.3.2 arrangements are made for viewing if appropriate;

12.1.3.3 arrangements for receipt, custody and opening of tenders comply with these Standing Orders; and

12.1.3.4 the tenderer offering the best price shall be accepted. Where, in exceptional cases, the successful tenderer is not the one offering the best price, the Executive Director of the Relevant Service shall prepare and retain a written record of the reason(s) why it was selected.

12.1.4 *Disposal to Other Public Bodies*

Disposal to other local authorities, public sector organisations, and third sector bodies may be made using a web-based portal maintained by a third party to facilitate disposal provided that the Executive Director of Financial Services and the Director of Legal and Administration have indicated their prior acceptance in writing of the use of any particular web-based portal, and subject to such terms and conditions of use as they may prescribe.

12.2 *Disposal by Way of Quotation*

Where the Executive Director of the Relevant Service considers the surplus to be a small quantity of materials of low value, he or she may dispose of it on a casual basis. At least three interested parties shall be invited to submit written quotations, where possible. The Executive Director of the Relevant Service shall retain a written record of the type and amount of materials disposed of and the successful tender offer.

12.3 *Disposal by Way of Donation:-*

The Executive Director of the Relevant Service is authorised to donate or provide at less than the market value surplus equipment, furniture, or materials (including but not limited to ICT equipment subject to compliance with the Council's information security policy) up to an estimated value of £1,000 in any one instance to a charity or voluntary organisation. Each Executive Director will:

- ensure that each disposal complies with all relevant Council policies,
- maintain a record on file of all such disposals for audit purposes, and
- report the details of each disposal to the Contracts and Property Committee (or such other Council forum as the Director of Legal and Administration may direct) as soon as reasonably practicable, including the donee organisation and a description / estimated value of the items disposed.

[NOTE: The Executive Director of Neighbourhoods, Regeneration and Sustainability will not actively circulate to other services details of any surplus vehicles and items of plant for whose maintenance that Service is responsible.

The Executive Director of Neighbourhoods, Regeneration and Sustainability has instituted a file of written requests from other services for such vehicles. Requests will be acknowledged with an indication of whether there is any likelihood of an appropriate surplus vehicle being made available.

If any appropriate vehicles become available and are considered potentially suitable for further use, the Executive Director of Neighbourhoods, Regeneration and Sustainability will offer them to the service with the earliest request on file. The offer will contain relevant details of the vehicle and likely costs involved.]

13. PAYMENT IN ADVANCE

13.1 In any contract for the supply of goods and materials where the purchase price, or any instalment of it, is to be paid in advance by the Council to any contractor prior to completion of the contract or the relevant stage or section of the contract, the following shall apply:-

13.1.1 The Executive Director of the Relevant Service must be satisfied that payment in advance is the only available option if the contract is to proceed.

13.1.2 The proposed payment in advance shall reflect the progress of the contract and the approximate value of goods or materials supplied.

13.1.3 If a proposal requires payment in advance for goods or materials which are to be retained in the possession of the contractor (e.g. until further work has been completed) then a document either vesting ownership in the Council, or otherwise protecting the Council's interest, prior to the payment of the first instalment must be obtained by the Executive Director of the Relevant Service in consultation with the Director of Legal and Administration.

13.1.4 The Executive Director of the Relevant Service shall ensure that any such goods or materials are insured while retained on the Contractor's premises.

13.1.5 If any payment in advance is released following a site or factory visit to inspect work in progress or equipment, a written report of the visit shall be prepared and retained within the contract records.

13.1.6 The Executive Director of the Relevant Service shall obtain the prior written approval of the Director of Legal and Administration and the Executive Director of Financial Services when entering into any agreement to make payment in advance other than as permitted under this Standing Order.

14. POST-TENDER COMMUNICATIONS

14.1 Procuring Officers may, where appropriate, contact any tenderer in respect of any matter necessary to clarify or supplement its tender in accordance with these Standing Orders and, where applicable, the Regulations, the 2014 Act and any UK Government or Scottish Government guidance.

14.2 In order to ensure that there is no distortion of competition, post tender communications undertaken prior to conclusion of the tender evaluation process shall be carried out in a restricted and carefully handled manner. Any amendment to tenders or Contract Documents made as a result of such communications must not go beyond clarifying or supplementing a tenderer's offer unless otherwise permitted under the Regulations. It is essential to consider, prior to commencing communications whether the amendments that may be achieved are such that an economic operator excluded from the communications (whether on the list of tenderers or not) could have been unfairly treated and/or could have submitted a better offer.

14.3 In particular, all Procuring Officers shall ensure that all discussions on fundamental aspects of contracts, variations on which are likely to distort competition, and in particular on prices, shall be ruled out during the tender evaluation process.

14.4 In conducting post tender communications during the tender evaluation process, Procuring Officers shall comply with the following additional rules:-

14.4.1 all tenderers must be treated equally and in an open and fair manner;

14.4.2 tenderers must not be permitted to amend their bids in a manner that allows them to improve their offer unless otherwise permitted under the Regulations, the 2014 Act and any applicable UK or Scottish Government guidance;

14.4.3 post tender communications must not be carried out in such a manner as to leave the Council open to charges of acting anti-competitively;

14.4.4 where any factor giving rise to post tender communications is not specific to one tenderer, all tenderers must be invited to participate in such communications;

14.4.5 there must be no material change to the specification(s) and/or criteria on which tenders are to be assessed;

14.4.6 if it becomes apparent that a material change is necessary, the tendering process must be recommenced with a revised specification or evaluation criteria;

14.4.7 the Procuring Officer must keep written records of all meetings with contractors and these must include the following details:-

- who was present from the Council (always more than one officer) and from the tenderer;
- the date, time and location of any meeting; and
- the nature of the discussion and the outcome (it would be advantageous if both parties can confirm agreement of the accuracy of this record);

14.4.8 if in doubt at any stage in the process, the Procuring Officer must seek advice from the Director of Legal and Administration and the Head of Corporate Procurement, as appropriate.

14.5 Upon conclusion of the tender evaluation process and selection of the successful candidate, any further communication with the successful candidate must be in compliance with the Regulations, the 2014 Act and any applicable UK or Scottish Government guidance.

PART III: Standing Orders Relating to Social Care Contracts

15. INTERPRETATION/REFERENCES

In this Part III, unless the context requires otherwise the terms set out below shall have the following meanings.

15.1 **"Best Practice Guidance"** means the Best Practice Guidance on the Procurement of Care and Support Services which can be found at (http://www.gov.scot/Resource/0049/00498200.pdf).

15.2 **"Care Home Service"** means residential accommodation with or without nursing care that the Council is obliged to provide or to secure the provision of in terms of either section 13A or section 12 of the Social Work (Scotland) Act 1968, respectively.

15.3 **"Care Inspectorate"** means the body and registration authority constituted as Social Care and Social Work Improvement Scotland in terms of the Public Services Reform (Scotland) Act 2010.

15.4 **"Chief Officer"** means the Glasgow City Integrated Joint Board member of staff appointed in terms of section 10 of the Joint Working Act who has delegated operational responsibility for the delivery of Integrated Services.

15.5 **"Commissioning Staff"** means those commissioners carrying out Health and Social Care Partnership commissioning functions.

15.6 **"Contract Documents"** has the same meaning as in Part I.

15.7 **"Contract Management Framework"** means the framework adopted by the Council to manage purchased care and support services across client groups.

15.8 **"Contracts and Property Committee"** has the same meaning as in Part I.

15.9 **"Council Website"** has the same meaning as in Part I.

15.10 **"Direct Payment"** means a payment made by the Council to any person under the Social Care (Self Directed Support) (Direct Payment) (Scotland) Regulations 2014 for the purpose of enabling that person to arrange for the provision of support by any other person including the Council.

15.11 **"Host Authority"** means the local authority of an area outside Glasgow, in which a particular Social Care service is based and into which the Council has placed or intends to place a person assessed as needing such a service.

15.12 **"Housing Support"** means support of the type described in the Housing (Scotland) Act 2001 (Housing Support Services) Regulations 2002, which is primarily intended to assist a person to live as independently as possible in the community; and "Housing Support Contract" means any contract entered into to purchase or facilitate the purchase of such support.

15.13 **"HSCP"** means the Health and Social Care Partnership structure designed further to the Integration Scheme to ensure the operational delivery of Integrated Services.

15.14 **"HSCP Executive Group"** means the weekly business meeting chaired by the Chief Officer or authorised delegate.

15.15 **"Integrated Services"** means the services identified as such in the Integration Scheme.

15.16 **"Integration Scheme"** means the Integration Scheme agreed between the Council and NHS Greater Glasgow and Clyde and approved by the Scottish Ministers under the Joint Working Act setting out the integration arrangements for the strategic planning and operational delivery of certain health and social care services.

15.17 **"Joint Working Act"** means the Public Bodies (Joint Working) (Scotland) Act 2014.

15.18 **"Locality Team"** means those officers carrying out Health and Social Care Partnership individual purchasing/call-off arrangements allocated to teams based in the South, North East and North West areas of the city.

15.19 **"Looked After and Accommodated Children"** means children to whom the Council owes a statutory duty to look after and/or accommodate in terms of the Children (Scotland) Act 1995.

15.20 **"National Care Home Contract"** means the call-off contract negotiated by Scotland Excel and the private and voluntary care home sector for the provision of residential and nursing care for older people, as the same may be amended from time to time.

15.21 **"Notional Value"** means, where a contract does not have an date, the value of the contract calculated as three times its original value.

15.22 **"Older Adult"** means an adult aged 65 years or over.

15.23 **"Paralegal Team"** has the same meaning as in Part I.

15.24 **"Part I"** or **"Part II"** or **"Part III"** unless otherwise stated means that part of these Standing Orders.

15.25 **"Prescribed Value Threshold"** means, in this Part III specifically governing Social Care contracts, the financial threshold of £663,540 (incl. VAT) and above. The Scottish Ministers are responsible for reviewing and revaluing these financial thresholds every two years.

15.26 **"Procurement Journey Guidance"** has the same meaning as in Part I.

15.27 **"Provider"** means a provider who is signatory to an existing national or Council framework agreement for Social Care under which the Council may procure such services; or a provider: (i) from whom the Council is otherwise purchasing Social Care, or (ii) who the Council intends to deliver Social Care (and, where the context permits, includes a potential Provider).

15.28 **"Public Contracts Scotland Portal"** has the same meaning as in Part I.

15.29 **"Regulated Social Care Contract"** means a contract for social care services governed by the provisions of the Procurement Reform (Scotland) Act 2014.

15.30 **"Regulation and Quality Improvement Authority"** means the body constituted under the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003.

15.31 **"Regulations"** has the same meaning as in Part I

15.32 **"Scotland Excel"** has the same meaning as in Part I.

15.33 **"Service User"** means a person who has been assessed as having needs that call for the provision of Social Care.

15.34 **"Social Care"** means care which the Council has the power or duty to provide or secure principally in terms of Part II of the Social Work (Scotland) Act 1968, the Chronically Sick and Disabled Persons Act 1970, the Children (Scotland) Act 1995; and the Mental Health (Care and Treatment) (Scotland) Act 2003

15.35 **"Social Care Contract"** means any contract entered into to procure or facilitate the procurement of Social Care.

15.36 **"1993 Directions"** means the Social Work (Scotland) Act 1968 (Choice of Accommodation) Directions 1993.

15.37 **"2014 Act"** has the same meaning as in Part I.

16. PRELIMINARY

16.1 This Part III outlines key elements of the Social Care commissioning process, and where appropriate, refers to the relevant provisions of Parts I and II.

16.2 Part III must be followed by all officers who are authorised to commission Social Care in terms of the Council's Scheme of Delegated Functions to ensure that an appropriate commissioning route is followed and that contract award decisions are referred to the Contracts and Property Committee for approval when required.

16.3 Whilst the objective of Social Care Contracts is to secure and regulate service arrangements to meet the needs of individual Service Users, Commissioning Staff must also meet legal and audit requirements with respect to procurement and achieving best value. Where a commissioner is in any doubt about how to proceed, advice from the Executive Director of Financial Services and/or the Director of Legal and Administration must be sought as appropriate.

16.4 Notwithstanding Standing Order 1.1.9 (power of the Council to review the Standing Orders), the Director of Legal and Administration in consultation with the Chief Officer may amend Part III.

16.5 Except where otherwise agreed between the Chief Officer and the Director of Legal and Administration, every contract entered into by the Council in accordance with Part III shall include a clause prohibiting the Provider from assigning or sub-letting the contract without the prior written consent of the Council.

16.6 Any Social Care Contract for the delivery of care packages to individuals assessed by the Chief Officer as having complex sensitive care requirements shall be excluded from these Standing Orders. The Chief Officer shall prepare and retain for audit purposes a written report recording, on an anonymised basis, the individual care requirements in each case, the reason(s) why the particular Provider was selected, and why the cost represented best value to the Council in the circumstances. The Chief Officer shall submit a report to the Contracts and Property Committee on a three-monthly basis containing this information in relation to any such contract awarded within that period.

17. PROCUREMENT THRESHOLDS FOR SOCIAL CARE

17.1 Contracts valued at £663,540 (incl. VAT) and above

In accordance with the Regulations, health, social and related services are classed as Schedule 3 services. Commissioning Staff will therefore be required to adhere to certain requirements prescribed in the Regulations and comply with the Procurement Journey Guidance where the value of the contract is equal to or above the Prescribed Value Threshold for Schedule 3 (light touch regime) services contracts.

17.2 Contracts valued at £50,000 (excl. VAT) or above, but below £663,540 (incl. VAT) (Regulated Social Care Contracts)

Although it is not mandatory to advertise any Regulated Social Care Contract, a decision must be made on a case-by-case basis whether to seek offers in relation to the proposed contract or directly award the contract to a particular Provider. In each case regard must be made to the Procurement Journey Guidance and the Statutory Guidance made under the 2014 Act (http://www.gov.scot/Resource/0049/00496919.pdf). The Best Practice Guidance must also be taken into account. When Commissioning Staff wish to make a direct award of the contract rather than seek offers, the approvals required under Standing Order 23 must be sought and obtained in advance of award.

Where the Chief Officer decides to advertise the contract he or she must ensure:

17.2.1 a satisfactory degree of advertising in accordance with Standing Order 18; and

17.2.2 that best value is achieved.

17.3 Contracts valued below £50,000 (excl. VAT)

Subject to there being no circumstances justifying negotiation with one Provider, the advertising requirements of Standing Order 18 shall be followed.

17.4 Financial Threshold Bandings

The financial threshold bands which apply to the purchase or commissioning of Social Care and to whom they apply are as follows:

Banding	Threshold	Applies To
1.	Value below £663,540 (incl. VAT)	Locality Team and Commissioning Staff authorised by the Council's Scheme of Delegated Functions.
2	Value equal to and above £663,540 (incl. VAT) (i.e. the current Prescribed Value Threshold for Schedule 3 light touch regime services contracts)	Commissioning Staff authorised by the Council's Scheme of Delegated Functions (subject to Contracts and Property Committee prior approval)

NB **The total value is the estimated total value of a contract over its life where an end date is known. Where a contract does not have an end date, the Notional Value of the contract will determine its approval, award and reporting requirements.**

18. CONTRACTS BELOW £663,540 (incl. VAT):

Locality Team Purchasing

18.1 The relevant Locality Team should arrange for any Social Care service to be provided from the following sources as set out here:

(i) a directly provided service;

(ii) any national or Council framework agreement or other purchasing arrangements as prescribed by Commissioning Staff where applicable;

(iii) the purchased services vacancy lists if applicable; or

(iv) the centralised allocation systems or other lists appropriate to the service as determined by Commissioning Staff.

Locality Team staff must contact Commissioning Staff for advice prior to arranging services from the sources referred to in options ii, iii and iv.

When a service cannot be arrangedfrom these sources, approval must be obtained from Commissioning Staff to ensure alternative options are considered within the rules governing exceptional circumstances.

Commissioning Staff

18.2 Commissioning Staff must ensure that any procurement complies with the relevant sections of the 2014 Act, the Procurement Journey Guidance and the Best Practice Guidance.

19. CONTRACTS EQUAL TO AND ABOVE £663,540 (incl. VAT)

19.1 As Social Care Contracts valued at £663,540 (incl. VAT) and above are Schedule 3 light touch regime services in terms of the Regulations, Commissioning Staff are required to comply with the relevant requirements prescribed in the Regulations, the 2014 Act, the Procurement Journey Guidance and the Best Practice Guidance and in so doing must obtain the appropriate legal advice, where required, from the Director of Legal and Administration.

20. EVALUATION AND NOTIFICATION

20.1 Evaluation

Standing Orders 7.1.3 and 14 must be followed regarding post-tender communications.

20.2 Notification

20.2.1 Commissioning Staff must ensure compliance with the notification requirements of Standing Order 7.2.

20.2.2 References to contract values in Standing Order 7.2 shall be read as total or Notional Value for Social Care Contracts; and letters referred to at Standing Order 7.2.5 shall be in the form prescribed to support the Procurement Journey Guidance as part of the Council's procurement strategy.

20.2.3 No acceptance shall be issued except on prior written confirmation by the Chief Officer that the necessary clearances, including those prescribed below, have been obtained where required, in compliance with the relevant Standing Orders; or that they will be addressed by way of suspensive conditions in the contract.

Such clearances include:-

(i) From the Chief Officer

(a) Confirmation that any relevant resource transfer has been effected by the relevant Health Board to the Council.

(b) Confirmation that planning consent and/or a building warrant, if required, have been obtained.

Confirmation that the economic and financial standing of the preferred Provider has been investigated and found to be satisfactory.

(ii) From the Executive Director of Financial Services

(a) Confirmation that necessary insurance is/will be in place prior to the commencement of the contract or at whatever stage the Executive Director of Financial Services considers appropriate.

(b) For Care Home Service contracts, confirmation of the satisfactory assessment of the preferred Provider's economic and financial standing is required from the Executive Director of Financial Services

(iii) From the Director of Legal and Administration

(a) Where commencement of the contract depends upon the Council acquiring or leasing heritable property, written clearance/confirmation from the Director of Legal and Administration that missives for the acquisition or lease have been concluded and entry is available.

(b) Confirmation that the Director of Legal and Administration is satisfied with the terms and conditions of the contract.

(iv) From the Contracts and Property Committee

Confirmation that a minute of the Contracts and Property Committee approves the award of any contract with a total or Notional Value equal to or above £663,540 (incl. VAT).

21. FINAL AWARD OF CONTRACTS

21.1 Procurement Exercises

Contracts up to the level that require Contracts and Property Committee approval, must be awarded by the Chief Officer or the Head of Commissioning as appropriate in accordance with Standing Orders 7.2.2.2 and 7.2.2.3.

22. RECORDING AND REPORTING

22.1 Procurement exercises of a value below £663,540 (incl. VAT)

For exercises conducted by Commissioning Staff, the relevant commissioner will be responsible for retaining all information regarding the procurement for audit purposes. This information must include the reasons for choosing the successful Provider and evidence of any tenders or quotations submitted.

22.2 Procurement exercises equal to or above a value of £663,540 (incl. VAT)

These exercises must be conducted in compliance with the Regulations, the 2014 Act, the Procurement Journey Guidance and Best Practice Guidance and require Contracts and Property Committee approval prior to award.

23. DIRECT AWARD OF SOCIAL CARE CONTRACTS WITHOUT PRIOR ADVERTISEMENT

23.1 This Standing Order must be applied where the Chief Officer considers in relation to any requirement to purchase Social Care services that there are special circumstances which justify the negotiation of a contract with any Provider without prior advertisement. For ease of reference, a summary of the procedure set out in this Standing Order is annexed at Appendix 5.

23.2 Any direct award of the contract must be made in compliance with the Regulations, the 2014 Act, the Procurement Journey Guidance and the Best Practice Guidance, as applicable.

23.3 The Chief Officer must prepare and submit a written report to the Executive Director of Financial Services and the Director of Legal and Administration requesting their prior written approval of the direct award. The report shall demonstrate the legal basis for the direct award and how it represents best value; and it must be maintained, along with any approval granted, on file by the Chief Officer to provide an audit trail in each case.

23.4 The Chief Officer in consultation with the Paralegal Team shall ensure that the contract award letter is issued, and any contract award notice is published in relation to any such direct award where required by either the Regulations and/or the 2014 Act.

23.5 Where the contract has a total value below £663,540 (incl. VAT) such approval will be sufficient to permit the negotiation of the contract, subject to any conditions that the Executive Director of Financial Services and Director of Legal and Administration may specify.

23.6 Notwithstanding this Standing Order, any direct award of a contract with a value of £663,540 (incl. VAT) and above also requires the prior approval of the Contracts and Property Committee, unless otherwise exempt, and publication of such notice as may be required under the Regulations or otherwise.

24. EXTENSION/MODIFICATION OF EXISTING SOCIAL CARE CONTRACTS

24.1 Standing Order must be applied where the Chief Officer considers that there are special circumstances which justify the negotiation of an extension or a modification of an existing Social Care Contract beyond what is permitted under its existing terms and conditions. For ease of reference, a summary of the procedure set out in this Standing Order is annexed at Appendix 6.

24.2 Any such extension or modification of the contract must be made in compliance with the Regulations, the

2014 Act, the Procurement Journey Guidance and the Best Practice Guidance, as applicable.

24.3 Prior to concluding any such extension or modification, the Chief Officer shall ensure that he or she has obtained legal advice from the Director of Legal and Administration confirming the proposal is permitted under the applicable legislation and guidance.

24.4 The Chief Officer shall prepare and submit a written report to the Executive Director of Financial Services and the Director of Legal and Administration for their records. The report shall demonstrate the legal basis for the extension/modification and how it represents best value; and it must be maintained on file by the Chief Officer to provide an audit trail in each case.

24.5 The Chief Officer, in consultation with the Paralegal Team, shall ensure that any contract award notice is published in relation to any such extension or modification of the contract where required by either the Regulations and/or the 2014 Act.

25. PROVIDERS

25.1 Whenever the Council intends to permit a Provider to deliver Social Care on its behalf, the Chief Officer shall ensure that the Provider is a suitable person/organisation/company to provide such services by ensuring that they:

(a) are, where applicable, the holder of a current and valid Certificate of Registration from the Care Inspectorate as Registration Authority in terms of the Public Services Reform (Scotland) Act 2010;

(b) have produced satisfactory evidence to the Chief Officer regarding their economic and financial standing; insurance arrangements; legal capacity and health, safety and environmental procedures;

(c) have the professional or technical capability to provide the services required by the Council; and

(d) have confirmed in writing that they will enter into a contract with the Council (or an approved sub-contracting arrangement), should the Council require the Provider to deliver Social Care services.

26. CARE HOME SERVICES CONTRACTS

A. Care Home Services for Adults and Older Adults

26.1 *Care Home Services for Adults and Older Adults in the UK but outwith Scotland*

Where the Council wishes to make a placement in a care home establishment in England, Wales, Northern Ireland, any of the Channel Islands or the Isle of Man, in accordance with Section 5 of the Community Care and Health (Scotland) Act 2002 it is required to do so in accordance with the Community Care (Provision of Residential Accommodation Outwith Scotland) (Scotland) Regulations 2015 ("the Residential Accommodation Regulations") and Scottish Government Circular CCD1/2016.

The Chief Officer may enter into a contract directly with the Provider on similar terms to the National Care Home Contract amended as appropriate by the Director of Legal and Administration, subject to:

(a) the care home being an "appropriate establishment" as defined in the Residential Accommodation Regulations;

(b) the Provider being the holder of a current and valid Certificate of Registration under the Health and Social Care Act 2008; or being registered with the Regulation and Quality Improvement Authority in Northern Ireland as appropriate; and

(c) the placement being in compliance with the 1993 Directions.

B. Care Home Services for Adults other than Older Adults

26.2 *Care Home Services for Adults except Older Adults within the Glasgow City Council Area*

The Chief Officer shall enter into contractual arrangements with a Provider of Care Home Services on satisfactory terms subject to:-

(a) The Provider being the holder of a current and valid Certificate of Registration from the Care Inspectorate as Registration Authority in terms of the Public Services Reform (Scotland) Act 2010;

(b) The Provider having produced to the Council satisfactory evidence regarding its financial standing, insurance arrangements and legal status; and

(c) Placement should be made only with the prior written agreement of the Executive Director of Financial Services and the Director of Legal and Administration and following conclusion of the contractual arrangements.

26.3 *Care Home Services for Adults except Older Adults within Scotland but outwith Glasgow*

Where the Council wishes to make a placement in a care home for adults, which is in Scotland but outwith the Glasgow City Council area the Chief Officer shall enter into a contract with the Provider of the service on satisfactory terms, subject to receiving confirmation from the Host Authority that:

(a) the Provider holds a current and valid Certificate of Public Services Reform (Scotland);

(b) the placement is in compliance with the 1993 Directions; and

(c) the Host Authority (being the authority in which the individual is placed) has no issues with the quality or standard of the service being provided.

27. SERVICES OUTWITH GLASGOW OTHER THAN CARE HOME SERVICES

27.1 *Individual Care Packages outwith Glasgow*

Where the Council wishes to put in place an arrangement to provide an individual care package at a location outwith the Glasgow City Council area the Chief Officer or their nominee shall: (a) With the consent of the Host Authority, utilise any list of Providers approved by the Authority for the relevant category of service provision, to identify a Provider with whom to contract for the Services; and use the Host Authority rate; (b) Where such a list does not exist within the Host Authority's area, the Chief Officer or their nominee will liaise with the Host Authority to ascertain which Providers are already operating in the area with a view to negotiating directly with a suitable Provider for the service package in question.

27.2 *Supported Living Placements outwith Glasgow for Adults except Older Adults*

Where the Council has effected a placement outwith the Glasgow City Council area and:

(i) the Provider ceases to provide the service; and

(ii) there is a continuing need for a service to be provided to the service user referred by the Council; and

(iii) the Host Authority is carrying out a tendering exercise to replace the service provision for another supported living service,

then the Council will, with the agreement of the Host Authority, put arrangements in place with the successful Provider, which failing the Council shall enter into negotiations with the successful Provider for it to provide the service. If for whatever reason this is not possible the Council shall seek to identify a suitable Provider with whom to contract for the services and the Chief Officer shall:

(a) seek the consent of the Host Authority to utilise any list of Providers approved by the Host Authority for the relevant category of service provision; or

(b) where such a list does not exist within the Host Authority area, the Chief Officer will liaise with the

Authority to ascertain which Providers are already operating in the area with a view to:

(i) using this information as an equivalent to a list of Providers; or

(ii) negotiating directly with a suitable Provider for the service package in question.

28. RESIDENTIAL PLACEMENTS FOR LOOKED AFTER AND ACCOMMODATED CHILDREN

28.1 Where there arises an unforeseen and urgent requirement to place a child in residential care and no suitable vacancy exists under an existing contractual arrangement with a Provider, Commissioning Staff with the appropriate delegated authority shall be permitted to place the child with another Provider as long as the Chief Officer is satisfied that the Provider is appropriately registered with the Care Inspectorate and where the placement is outside Glasgow, that the Host Authority has no concerns regarding the Provider.

28.2 Where this Standing Order has been utilised the placement must be regularly reviewed by on-site visit; the Provider's satisfactory insurance provision and economic financial standing must be confirmed by the Executive Director of Financial Services; and a contract on terms satisfactory to the Director of Legal and Administration must be put in place.

28.3 The Director of Legal and Administration and Executive Director of Financial Services must be notified on a quarterly basis of all instances where this Standing Order has been utilised.

29. RESOURCE TRANSFER FROM HEALTH AUTHORITIES

29.1 Where agreement has been reached between the Council and any relevant Health Board for the transfer of resources, whether in cash or otherwise from one party to the other, then the Council shall enter into a contract with the relevant Health Board for the transfer of those resources without the requirement for Contracts and Property Committee approval, subject to:-

(i) the contract in question being for the transfer of resources to the Council for the provision by the Council of Social Care services and for no other purpose;

(ii) the Director of Legal and Administration being satisfied as the terms of the contract; and

(iii) the Chief Officer advising the Contracts and Property Committee at annual intervals of the amount of resources so agreed.

APPENDIX 1

PROCEDURES FOR ADVERTISEMENT, DIRECT AWARD, EXTENSION, MODIFICATION OF CONTRACTS

VALUE / TYPE	*ADVERTISEMENT*	*DIRECT AWARD*	*EXTENSION/ MODIFICATION*	*LEGISLATION*
≥ £5,336,937[1] (Works)	UK Find a Tender Service	Relevant Service (or Chief Officer for Part III contracts) must obtain Legal / Audit approval following receipt of legal advice (S.O. 8 & 23))	Relevant Service (or Chief Officer for Part III contracts) submits report to Legal / Audit following receipt of legal advice (S.O. 9 & 24)	Public Contacts (Scotland) Regulations 2015 (Regulation 33 / Regulation 72)
≥ £663,540[1] (Schedule 3 Services/Light Touch Regime)	and Public Contracts Scotland			
≥ £213,477 [1] (Services/Supplies)				
≥ £2,000,000[2] - £5,336,937[1] (Works)				Unregulated if <£2,000,000 (Works)
< £663,540[1] (Schedule 3 Services/Light Touch Regime)	Public Contracts Scotland	Relevant Service (or Chief Officer for Part III contracts) must obtain Legal / Audit approval following receipt of legal advice (S.O. 8 & 24)	Relevant Service (or Chief Officer for Part III contracts) submits report to Legal / Audit following receipt of legal advice (S.O. 9 & 25)	Procurement Reform (Scotland) Act 2014
≥ £50,000[2] - < 213,477[1]£ (Services/Supplies)				The Procurement (Scotland) Regulations 2016 (Regulation 6)
<£2,000,000[2] (Works)	Public Contracts Scotland	Relevant Service must obtain approval from the Head of Corporate Procurement (S.O. 5.2)	N/A	Unregulated
<£50,000[2] (Services/Supplies)		Relevant Service submits written report following approval to the Head of Internal Audit & Head of Corporate Procurement (SO 5.3)		

[1] including VAT
(the totals including VAT as set out in SPPN 8/2021)
[2] excluding VAT

APPENDIX 2

PROCEDURES FOR APPROVAL AND ISSUE OF CONTRACT AWARD LETTERS

VALUE / (CATEGORY)	*LETTER OF ACCEPTANCE ISSUED BY*	*STANDING ORDER*	*SCHEME OF DELEGATED FUNCTIONS*
≥ £5,336,937[1] (Works) ≥ £663,540[1] (Schedule 3 services/light touch regime) ≥ 500,000[2]£ (Services / supplies)	Director of Legal and Administration - upon contracts & property committee instruction	7.2.2.1	N/a
≥ £2,000,000[2] Up to £5,336,937[1] (works) ≥ £213,477[1] Up to £500,000[2] (services/supplies) ≥ £213,477[1] Up to £663,540[1] (schedule 3 services light touch regime)	Director of legal and administration Or, in relation to part III Chief officer	7.2.2.2	Chief Executive delegation no 32(b)[3] Chief officer (Part III contracts) Delegation no. 2[3]
< £2,000,000[2] (Works) < £213,477[1] (Services / supplies) < £213,477[1] (Schedule 3 services/light touch regime) < £213,477[1] (Services / supplies)	Head of corporate procurement Or, in relation to part III Chief officer/head of commissioning	7.2.2.3	Section 4 (general) delegation no 3 to Chief Executive (exercisable by, among others, the head of corporate procurement) And, in relation to part III Chief officer/head of commissioning

[1] including VAT
[2] excluding VAT
[3] This delegation is also exercisable by the Head of Corporate Procurement, but in practice award letters at these values are normally signed by Legal Managers in the Corporate & Property Law Section. The Chief Officer has delegated authority to commission and enter into any contracts for social care and/or housing support services in accordance with Part III of the Council's Standing Orders Relating to Contracts.

APPENDIX 3

STANDING ORDER 8

DIRECT AWARD OF CONTRACTS WITHOUT PRIOR ADVERTISEMENT

Are there special circumstances justifying a direct award?

↓

The Relevant Service (in consultation with the CPU) must take legal advice to confirm that the applicable legislation/guidance permits a direct award without prior advertisement.

↓

A written report demonstrating:

(i) the legal basis for the direct award; and
(ii) how the direct award represents best value

is submitted by the Relevant Service, in consultation with the CPU, to Legal Services & Internal Audit for approval

↓

Once Legal Services & Internal Audit's written approval has been received, the Relevant Service retains it on file and can proceed to arrange award of the contract (in consultation with the CPU).

↓

Where the contract value is £500,000 (excl. VAT) (supplies/services), £5,336,937 (incl. VAT) (works), £663,540 (incl. VAT) (light touch regime services), or above, Contracts and Property Committee approval to award the contract is also required.

NB Where the contract value is below £50,000 (excl. VAT) (services/light touch regime contracts)/£2,000,000 (excl. VAT) (works contracts), the approval is dealt with under Standing Orders 5.2 and 5.3

APPENDIX 4

STANDING ORDER 9

EXTENSION/MODIFICATION OF EXISTING CONTRACTS

Are there special circumstances justifying a negotiated extension or modification beyond that permitted under the existing contract?

↓

The Relevant Service (in consultation with the CPU) must take legal advice to confirm that the applicable legislation/guidance permits such an extension or modification.

↓

A written report demonstrating:

(i) the legal basis for the extension or modification; and
(ii) how the negotiated extension/modification represents best value

is submitted by the Relevant Service, in consultation with the CPU, to Legal Services & Internal Audit for their records

↓

The Relevant Service retains the written report on file and instructs the extension or modification (in consultation with the CPU).

APPENDIX 5

STANDING ORDER 23

DIRECT AWARD OF SOCIAL CARE CONTRACTS WITHOUT PRIOR ADVERTISEMENT

Are there special circumstances justifying a direct award?

↓

The Chief Officer must take legal advice to confirm that the applicable legislation/guidance permits a direct award without prior advertisement.

↓

A written report demonstrating:

(i) the legal basis for the direct award; and
(ii) how the direct award represents best value

is submitted by the Chief Officer to Legal Services & Internal Audit for approval

↓

Once Legal Services & Internal Audit's written approval has been received, the Chief Officer retains it on file and consults with the Paralegal Team to arrange the award of the contract and publish any required notice.

↓

Where the contract value is £663,540 (incl. VAT) or above, Contracts and Property Committee approval to award the contract is also required.

APPENDIX 6

STANDING ORDER 24

EXTENSION/MODIFICATION OF EXISTING SOCIAL CARE CONTRACTS

Are there special circumstances justifying a negotiated extension or modification beyond that permitted under the existing contract?

↓

The Chief Officer must take legal advice to confirm that the applicable legislation/guidance permits such an extension or modification.

↓

A written report demonstrating:

(i) the legal basis for the extension or modification; and
(ii) how the negotiated extension/modification represents best value

is submitted by the Chief Officer to Legal Services & Internal Audit for their records

↓

The Chief Officer retains the written report on file and consults with the Paralegal Team to arrange the formal extension/ modification and publish any required notice.

PART ONE
FINANCIAL REGULATIONS, MANAGEMENT and CONTROL - A CODE OF PRACTICE
FINANCIAL REGULATIONS

1. INTRODUCTION

Financial Regulations are an integral part of the stewardship of Council Funds. Adhering to the Regulations ensures that all financial transactions of the Council are conducted in a manner which demonstrates openness, integrity and transparency. They form a significant part of the Corporate Governance of the Council.

Failure to comply with the requirements contained within this Code and the associated guidance and procedures will result in an investigation under the Council's Conditions of Services Disciplinary and Appeals Procedure.

2. FORMAT

These regulations reflect general principles with further detail contained within procedure manuals, codes of practice and other documents.

These regulations refer to "Senior Executive Officers", this includes the Chief Executive, all Executive Directors and the Chief Officer of the Glasgow Integrated Joint Board.

3. RESPONSIBILITIES & OBSERVANCE OF FINANCIAL REGULATIONS

RESPONSIBILITIES

All officers employed by the Council, or by a company/trust etc. associated with the Council, whether or not their financial statements are consolidated in the Group Accounts of Glasgow City Council, must ensure that all financial transactions are Intra Vires.

3.1 **Responsibility of the Executive Director of Finance**

It shall be the responsibility of the Executive Director of Finance, or designated officer, to ensure that this Control Code of Practice is kept up to date, revised where appropriate, and monitored for its effectiveness. Changes in Statute, professional guidance or Council policy that have a financial impact shall be reflected in the Code. The Executive Director of Finance shall determine the detailed form of capital and revenue estimates. It shall be the responsibility of the Executive Director of Finance to keep Elected Members informed at all times on financial matters.

3.2 **Responsibility of Senior Executive Officers**

It shall be the duty of the Senior Executive Officers to ensure that this Code of Practice and the Local Code of Governance and all associated procedure manuals and documents as listed in Section 4 are made known to appropriate staff members and shall ensure full compliance with them. Senior Executive Officers shall prepare revenue and capital estimates in respect of their Service after consultation with the Executive Director of Finance and ensure that the Executive Director of Finance is informed of financial matters that will have a significant impact on the Service, seeking financial advice where necessary.

Senior Executive Officers shall ensure that arrangements are in place to properly establish the correct liability, process and accounting for VAT. For major works, service reform and other changes in service delivery, full information must be provided to the Council's VAT Officer at an early stage of the planning. In response the VAT Officer will provide appropriate VAT advice. This will include identification of any potential risks, restrictions and/or liability to charge VAT on any identified income or funding. Appropriate mitigating actions will be recommended where required.

Any VAT debt, including associated interest and/or penalty, arising from failure to adhere to this may be recovered against the budget of the particular Service.

Similarly, any associated interest and/or penalty arising from improper operation of a tax in general may be recovered against the budget of the particular Service.

Senior Executive Officers are also responsible for the submission of an Annual Statement of Internal Control and completion of an Annual Governance Questionnaire.

3.3 **Responsibility of Managing Directors and Chief Executives of Associated Subsidiary Companies, Trusts etc.**

It shall be the responsibility of all Managing Directors and Chief Executives of associated or subsidiary companies, trusts etc. whose accounts form part of the Council's Group Accounts to adhere to the principles of good financial management as contained in this Code of Practice and the procedures manuals and documents referred to in section 4. The accounting regulations within this Code should not be viewed as prescriptive for the Council's Arms Length Organisations (ALEOs).

It is recognised that related companies and charitable trusts will be required to operate to different regulatory standards of financial accounting and reporting. In all other matters Managing Directors and Chief Executives will be expected to follow the principles laid down in these codes.

Managing Directors and Chief Executives shall ensure that their organisation has sound Corporate Governance arrangements in place. Each will provide a return to the Council's Head of Audit and Inspection each year setting out adherence to these requirements.

Managing Directors and Chief Executives are also responsible for the submission of an Annual Statement of Internal Control and completion of an Annual Governance Questionnaire.

3.4 **Responsibility of the Head of Audit and Inspection**

The Executive Director of Finance has ultimate responsibility for the provision of the Internal Audit service to the Council. The management of Internal Audit is under the control of the Head of Audit and Inspection. The Head of Audit and Inspection also has a responsibility to ensure that all audit and inspectorate functions within the Council operate in accordance with best practice.

It shall be the responsibility of the Head of Audit and Inspection to provide the Chief Executive and Elected Members with an annual assurance statement, including annual audit opinion and co-ordinate a group of officers to compile the annual governance statement on behalf of the Chief Executive and Council Leader. Senior Executive Officers and Managing Directors / Chief Executives of associated or subsidiary companies and trusts will provide such assistance as the Head of Audit and Inspection may require to provide assurance to the Chief Executive, Executive Director of Finance and Elected Members.

The purpose, authority and principal responsibilities of the council's Internal Audit Section are laid out in the Audit Charter.

The Head of Audit and Inspection or duly authorised representative has unrestricted access to all Council records whether manual or computerised, cash, stores and other property, can obtain explanations, may enter Council property or land and has unrestricted access to all locations and officials, where necessary on demand and without prior notice.

The Head of Audit and Inspection may from time to time engage specialist auditors from outwith the Council to carry out audit work. These auditors are the Head of Audit and Inspection's representatives and will be afforded the same rights and privileges as a member of Internal Audit.

Whenever any matter arises which involves, or is thought to involve, irregularities concerning funds, stores or other property of the Council or associated or subsidiary companies and trusts or any suspected irregularity in the exercise of the functions of the authority, the Senior Executive Officer or Managing Director/Chief Executive concerned shall notify in writing to the Head of Audit and Inspection who shall take whatever steps are necessary by way of investigation and report.

The Head of Audit and Inspection shall deal with such irregularities in accordance with the Council's

Whistleblowing and Response Policy and following consultation with the Chief Executive or Director of Legal and Administration shall, where appropriate, report the matter to the Police.

3.5 **Elected Members**

A Committee of the Council shall be charged with overseeing the work of the Audit function. The terms of reference for the Committee will be published in accordance with the standing orders of the Council. A full copy of the committee's terms of reference can be found on the Council's Internet site.

3.6 **External Audit**

The Council's External Auditor shall have the right to demand access to all records (electronic or manual), documents and correspondence relating to any financial or other transactions of the Council and receive such explanations as are necessary concerning any matter under examination. Officers of the Council, officers in associated or subsidiary companies, trusts etc. and officials of grant aided bodies will ensure that these rights are given to External Auditors.

3.7 **Observance**

Any breach or non-compliance with these Regulations must on discovery be reported immediately to the Executive Director of Finance who may consult the Chief Executive and/or the Senior Executive Officer considered appropriate in order to determine the proper action to be taken.

4. LOCAL CODE OF GOVERNANCE

There are some areas that require more detailed guidance or procedures. Although the specific detail is not included within these Financial Regulations, the expectation is that officers and Elected Members adhere to the requirements of all these additional documents.

To facilitate this the Council has developed a Local Code of Governance which is effectively a collection of these policies, procedures and guidance to assist Elected Members and Council staff with the development and delivery of services.

The following guidance/procedures are included within the Local Code of Governance:

4.1 **Standing Orders Relating to Contracts**

Apply to all contracts made by or on behalf of the Council for the execution of works, for the supply of goods and materials, or for the provision of services. The Standing Orders must be read in conjunction with the Procurement Manual.

4.2 **Procurement Manual**

Details the roles and responsibilities of the Corporate Procurement Unit and other staff involved in procurement activity.

4.3 **Whistleblowing and Response Policy**

Details the Council's policy with regard to whistleblowing and suspected fraud and the audit response to reported cases.

4.4 **Counter Fraud and Corruption Strategy**

Details the approach to minismise the risk of fraud and corruption within the Council.

4.5 **Risk Management Framework**

Details the procedures to be adopted to ensure risk is appropriately managed.

4.6 **Scheme of Delegated Functions**

Details the functions delegated to Committees, Senior Executive Officers and other officers within the Council.

4.7 **Grant Procedural documentation**

Details the arrangements for the administration of grants.

4.8 **Financial Controls Framework**

Details the seven financial Key Controls that represent the building blocks of an effective Financial Controls Framework to support staff across the council and of Associated or Subsidiary Companies, Trusts etc.

4.9 **Treasury Management Policy and Strategy**

Details the Council's arrangements in relation to treasury.

4.10 **Debt Write Off Procedures**

Details the arrangements for the write off of debt.

4.11 **Travel Procedures including overseas travel arrangements**

Details the process for arranging and paying for both Elected Member and officer travel and accommodation whilst on Council business.

4.12 **Imprest Accounts Guidance**

Details the arrangements for the management and control of imprests.

4.13 **Elected Members Salaries and Expenses procedures**

Details the arrangements for the payment of Elected Member salaries and expenses – as per legislation.

4.14 **Money Laundering Policy and Guidance documentation**

Details the legal and regulatory requirements relating to the handling of money which could have come from the proceeds of crime.

4.15 **Bribery Act 2010 Policy Statement**

Details the Council's responsibilities under the Bribery Act 2010.

4.16 **Gifts and Hospitality Policy**

Details the arrangements for dealing with offers of gifts and/or hospitality to officers and Elected Members.

4.17 **Declarations of Interest**

Details the requirement for employees to declare any interests of a personal nature in an external organisation.

5. GOOD PRACTICE NOT COVERED IN INDIVIDUAL CODES

The following Good Practice Statements must be observed by all officers. Failure to do so places not only the Council's assets at risk but could place officers in an invidious position in any investigation.

5.1 **Internal Check**

The following principles shall be observed in the allocation of duties: -

(i) Procedures to be followed regarding the calculation, checking and recording of sums due by or to the

Council shall be arranged in such a way whereby the work of one person is proven independently or is complementary to the work of another and these operations shall be separated from the duty of collecting or disbursing such sums.

(ii) Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be engaged in any of these transactions.

5.2 **Cash, Banking, and Security**

5.2.1 Treatment of Monies Collected

- All monies received shall be paid into the Council's bank accounts daily or remitted to the Executive Director of Finance without delay at such intervals as may be approved by the Executive Director of Finance.
- All money received by an officer on behalf of the Council shall without delay be remitted to the Executive Director of Finance, or as otherwise directed, to the Council's bank accounts.
- No deduction may be made from such money save to the extent that the Executive Director of Finance may specifically authorise.
- Each officer who banks money shall enter on the paying-in slip a reference to the source of the income.
- Maximum limits for cash holdings shall be agreed with the Executive Director of Finance and shall not be exceeded without express permission.

5.2.2 Forms, Books and Tickets

All receipt forms, books, tickets and other such items shall be ordered and supplied under arrangements approved by the Executive Director of Finance.

5.2.3 Personal Cheques

Personal cheques from Council staff shall not be cashed out of monies held on behalf of the Council.

5.2.4 Transfers of Money

Every transfer of Council money (cash or cheques) from one member of staff to another will be evidenced in the records of the services concerned by the signature of the receiving officer.

Electronic transfers will be undertaken by authorised staff as agreed by the Executive Director of Finance.

5.2.5 Arrangements with Bankers

All arrangements with the Council's Bankers concerning the Council's bank accounts and the issue of cheques, BACS and other forms of payment shall be made by the Executive Director of Finance.

The Executive Director of Finance shall make all arrangements with the Council's Bankers concerning the use of purchase cards and credit cards.

5.2.6 Opening and Closing of Bank Accounts

Council bank accounts shall only be opened or closed with the approval of the Executive Director of Finance or nominated officer (in line with the Finance Scheme of Delegation).

5.2.7 Cheque Control

(i) All cheques and other documents, but excluding cheques drawn on authorised Imprest accounts, shall be ordered only on the authority of the Executive Director of Finance who

shall make proper arrangements for their safe custody.

(ii) Cheques on the Council's main bank accounts shall bear the facsimile signature of the Executive Director of Finance and/or other officer authorised by the Council.

5.2.8 Safe Keys

Keys to safes and similar security boxes are to be carried on the person of those responsible at all times. Keys should be locked overnight in a secure key box or taken home by the responsible person. The loss of any such keys must be reported immediately to the Head of Audit and Inspection. A register of all such key holders shall be maintained by each Senior Executive Officers.

5.2.9 Credit Cards and Purchase Cards

Credit and Purchase cards allow goods and services to be purchased and charges made electronically. All Credit and Purchase cards issued to officers remain the property of the Council and must only be used by the named card holder for business purposes, where there is no other appropriate method of making payment. No personal purchases or cash withdrawals are permitted.

All purchases made with a Council credit or purchase card must be supported by a VAT receipt where relevant. If there is any doubt about whether a VAT receipt is required, clarification should be sought from the Executive Compliance Unit within Internal Audit.

5.3 **Employee Remuneration**

5.3.1 Responsibility for Payment Arrangements

The payment of all salaries, wages, compensation and other emoluments to all employees, former employees, Elected Members or beneficiaries shall be made by the Executive Director of Finance with the assistance of the Head of Customer and Business Services under arrangements made or approved by the Executive Director of Finance.

Each Senior Executive Officer shall provide such information as directed by the Executive Director of Finance and/or the Head of Customer and Business Services as is necessary to ensure remuneration is made accurately and timeously. Senior Executive Officers shall also maintain records of service for superannuation, income tax, national insurance and social security purposes as directed.

5.3.2 Form and Certification of Records

All timesheets or other pay documents shall be in a form prescribed or approved by the Executive Director of Finance and/or the Head of Customer and Business Services and shall be certified by or on behalf of the Senior Executive Officer. Each Senior Executive Officer shall maintain a list of officers to authorise time records and other records.

All requests and/or information relating to pay, whether in paper or electronic format, shall be authorised. A list of officers appointed by Senior Executive Officers to authorise payroll information shall be prepared and submitted to the Head of Customer and Business Services.

Changes to these lists shall be notified timeously to the Executive Director of Finance and/or the Head of Customer and Business Services.

5.3.3 Recording and Provision of Information to Statutory Bodies

Each Senior Executive Officer shall ensure that appropriate systems are in place to record and report statutory information by due dates.

5.3.4 Overpayments of Salaries and Wages

The Head of Customer and Business Services shall ensure that all reasonable steps are taken to recover any identified overpayments.

Senior Executive Officers are responsible for ensuring that Customer and Business Services are promptly notified of any leavers.

5.4 **Officers' Travelling Expenses and Allowances**

5.4.1 Arrangements for Claims

The Executive Director of Finance shall be responsible for making arrangements for the administration and regulation of payment of claims for expenses to employees of the Council and other approved bodies. Claims for car mileage will only be paid where the employee has evidenced the following:

A valid driving licence

A current insurance policy which covers the user for business use, and

A valid M.O.T. certificate for the vehicle used, if applicable.

5.4.2 Claim Forms

All claims for payment of car allowances, subsistence allowances, travelling, telephone expenses and incidental expenditure shall be made via the My Portal system. For non My Portal users any such claims shall be made, duly certified on the form prescribed by the Executive Director of Finance.

Claims for mileage allowances must be supported by a VAT fuel receipt which should be dated to cover the claim period.

No officer authorised to certify such claims shall certify their own personal claims.

5.4.3 Certification of Claims

Certification shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenditure properly and necessarily incurred and evidenced and that the allowances are properly payable by the Council. All mileage claims shall be accompanied by a valid VAT receipt.

5.4.4 Time Limits

Officers' claims submitted more than 3 months after the expenses were incurred will be paid only in exceptional circumstances, as determined by the Executive Director of Finance.

5.5 **Stocks and Stores**

5.5.1 Care and Custody of Stock

The care, custody and level of stores and equipment in any service shall be the responsibility of the appropriate Senior Executive Officer who will ensure that: -

(i) stock is held securely.

(ii) stocktaking is carried out periodically by persons other than storekeepers as agreed by the Senior Executive Officer.

(iii) there is an audit trail for all obsolete or excess stock or scrap materials that are identified and these are disposed of in accordance with the requirements of the Standing Orders Relating to Contracts.

5.5.2 Reporting of Write-Offs or Surpluses

Senior Executive Officers shall report annually to the Executive Director of Finance the total values of write-offs and surpluses of stock and the net effect of these adjustments on the book value of consumable stores under his or her control and a brief explanation of the reasons for these differences.

5.5.3 Levels of Stock

Stocks shall not be in excess of normal requirements except in special circumstances.

5.6 **Security of Assets**

5.6.1 Responsibility for Security

Each Senior Executive Officer shall be responsible for maintaining proper security, custody and control at all times of all fixed and movable assets under their control. The Executive Director of Finance shall be consulted by the Senior Executive Officer as appropriate in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

5.6.2 Theft or Loss

Each Senior Executive Officer is responsible for ensuring that the Head of Audit and Inspection is immediately informed of any theft or loss of an asset (including cash).

All losses of documented information or devices holding information such as laptops, mobile phones or devices and memory sticks must be reported to the Head of Audit & Inspection and the Head of Information.

5.6.3 Inventories

Each Senior Executive Officer shall maintain on a continuous basis an inventory of equipment, furniture, information technology hardware and software, etc. The Council's IT provider has the responsibility for the maintenance of information technology (hardware and software) but Senior Executive Officers should still maintain their own inventory of equipment, furniture, information technology hardware and software, etc. in operational use.

5.6.4 Use of Equipment

The Council's property shall not be removed other than in the course of the Council's normal business or used other than for the Council's purposes without the specific approval of the Senior Executive Officer of the Service concerned, or an officer authorised by the Executive Director.

5.7 **Leasing**

5.7.1 No leasing of equipment or capital assets shall be undertaken on behalf of the Council without the prior approval of the Executive Director of Finance.

5.7.2 Leased equipment is the property of the lessor and cannot be sold, assigned or otherwise disposed of by Services.

5.8 **Pension Fund**

5.8.1 The Executive Director of Finance shall be responsible for the financial affairs of the Pension Fund.

5.9 **Insurance**

5.9.1 Responsibility for Insurance

The Executive Director of Finance shall effect all insurance cover and negotiate all claims with

insurers in consultation with other officers where necessary. Delegated authority has been granted to the Insurance & Claims section of Financial Services to negotiate and settle liability claims, after consultation with the Executive Director of Finance.

5.9.2 Notification of Risks

Senior Executive Officers shall give prompt notification to the Executive Director of Finance of all new or increased risks, properties, vehicles, stocks and stores, and any new/changes to services provided which require to be insured and of any alteration affecting existing insurances.

5.9.3 Notification of Claims

Senior Executive Officers shall notify the Head of Audit and Inspection immediately in writing of any loss, or any event likely to lead to a claim and shall inform the Police where appropriate. All liability claims made against the Council shall be referred to the Claims team of the Insurance & Claims Section in the first instance.

The Head of Audit and Inspection will notify the Insurance and Claims section of Finance of any investigations which may be of interest to the insurers.

5.9.4 Fidelity Guarantee Insurance

All appropriate employees of the Council and associated or subsidiary companies, trusts etc. shall be covered by fidelity guarantee insurance.

5.9.5 Review of Insurance Cover

The Executive Director of Finance shall annually, or at such other period as may be considered necessary, review all insurances in consultation with other Senior Executive Officers.

5.9.6 Indemnities

Each Senior Executive Officer shall consult the Executive Director of Finance who may consult the Chief Executive as necessary respecting the terms of any indemnity that the Council is requested to give.

5.10 **Deposit of Trust Securities**

All officers acting as trustees by virtue of their official position shall deposit all securities, bank books and documents and articles of value relating to any trust with the Executive Director of Finance unless the relevant trust deed provides otherwise.

5.11 **Control of Charitable Funds**

The Executive Director of Finance shall ensure

1) the proper and safe custody and control of all charitable funds held by the Council,

2) that all expenditure is in accordance with the conditions of the fund, and

3) records are held in accordance with regulations laid down by the Office of the Scottish Charity Regulator.

5.12 **Variation and Revocation**

These Regulations may be varied or revoked by the Council and any motion to vary or revoke them shall, when proposed and seconded, stand adjourned without discussion to the next Ordinary Meeting of the Council.

PART TWO
FINANCIAL MANAGEMENT & CONTROL

6. ROLES AND RESPONSIBILITIES

6.1 **Introduction**

6.1.1 Glasgow City Council is committed to achieving the highest standards of service delivery and attaches a very high priority to exercising strong control over the management of its financial resources. These objectives are facilitated by the provision of high quality financial management and control, to meet both statutory requirements and the needs of clients/customers in the most efficient and effective manner.

6.1.2 The financial management and control function is delivered by Corporate Finance within Financial Services. Corporate Finance provide both corporate and service accounting to Members and Committees, service directorates and front line service budget holders.

6.1.3 The Code of Practice clearly defines the respective roles and responsibilities related to the financial management and control of the Council's financial resources. Implementation of the recommended procedures will improve the effectiveness of financial management and control and ensure the continued development of best practice.

6.2 **Elected Members**

6.2.1 As Council and Committee Members, Elected Members have a personal, individual and collective responsibility for the Council's organisation and activities. Elected Members are responsible for ensuring that adequate management arrangements are in place, developing and taking decisions on the use of the Council's physical, financial and human resources, and to concern themselves with the performance, development, continuity and overall well-being of the organisation *(extract from the Code of Conduct for Councillors)*.

6.2.2 To enable Elected Members to discharge their responsibilities in this respect, officers must present to Elected Members appropriate information on the Council's performance both in operational and financial terms to allow them to ask relevant questions. Elected Members will also expect to be advised on all legal matters pertaining to the operation of the Council.

6.3 **Chief Executive**

6.3.1 The Chief Executive has a responsibility, through the Director of Legal and Administration, to ensure that standing orders and this Code of Practice are applied across the Council, and the appropriate Committee structures are in place. It is the responsibility of the Director of Legal and Administration to ensure that the relevant Committees operate to the agreed schedule.

6.3.2 The Chief Executive, as Head of Paid Service, has an authority over all officers and has responsibility for ensuring that the Council maintains an efficient use of the resources at its disposal. However, the Chief Executive relies on senior officers of the Council to provide timely, meaningful and accurate information pertaining to the operation of the service. Service Executive Directors/ Chief Officer shall therefore provide the Chief Executive with appropriate information as required.

6.3.3 The Chief Executive does not have operational responsibility for Services, which is delegated to Service Executive Directors. Similarly, the Chief Executive has delegated, to the Executive Director of Finance, the responsibility for establishing the appropriate financial reporting framework.

6.3.4 Consequently the Senior Executive Officers shall formally report any major issues identified in a Service to the Executive Director of Finance and to the Chief Executive who can instruct appropriate action and report as appropriate.

6.3.5 On a periodic basis or as otherwise instructed by the Executive Director of Finance a summary of the financial position of each Service shall also be reported to the Chief Executive. In pursuance of this the Council's periodic summary revenue monitoring statement and quarterly summary investment programme monitoring statement shall be included on the agenda of the Corporate Management Team.

6.4 **Executive Director of Finance**

6.4.1 The Chief Financial Officer is a statutory appointment under Section 95 of the Local Government (Scotland) Act 1973. This states that every local authority shall make arrangements for the proper administration of its financial affairs and shall ensure that one of its officers has responsibility for the administration of these affairs. The primary legislation is supplemented by Scottish Government Regulations. In Glasgow City Council, the Executive Director of Finance is the responsible officer.

6.4.2 Further, the Chartered Institute of Public Finance and Accountancy (CIPFA) describes in detail the role of the Director of Finance within local government.

6.4.3 CIPFA specifically outlines five key roles for the Director of Finance as:

- maintaining strong financial management underpinned by effective financial controls;
- supporting and advising democratically elected representatives;
- contributing to the corporate management and leadership;
- supporting and advising officers in their operational roles;
- leading and managing an effective and responsive financial service.

6.4.4 This Code of Practice delegates much of the day to day financial administration to staff within Financial Services, and to Senior Executive Officers, the extent of which shall be outlined within a framework of job descriptions.

Financial Management

6.4.5 As head of strategic and operational financial management and administration, it is the responsibility of the Executive Director of Finance to:

- ensure that a proper and prudential financial framework exists within the Council in terms of relevant legislation and codes of practice;
- secure effective systems of financial administration;
- ensure that financial management arrangements are in line with strategic policies and objectives and the Council's overall management arrangements.

6.4.6 Specifically, the Executive Director of Finance will:

- advise on effective systems of internal control such as financial regulations;
- secure effective systems of internal financial control to ensure that income collected and payments made are accurate, complete and timely;
- advise on anti-fraud and anti-corruption measures through an effective internal audit function;
- ensure that all staff with financial management responsibilities are made aware of the existence and content of this Code of Practice.

Supporting the Democratic Process

6.4.7 In supporting and advising the democratic process, the Executive Director of Finance is expected to:

- advise on the respective roles of Elected Members and officers on financial management;
- advise Elected Members on an overall financial strategy which serves policy and service objectives;
- provide Elected Members with clear, accurate and impartial advice when considering service plans and budgets;
- provide timely, accurate and impartial advice on reported financial performance, including reporting any concerns and/or disagreements with Senior Executive Officers on the stated financial position and the reliability of financial systems;
- ensure that Elected Members have adequate access to financial skills and are provided with an appropriate level of financial training on an ongoing basis.

Contributing to Corporate Management and Leadership

6.4.8 The Executive Director of Finance has an essential part to play in the corporate management of the authority by;

- contributing to the effective leadership of the authority;
- contributing to the management of the authority;
- ensuring that the authority's financial resources are well managed;
- contributing to cross-authority issues and to the development of the authority.

Supporting and Advising Operational Officers

6.4.9 In supporting and advising operational officers, the Executive Director of Finance shall:

- ensure that financial strategy and arrangements serve policy and service objectives, advising Services on all strategic and operational financial matters and on the availability of resources;
- advise officers on performance and standards to be adhered to in relation to financial matters;
- delegate responsibility for financial management and control to Senior Executive Officers, ensuring the development and maintenance of appropriate management accounting systems, functions and controls and that these are compatible with the corporate financial reporting systems;
- ensure that officers' roles and responsibilities are clear and understood and that budget managers have access to adequate financial skills;
- provide timely, accurate and impartial advice to the Chief Executive on any concerns or disagreements with Senior Executive Officers on the reported financial position or reliability of financial systems.

Leading and Managing an Effective and Responsive Financial Service

6.4.10 In leading and managing the authority's finance function, the Executive Director of Finance will;

- secure high standards of performance and service to the public;

- demonstrate accountability to the public by providing robust financial and performance information;
- establish a good, professional working relationship with external auditors and other statutory agencies;
- act as head of profession for all finance staff in the authority.

6.5 **Senior Executive Officers**

6.5.1 Within the overall framework of the financial management and administration arrangements, it is the responsibility of the Senior Executive Officers to:

- ensure adherence to this Code of Practice, Standing Orders, and any other legislative or Council requirements;
- manage with the assistance of their leadership and management teams the expenditure and income of the Service and ensure its control within approved budgets;
- prepare draft budget and service plan submissions, in conjunction with the Executive Director of Finance and Chief Executive;
- provide data necessary to enable the completion of budgets, monitoring reports, annual reports and all Government or other returns, in conjunction with the Executive Director of Finance;
- formally report any major financial issues identified within the Service to the Executive Director of Finance, and if appropriate the Chief Executive, who can instruct appropriate action and report if required.

6.5.2 In practice, duties will be delegated to operational managers within the Service, the extent of which shall be covered by a framework of job descriptions clearly defining individual responsibilities.

6.6 **Council Finance Officers**

6.6.1 The roles and responsibilities of Council finance officers are as follows:

6.6.1.1 *Council Finance Officers - Roles and Responsibilities*

Council finance officers include any officer whose core or operational role involve the management, control or reporting of the council's financial resources.

It is the responsibility of Council finance officers to:

- assist the Executive Director of Finance in identifying and formulating options and identifying resources which will contribute to meeting the Council's strategic objectives, including budget and service plans;
- provide impartial advice and guidance to Elected Members and Committees on all financial matters pertaining to the Council and its services;
- service the Council, Committees and Working Groups on all financial matters; provide advice, guidance and assistance to services and officers on all financial matters;
- undertake corporate accounting and co-ordinate and consolidate the Council's financial management requirements;
- develop integrated service plans and budgets;
- review all services budgets, co-ordinate the budget process, and consolidate final

budget proposal;

- control budget virement;
- compile service and corporate budget monitoring reports and submit them to the appropriate Committees;
- prepare, direct, and consolidate statutory final accounting and produce the Annual Accounts
- provide corporate financial services, e.g. capital accounting, operational leasing, option appraisal;
- advise on, implement, and maintain the financial management and accounting frameworks and systems in terms of relevant legislation, accounting codes of practice, standardised reporting etc.;
- undertake research and development on all finance related matters, and participate in and provide advice, guidance and assistance on Best Value and the process of continuous improvement across the Council;
- develop and introduce new techniques, processes and systems, where appropriate or required;
- extend corporate financial management systems across the Council with the objective of meeting Corporate and Service requirements and ensuring all financial developments are tested for integrity prior to implementation;
- account for corporate funds and reserves;
- provide financial advice and services to other external bodies where appropriate;
- ensure the Council's VAT Officer is consulted on all appropriate VAT matters and shall immediately notify the VAT Team of all errors that may have a VAT element for due consideration of timely disclosure and/or VAT adjustment prior to the submission of VAT returns thus avoiding or reducing interest/penalty.
- maintain financial records in accordance with legislation, accounting standards and accounting codes of practice, under the direction of the Executive Director of Finance;
- ensure that there is effective financial control of the Council's expenditure and income;

    (i) monitor performance against budget and provide regular budgetary control statements for operational units and managers;

    (ii) prepare monitoring reports and explanations of variances for submission to Committees within the reporting framework and style laid down by the Executive Director of Finance,

    (iii) provide explanations of variances to senior management, the Executive Director of Finance and Committees;

    (iv) Prepare and provide monitoring reports and explanation of variances in relation to the investment programme within the reporting framework and style laid down by the Executive Director of Finance.

6.6.2 In terms of monitoring expenditure and income at Committee level, the role of Council finance

officers is to prepare all necessary statements. The final data for submission to Committee is the joint responsibility of the Executive Director of Finance and the Senior Executive Officer.

These arrangements require the retention of expertise on individual services within Financial Services.

Line Responsibilities/Accountabilities

6.6.3 The Executive Director of Finance has overall responsibility for the management and administration of the Council's financial affairs and consequently for all staff engaged in delivering the service. All Council finance staff are responsible to the Executive Director of Finance for maintaining professional accounting standards and the highest standards of conduct and integrity.

All staff engaged in financial management within Services have a responsibility, not only to the Executive Director of Finance, but also to their Senior Executive Officer. Council finance staff have a responsibility to Senior Executive Officers for the provision of impartial advice and guidance on all financial matters, including contributing to and assisting in Best Value, option appraisals and the process of continuous improvement across the Council.

6.6.4 The Executive Director of Finance has the power to draw to the attention of a Senior Executive Officers any circumstances where he/she considers that a member of staff engaged in financial management has not met the required standards. The Executive Director of Finance is also empowered to recommend how the matter shall be taken forward. Conversely, any Senior Executive Officer has recourse to the Executive Director of Finance where it is considered that any member of staff in Financial Services has not met the required standards. In the event that a Senior Executive Officer and the Executive Director of Finance fail to agree, the matter shall be raised with the Chief Executive who will be the final arbiter.

6.6.5 Dependent on the particular circumstances of any case, the Executive Director of Finance will communicate directly with Council Finance officers or exceptionally, through the Chief Executive. Council finance officers have direct access to the Executive Director of Finance if circumstances arise where they consider that the standards required of them could potentially be compromised.

Staffing Arrangements

6.6.6 In terms of staffing within Services, the following conditions apply:

- the Business Partner responsible for financial matters allocated to each Service shall be a CCAB/CIMA qualified accountant and be a full member of the Service's management team;
- no changes to staff who have responsibility for financial management within a service may be considered without the prior agreement of the Executive Director of Finance
- the Executive Director of Finance will be invited to participate in the appointment of all senior staff in services whose core or operational role has responsibility for the management, control or reporting of the council's financial resources

7. BUDGETS AND BUDGETARY CONTROL

7.1 **Introduction**

7.1.1 This document provides a policy framework for the preparation and monitoring of budgets.

7.1.2 This Code of Practice defines the procedures and forms to be adopted by Council finance officers in the production of Council Estimates and Monitoring Statements.

7.2 **Budget Preparation**

7.2.1 Context

- In conjunction with the Executive Director of Finance, services will prepare, on an annual basis, a draft budget and service plan that will identify all service and financial implications of meeting the Council's priorities and targets over the planning time frame. The Administration will determine the format of the budget and service plan. The Chief Executive and Executive Director of Finance will provide services with detailed guidance on the completion of the budget and service plan;
- Services will provide any financial information required by the Council in relation to their service plan or any other matters deemed relevant by the Council;
- The Executive Director of Finance will ensure that the Council budget is set in accordance with all statutory requirements in respect of the production of a balanced budget and the setting of local taxation

7.2.2 Audit Trail and Supporting Documentation

- All service budgets will be based, in the first instance, on the approved budget of the previous year;
- The Executive Director of Finance shall maintain a full audit trail, providing analysis of budget movements from one year to the next. This audit trail will include an analysis of all adjustments including, growth, savings, inflation, resource redirections and budget pressures etc.;
- Services shall make available appropriate back-up to exemplify and support the value of material budget movements;
- The Executive Director of Finance will maintain lists of all budget options.

7.2.3 Devolved Budgets

- In order to discharge the management of expenditure and income effectively and ensure its control within approved budgets, Senior Executive Officers shall align financial accountability and responsibility with that of operations. Budgets shall be devolved to a level that accords with managerial decision making;
- Where budgets are decentralised, the basis for decentralisation must be clearly defined and understood by managers.

7.2.4 Budget Profiling

- The Executive Director of Finance will provide a core suite of standard profiles for the phasing of budgets;
- Services will ensure that budgets are profiled in a meaningful manner reflecting pay cycles, demand patterns and prior years' trends as appropriate;
- Services are responsible for the profiling of their budgets and shall, in conjunction with budget holders, develop and apply appropriate profiles;
- Budget profiles may be updated during the course of the financial year, with the agreement of the Executive Director of Finance, in order to reflect material variations in anticipated spend patterns.

7.3 **Monitoring Reports**

7.3.1 Format and Content of Reports

- Committee monitoring statements will be a joint report by the Senior Executive Officer and the Executive Director of Finance;
- Monitoring statements will be produced in line with the timetable issued by the Executive Director of Finance to meet the Committee reporting cycle;
- Monitoring reports shall be produced at levels appropriate to the recipient. Council monitoring statements will be produced at the highest level and more detailed cost centre and subjective analysis shall be produced for use within services;
- Monitoring statements will reflect the format agreed by Council and shall report annual and profiled budget and any approved variations during the year, actual to date and variances;
- Financial reporting of Related Companies will be included in the Committee monitoring statements;
- All material movements to budgets shall be reported;
- Significant variances shall be reported and explained, and include action to be taken;
- Services will provide a forecast of financial performance against budget to the year-end.
- These arrangements represent the minimum reporting requirements for monitoring. Additional reporting to Committees by Senior Executive Officers outwith this timetable or at a different level or format may be required.

7.3.2 Audit Trail

- All monitoring reports will be based on information contained in the Council's corporate ledger systems;
- Working papers, detailing the reason and value of adjustments to the base monitoring information will be maintained.

7.3.3 Adjustments

- Monitoring statements shall reflect a true and fair view. Appropriate adjustments shall be made in order to:

  - eliminate errors in base information;

  - accrue known commitments in relation to the profile;

  - account for known changes to the anticipated spend pattern.

  Professional judgement shall be exercised in the compilation of such adjustments and appropriate supporting evidence shall be maintained.

7.3.4 Explanation of Variances

- Monitoring statements shall highlight reasons for material variances, management action plans being taken and the projected level of outturn variance where appropriate;
- Internal monitoring reports shall also assign responsibility for tasks in management action plans and report indicative timescales;
- Variances will be reviewed each period and progress of management action plans considered.

7.3.5 Materiality and Significance

- Appropriate focus shall be placed on variance analysis, the objective being to secure sufficient coverage to those variances that contribute most to deviation from income and expenditure budgets rather than comprehensive line by line analysis. By necessity, this will be a subjective professional judgement. Prescription is not advocated, as the materiality threshold for variance explanation will vary in accordance with:

  - reporting levels;

  - scale of budget;

  - degree of budget decentralisation;

  - political sensitivity;

  - impact on service delivery and performance.

  Service areas shall establish their decentralised materiality thresholds and criteria and communicate these to budget holders.

7.3.6 Authentication

- Internal monitoring reports prepared by Council finance officers shall be presented to, and certified by, the management or leadership team of the Service and recorded as appropriate;

- Service areas shall establish internal reporting mechanisms and procedures to address disputes on issues of financial management and control;

- Associated budgets relating to the recharge of income and associated expenditure between services or between services and other elements of the council family shall be subject to liaison and agreement at budget preparation, and throughout the year. In the event of failure to resolve disputes at service level, the matter shall be referred to the Executive Director of Finance.

7.4 **Financial Support**

7.4.1 Provision of Financial Information

Financial reports shall be provided to budget holders in accordance with the financial accounting cycle based on the corporate ledger system.

7.4.2 Consultation

- Council finance officers shall maintain regular contact with budget holders to review their financial position and obtain variance explanations as required. This shall be undertaken appropriately in line with the Committee reporting process.

- Budget holders/service managers shall provide all relevant information required by finance officers;

7.4.3 Training

- Appropriate staff development and training resources shall be made available in support of effective financial management and control.

7.5 **Virement**

7.5.1 Criteria

- Authority for the transfer of resources from one budget to another is provided in this Code of Practice and requires the agreement of the Executive Director of Finance. Approval of such

virement shall take cognisance of the following criteria:

- adherence to the Accounting Code of Practice (ACOP);

- the balancing of related expenditure and income issues;

- movements within approved schemes of budget delegation;

- the need to remedy anticipated budget pressures elsewhere;

- the impact of approved service developments on the nature of service spend;

- previous Council decisions on the application of budget resources;

- the remedy of error in budget compilation;

- spend to save initiatives.

- Virement shall not be used:

  - to mask overspend and underspend issues;

  - to apply underspends or over-recoveries of income without reference to Committee;

  - to reverse any decision made by the Council during its budget process unless subsequently approved by Council.

- Services shall limit requests for virement to material sums;
- All approved virement will be reported in service monitoring statements;
- Virement must not result in an increase in the overall budget of the Council in the current or any subsequent financial year.

7.5.2 Authorisation

- Virement adjustments shall be recorded in a form suitable for the approval of the Executive Director of Finance.
- The Executive Director of Finance will approve virement between Services up to £500,000 all virement greater than this sum will require Committee approval.
- Any anticipated expenditure in excess of the authorised sum must be reported to Committee for approval prior to the commitment of expenditure.

8. LOCAL AUTHORITY RESERVES

8.1 **Background**

8.1.1 To assist authorities in developing a framework for reserves, CIPFA have issued guidance in the form of the Local Authority Accounting Panel (LAAP) Bulletin 99 – Local Authority Reserves and Balances. This guidance outlines the statutory framework for reserves, the purpose of reserves and some key issues to be considered when determining the appropriate level of reserves.

8.2 **Statutory/Regulatory Framework for Reserves**

8.2.1 Local Authorities may only hold reserves for which there is a statutory or regulatory power to do so. In Scotland the legislative framework is as follows:

Reserve	*Powers*
General Fund	Local Government Scotland Act 1973
Capital Fund	Local Government Scotland Act 1975
Repairs and Renewals Fund	
Insurance Fund	
Cultural & Recreational Fund	City of Glasgow District Council Order Confirmation Act 1988

These reserves are defined as the useable reserves of the authority.

8.2.2 For each reserve there is a clear protocol setting out:

- the reason / purpose of the reserve
- how and when the reserve can be used
- procedures for the reserves management and control
- the review timescale to ensure continuing relevance and adequacy

The protocol for each reserve is as follows:

General Fund	
Purpose of the Reserve	Every local authority shall have a general fund and (a) all sums received by or on behalf of the authority shall be paid into that fund; (b) all fees, commissions, discounts allowed on payment of accounts and expenses payable to or recovered by any officer of a local authority in respect of any business relating to the authority whether by reason of his office or otherwise shall be accounted for and paid into that fund; and all sums payable by the authority shall be paid out of that fund. The Local Authority (Capital Finance and Accounting) (Scotland) Regulations 2016 prescribes the requirement for each local authority to establish a loans fund as part of the general fund of the authority.
Use of reserve	This represents the general reserve of the Council and is used to support the overall financial strategy of the Council. Any use of general fund reserves must be approved by the Council through the appropriate committee framework.
Management and Control	Management and control is maintained through established financial management reporting frameworks and specifically though the annual accounts and annual estimates process.
Capital Fund	
Purpose of the Reserve	To defray any expenditure of the authority to which capital is properly applicable, or in providing money for repayment of the principal of loans (but not any payment of interest on loans)
Use of reserve	The capital fund will support major capital investment projects within the Council's approved capital programme.
Management and Control	Management and control is maintained through established financial management reporting frameworks and specifically through the annual accounts and annual estimates process.

Repairs and Renewals Fund

Purpose of the Reserve	To defray expenditure to be incurred from time to time in repairing, maintaining, and renewing any buildings, works, plant, equipment or articles belonging to the authority.
Use of reserve	Various repairs and renewals funds are used to manage investment in buildings and equipment across the City
Management and Control	Management and control is maintained through established financial management reporting frameworks and specifically though the annual accounts and annual estimates process.

Insurance Fund

Purpose of the Reserve	An authority may operate an insurance fund for the following purposes: (a) where the authority could have insured against a risk but have not done so, defraying any loss or damage suffered, or expenses incurred, by the authority as a consequence of that risk; (b) paying premiums on a policy of insurance against a risk
Use of reserve	The reserve is used to manage insurance risks and costs over the medium term
Management and Control	The insurance fund is subject to dedicated accounting rules and procedures as approved by LASAAC (Local Authorities Scotland Accounts Advisory Committee)

Cultural and Recreation Fund

Purpose of the Reserve	To enhance the social, cultural or recreational activities of the city.
Use of reserve	To provide financial support to cultural events and investment in the recreational and sporting infrastructure of the city.
Management and Control	Management and control is maintained through established financial management reporting frameworks and review though the annual accounts and annual estimates process.

The adequacy and relevance of each fund is reviewed by the Executive Director of Finance through the annual accounts process and through the annual estimates process. All recommendations for movements in balances are reported to Council either through the annual accounts or as part of the annual estimates.

8.2.3 In addition, over recent years the Code of Practice on Local Authority Accounting in the United Kingdom has introduced a number of technical reserves in line with proper accounting practice associated with capital accounting, pensions, financial instruments and employee benefits. These reserves are defined as unusable reserves and are governed by specific accounting treatment and do not form part of the Council's general available reserves.

8.3 **Operation of Reserves**

8.3.1 Useable reserves are generally held to do three things:

- create a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves;
- create a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves; and
- create a means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities.

8.4 **Role of the Executive Director of Finance**

8.4.1 The Executive Director of Finance is responsible for advising on the levels of reserves. The Council, based on this advice, should then approve the appropriate strategy as part of the budget process.

8.5 **Adequacy of Reserves**

8.5.1 There is no guidance on the minimum level of reserves that a Council should hold. In determining reserve levels, the Executive Director of Finance must take account of the strategic, operational and financial risks facing the Council over the medium term and the Council's overall approach to risk management.

8.5.2 In determining the level of general reserves the Executive Director of Finance should consider the Council's medium term financial strategy and the overall financial environment.

8.5.3 In light of the size and scale of the Council's operations, over the medium term it is proposed that a prudent level of general reserves will represent approximately 2% of net expenditure. This value of reserves must be reviewed annually as part of the Council's estimates process and in light of the financial environment at that time including the level of IJB reserves.

8.5.4 The level of other earmarked funds will be established as part of the annual accounts and estimates process.

8.6 **Reporting Framework**

8.6.1 The Executive Director of Finance has a fiduciary duty to local taxpayers to ensure proper stewardship of public funds.

8.6.2 The level and utilisation of reserves will be formally approved by Council based on the advice of the Executive Director of Finance. To enable the Council to reach a decision, the Executive Director of Finance should clearly state the factors that influenced this advice.

8.6.3 As part of the budget report the Executive Director of Finance should state:

- the current value of general reserves, the movement proposed movement during the year and the estimated year-end balance and the extent that balances are being used to fund recurrent expenditure.
- the adequacy of general reserves in light of the Council's medium term financial strategy.
- an assessment of earmarked reserves and advice on appropriate levels and movements during the year and over the medium term.

9. CAPITAL INVESTMENT FRAMEWORK

9.1 **Introduction**

9.1.1 This section provides a definition of capital expenditure and a policy framework for the preparation and monitoring of the capital investment programme. It defines the procedures and forms to be adopted by both central and service finance officers in the production of the Council's capital programme and capital monitoring statements.

9.2 **Definition of Capital Expenditure**

9.2.1 The CIPFA Accounting Code of Practice defines capital expenditure as:

All expenditure on the acquisition, creation or enhancement of fixed assets.

9.2.2 This includes expenditure on the:

- Acquisition, reclamation, enhancement or laying out of land;
- Acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures; and
- Acquisition, installation or replacement of moveable or immovable plant, machinery, apparatus, vehicles and vessels.

9.2.3 In this context, enhancement means the carrying out of works that are intended to:

- Lengthen substantially the useful life of the asset; or
- Increase substantially the open market value of the asset; or
- Increase substantially the extent to which the asset can or will be used for the purposes of, or in conjunction with the functions of the local authority concerned.

9.2.4 Where expenditure is incurred to ensure a fixed asset maintains its previously assessed standard of performance, this shall be recognised in the revenue account as it is incurred.

9.3 **Capital Investment Proposals**

9.3.1 Policy priorities will be determined by the Council and individual investment proposals within this framework shall be subject to the preparation of proportionate business cases including options appraisal and cost benefit analysis.

9.3.2 The Council's Capital Project Management Toolkit sets out the proportionate documentation and process to be applied to request for capital investment and further information can be obtained from Corporate Governance and Corporate Finance. This may include the development of a Strategic, Outline and Full Business Case, based on HM Treasury's Green Book.

9.3.3 All investment proposals must include a financial analysis that outlines the financial implications to the Council of the proposal and the recommended course of action. The analysis shall cover total cost, anticipated funding streams and any revenue consequences. An appropriate format will be determined by the Executive Director of Finance and updated from time to time as required.

9.3.4 The Prudential Framework offers further opportunities for financing capital investment. All proposals must be supported by a financial analysis identifying:

- the value of the capital investment, and
- any additional costs (including financing costs) and either savings accruing from the investment or additional income that will be generated over the life of the project.

9.4 **Capital Programme**

9.4.1 Capital Investment proposals (outside the annual estimates process) will be considered and approved by the Capital Programme Board (see Section 11) prior to submission to the appropriate Committee for council approval. Services will be required to prepare appropriate business cases to support the investment proposal, including details of:

- capital investment requirements that are aligned to the budget and service plan strategy
- an analysis of anticipated spend patterns over the life of each capital project
- an analysis of capital grants and any other capital income that are available to fund the project
- where appropriate an analysis of reduced operating costs/additional income that may be used to fund capital financing under prudential borrowing (see paragraph 9.5.5 below)
- the associated operational revenue consequences.

9.4.2 The Executive Director of Finance shall maintain appropriate financial models, over the medium term, that;

(a) monitors capital expenditure and income patterns over the life of ongoing capital projects

(b) forecasts capital expenditure and income patterns for planned projects

(c) continually assesses the likely impact upon the revenue budget and affordability in terms of the Council's prevailing financial strategy.

9.4.3 Projects contained within the approved Capital programme will be released in light of the available capital resources throughout the year. No expenditure on newly approved capital projects shall be initiated without the approval of the Capital Programme Board, Executive Director of Finance and the formal approval of committee.

9.5 **Capital Funding**

9.5.1 The Executive Director of Finance shall take a medium to long-term view in assessing available funding for capital expenditure and inform the financial strategy.

Borrowing

9.5.2 The Executive Director of Finance shall maintain loan debt registers for all associated capital borrowing that defrays the capital cost over the life of the asset.

Capital Receipts

9.5.3 In conjunction with the Managing Director of City Property (Glasgow) LLP, the Executive Director of Finance will determine the estimated value of asset sale receipts obtainable in each year.

Use of Balances

9.5.4 The Executive Director of Finance will determine appropriate levels of balances available for supporting capital expenditure in line with the provision of the Code of Practice on Local Authority Reserves and Balances.

Prudential Code

9.5.5 The Prudential Framework offers further opportunities for financing capital investment. Policy on the use of the prudential borrowing framework will be set as part of the Council's prevailing financial strategy.

9.5.6 All proposals must be supported by a proportionate business case identifying:

- The value of the capital investment; and
- Any additional costs (including debt charges) and either savings accruing from the investment or additional income that will be generated over the life of the project.

9.5.7 The Executive Director of Finance shall advise on the form, rate and timescales of borrowing to be applied in each case.

9.5.8 All capital projects seeking to use prudential borrowing will be considered and approved by the Council's Capital Programme Board and appropriate Committee.

9.5.9 The Executive Director of Finance will be responsible for the production and reporting of the prudential code indicators in line with the Treasury Management strategy.

9.6 **Capital Monitoring**

9.6.1 On a quarterly basis throughout the financial year, detailed capital monitoring statements will be

reported to an appropriate Committee. This will cover detailed reporting on all major projects as a minimum, taking account of project value, as well as the complexity of the project, having due regard to risk management and composite funding frameworks. The balance of the service programme may be reported in summary, with only significant issues being highlighted.

9.6.2 Detailed capital budget monitoring statements will compare actual and projected expenditure over years with the approved budget for each project (or category of project), for each of the major projects and other projects. The statement will also highlight actual and projected variances from both the approved budget and anticipated timescale for delivery of the project, outlining reasons for the variance and remedial action to be taken. Details of approved budget changes and projects completed since last reporting will also be included.

9.6.3 Corporate projects will be reported by nominated lead services.

9.6.4 Summary capital budget monitoring statements will be prepared in line with the reporting requirements determined by the Executive Director of Finance. Where an overspend is projected, Senior Executive Officers are required to report to an appropriate Committee, outlining the reasons for the projected overspend and the remedial action to be taken in order to manage the delivery of projects within the overall resources available to the service. In addition, where appropriate, Senior Executive Officers will be requested to provide reasons for slippage and action plans to ensure the delivery of approved programme commitments within agreed timescales.

9.6.5 Capital monitoring statements will be agreed and reported jointly by the Executive Director of Finance and Senior Executive Officers.

9.6.6 These arrangements represent the minimum reporting requirements for capital monitoring. Additional reporting on capital projects to Committees by Senior Executive Officers outwith this timetable or at a different level or format may be required.

9.6.7 A relevant Committee will have responsibility for monitoring the physical delivery and financial performance of the programme and will also receive reports on the physical delivery and financial performance of the programme. Reports on capital projects that highlight a financial impact on the Council will be submitted to an appropriate Committee for approval.

9.7 **Virement and Additional Approvals**

9.7.1 The Executive Director of Finance will approve virement between individual capital projects up to £500,000 all virement greater than this sum will require Committee approval.

9.7.2 Any anticipated expenditure in excess of the approved programme must be reported to Committee for approval prior to the commitment of expenditure.

9.8 **Asset Management Plans**

9.8.1 The Prudential Framework calls for the establishment of Asset Management Plans.

9.8.2 The Prudential Framework calls for the establishment of Asset Management Plans. The objectives of asset management planning are summarised in the CIPFA document "A guide to Asset Management and Capital Planning in Local Authorities". It refers to property, but these extend to all asset classes and the objectives are as follows:

- Ensuring properties are managed effectively and demonstrate they deliver best value.
- Maintaining and improving the portfolio to meet the needs of the Council's services and its statutory obligations.
- Ensuring that the property portfolio meets future demands.
- Delivers significant efficiency savings.

9.8.5 The Council has established a number of policies and procedures to manage and control its assets including: -

(a) Understanding current and future Service/ associated or subsidiary companies and trusts needs

(b) Reviewing existing property, transport, infrastructure and ICT requirements

(c) Investment planning

(d) Ensuring that operational properties are compliant with statutory requirements.

(e) Delivery of a Facilities Management service across all property.

(f) Provision of a co-ordinated Health and Safety regime across the portfolio.

(g) Co-ordinating the provision of information to comply with the Statutory Performance Indicator (SPI) returns.

(h) Development of corporate property standards including a property performance regime.

(i) Manage energy efficiency/decarbonisation projects across the portfolio contributing to Glasgow City Council requirements under the Carbon Reduction Commitment.

(j) Managing property budgets.

9.9 **VAT**

9.9.1 All proposed capital projects must be referred to the Council's VAT Officer in accordance with 3.2 above.

10. VALUE ADDED TAX

10.1 Background

10.1.1 The Executive Director of Finance is the senior accounting officer of the Council group, therefore Finance Officers, whether working in Corporate, Services or ALEOs, are responsible to the Executive Director of Finance for the provision of accurate Value Added Tax (VAT) information through the Council's VAT Officer.

10.1.2 As with all VAT registered organisations, the Council is responsible for managing its VAT affairs in accordance with the Value Added Tax Act 1994, and VAT Regulations issued by Her Majesty's Revenue and Customs (HMRC).

10.1.3 The Council does not have an automatic entitlement to recover VAT incurred in full. By virtue of its status as a local authority, the Council is entitled to make use of special VAT rules (s33 of the VAT Act 1994) that allow recovery of VAT incurred in providing statutory (non-business) and exempt business activities which would not normally be recoverable by other VAT registered organisations. These advantageous VAT rules entitle the Council to full VAT recovery, provided that it remains within statutory limits relating to the recovery of VAT on exempt business activities. The use of these special VAT rules applies only to the GCC VAT registered body; they do not extend to the ALEOs - all of which are separately VAT registered and subject to the normal rules on VAT recovery.

10.1.4 In order to recover VAT incurred on exempt business activities in full, the Council is required to evidence that VAT on such activities is no more than 5% of the total VAT incurred during that financial year (the Partial Exemption calculation). If the Council were to breach this limit, it would be required to repay to HMRC all VAT incurred on exempt business activities recovered during that year.

10.1.5 To date the Council has remained under its Partial Exemption limit and has been able to fully recover the VAT it has suffered in all of its activities. Nevertheless, there are considerable pressures placed on the ability of the Council to maintain this position, including new capital projects, changes to

legislation, working arrangements with external partners, funding mechanisms, etc.

10.1.6 The activities most likely to result in the Council breaching its Partial Exemption limit are transactions in land and property; joint working and funding with non-Council organisations; and cultural and educational activities.

10.1.7 Paragraph 3.2 of this Code of Practice states:

Service Executive Directors/ Chief Officer shall ensure that arrangements are in place to properly establish the correct liability, process and accounting for VAT. For major works, service reform and other changes in service delivery, full information must be provided to the Council's VAT Officer at an early stage in the planning. In response the VAT Officer will provide appropriate VAT advice. This will include identification of any potential risks, restrictions and/or liability to charge VAT on any identified income or funding. Appropriate mitigating actions will be recommended where required.

10.1.8 Failure to refer changes in service delivery, proposed capital projects or major items revenue expenditure could place the Council at risk of incorrect VAT accounting. HMRC VAT Regulations can be extremely complex and HMRC have the power to apply financial penalties for failure to comply with statutory requirements. These penalties can be up to 100% of the VAT incorrectly accounted for, and can be applied in addition to an interest charge. Services will be responsible for interest and/or penalties charged by HMRC where the Service has failed to obtain, or comply with, appropriate VAT guidance that results in the incorrect VAT treatment.

10.1.9 It is therefore very important for all officers to be aware of their role in ensuring the Council's compliance with and adherence to HMRC's VAT regulations and the requirements of the Council's operational VAT framework.

10.1.10 The following operational framework is designed to protect the Council by assisting the Executive Director of Finance to ensure that all VAT related issues arising from capital contracts, major revenue works and changes in working practices are properly taken account of at each stage of the process from formulation to asset construction and/or service delivery etc.

10.2 **VAT – Operational Framework**

Implementation of New Initiatives or Changes to Existing Service Delivery

10.2.1 VAT implications can arise from a variety of sources:

- Capital and revenue projects;
- Joint working arrangements;
- Joint funding arrangements;
- New initiatives;
- Service reform;
- Income generation;
- Changes to actual or intended use of assets; and,
- Changes in working practices.

10.2.2 It is vitally important that the VAT implications are identified and analysed. Most, but not all, projects can be arranged to accommodate the VAT implications if identified at an early stage in the planning process. Failure to take account of the VAT implications may result in projects becoming financially unviable due to VAT being irrecoverable, or having to account for VAT on funding received. It is critical therefore to identify and quantity any VAT implications during the planning stage to prevent false expectations on the part of officers, Elected Members, and outside agencies.

10.2.3 The type of information required to identify the VAT implications will vary in each case, but full details on the project should always be provided. It is acknowledged that full relevant information may not be available at an early stage, but this should not prevent the VAT Officer being approached for an initial discussion and consideration of the potential risk.

10.2.4 Before the proposal is presented to Elected Members, the VAT implications should be revisited to ensure there have been no changes to the proposal that impact upon the Council's ability to recover VAT or the liability to charge VAT on income/funding. It will be the responsibility of the VAT Officer to give a definitive ruling on the VAT implications contained in the proposal.

10.2.5 Thereafter changes to the proposal will not be accepted if they present a VAT liability to the Council that cannot be accommodated or mitigating action taken.

11. CAPITAL INVESTMENT PLANNING and PROGRAMME BOARDS

11.1 The Council has established Capital Investment Planning and Programme Boards (the Boards) to ensure effective planning and management of the Council's major capital projects. Both boards are made up of senior officers from Financial Services.

11.2 The Capital Planning Board will review the overall requirement for capital investment against the available resources and develop medium term investment proposals to meet identified needs.

11.3 Services and ALEOs will prepare an analysis of their investment requirements in line with the format and timescales of the planning board.

11.4 The Capital Programme Board will consider and recommend proposals for additional capital investment during the year, prior to formal consideration and approval by committee. The Board will also monitor the resources available to fund the Programme and the progress of individual projects/programmes, and the overall Programme, across Council Services and Arm's Length External Organisations (ALEOs).

11.5 The Capital Programme Board ensures the capital programmes/ projects are delivered efficiently and effectively and provide value for money.

11.6 There is an agreed term of reference for both Boards.

12. STRATHCLYDE PENSION FUND

12.1 Introduction

Strathclyde Pension Fund Office administers the Strathclyde Pension Fund on behalf of over 200,000 members from certain member organisations, mostly public sector, from the previous Strathclyde area.

The Council has the legal responsibility as administering authority for the Fund, and delegates this through the Strathclyde Pension Fund Committee, which makes the decisions for the Fund.

12.2 Strathclyde Pension Fund Committee

The Strathclyde Pension Fund Committee has the power to discharge all functions and responsibilities relating to the Council's role as administering authority for the Strathclyde Pension Fund. This includes overseeing the administration of the Local Government Pension Scheme and managing the investments of the Strathclyde Pension Fund.

The full terms of reference for the Committee are available on the Council's Internet site. The principles within this Code of Practice, apply to Strathclyde Pension Fund.

APPENDIX 7

SCHEME OF MEMBERS' ALLOWANCES

Senior Councillors' Allowances 2022/23 as at May 2022

	Senior Councillors	*Remuneration*
1	Depute Leader and City Treasurer and Convener for Financial Inclusion	£43,132
2	Business Manager and Convener for Open Government	£43,132
3	Depute Lord Provost	£32,960
4	Convener for Culture, Sport and International Relations (and Chair of Glasgow Life)	£36,969
5	Convener for Education, Communities and Equalities	£36,969
6	Convener for Neighbourhood Services and Assets	£36,969
7	Convener for Workforce & Homelessness and Addiction Services	£36,969
8	Convener for Climate, Glasgow Green Deal, Transport and City Centre Recovery	£36,969
9	Convener for Housing, Development, Built Heritage and Land Use	£36,969
10	Convener for Health, Care and Caring and Older People (and Chair or Vice Chair of IJB)	£28,144
11	Convener of Contracts and Property Committee	£28,144
12	Convener of Neighbourhoods, Housing and Public Realm City Policy Committee	£28,144
13	Convener of Wellbeing, Empowerment, Community and Citizen Engagement and General Purposes City Policy Committee	£28,144
14	Convener of Environment, Sustainability and Carbon Reduction City Policy Committee	£28,144
15	Convener of Education, Skills and Early Years City Policy Committee	£28,144
16	Convener of Net Zero and Climate Progress Monitoring City Policy Committee	£28,144
17	Convener of Finance and Audit Scrutiny Committee	£28,144
18	Convener of Operational Performance and Delivery Scrutiny Committee	£28,144
19	Convener of Licensing and Regulatory Committee	£28,144
20	Convener of Planning Applications Committee	£28,144
21	Chair of Licensing	£28,144
22	Leader of Opposition (Labour)	£28,144
23	Co-Leader of Green Group	£28,144
	TOTAL	**£735,054**
	Total Budget available (maximum 24)	**£763,320**

Senior Councillors' Maximum 24 (Excluding Leader and Civic Head)

Leader and Convener for City and City Region Economy and Just Transition	£58,719
Civic Head	£44,039
Leader and Civic Head Total	£102,758

FINANCE AND AUDIT SCRUTINY COMMITTEE'S MINUTES.

By video conference, 23rd March 2022.

Finance and Audit Scrutiny Committee.

Present: David Meikle (Chair), Ken Andrew, Alexander Belic (substitute for Angus Millar) Jill Brown, Annette Christie (substitute for Elaine Ballantyne) Stephen Curran, Feargal Dalton, Greg Hepburn, Jennifer Layden, Maggie McTernan, Robert Mooney (substitute for Hanzala Malik), Jane Morgan (substitute for John Kane), David Turner (substitute for Ruairi Kelly) and Allan Young (substitute for Tanya Wisely).

Also present: Malcolm Cunning, Eva Murray and Anna Richardson.

Apologies: Elaine Ballantyne; John Kane, Ruairi Kelly; Hanzala Malik, Angus Millar and Tanya Wisely.

Attending: C Birrell (Clerk); M Johnston, Director of Financial and Business Services; D Black, Head of Audit and Inspection; D Callaghan (for the Executive Director of Neighbourhoods, Regeneration and Sustainability); C MacKenzie (for the Head of Communication and Strategic Partnerships); and S O'Hagan, Audit Scotland.

Called-in decision – Low Emission Zone: Final scheme design and formal submission – Implementation of City Administration Committee decision approved, after division.

1 In terms of Standing Orders No 4 and 6, as a matter of urgency and with reference to the minutes of the City Administration Committee of 10th March 2022 (Print 7, page 511)

(1) noting

(a) the progress that had been made in establishing Phase 2 of the Glasgow Low Emission Zone (LEZ);

(b) the outcomes of the formal publication of the LEZ final scheme design;

(c) the content of the LEZ final scheme design; and

(d) that Transport Scotland were currently accepting registrations of interest for support funding for 2022/23 and that failure to evidence application for funding, or delaying applying for this funding would be at operators own risk;

(2) approving the submission of the LEZ final scheme design to Scottish Ministers for approval;

(3) agreeing that this additional mitigation balanced the concerns raised by the trade around capacity and funding, whilst not disincentivising operators from making arrangements as quickly as possible to improve air quality in the city; and

(4) instructing

(a) officers to develop a discretionary mechanism to ensure that taxi operators who can evidence a retrofit funding application or registration of interest (or alternative appropriate evidence of arrangements in place to achieve LEZ compliance) within the timescales of the funding round for 2022/23, would not face penalty charges for a time limited period to allow the necessary upgrades to be undertaken; and

(b) the City Convener for Sustainability and Carbon Reduction to write to Scottish Ministers requesting:

(i) an increase to maximum LEZ grant levels, so they cover 80% of current anticipated retrofit/ engine replacement costs;

(ii) consideration of additional financial support, such as interest-free loans, to help taxi operators cover the balance of costs for retrofit/engine replacement;

(iii) an increase to funding available for scrappage of non-compliant vehicles; and

(iv) the Executive Director of Neighbourhoods, Regeneration and Sustainability to bring quarterly updates to an appropriate committee reporting on supply chain issues and progress towards a fully-compliant taxi fleet,

there was submitted

(A) the relevant report thereon by the City Convener for Sustainability and Carbon Reduction relevant to that decision; and

(B) a call-in request by Councillor Cunning and 4 other members requesting answers to questions around the legal, operational, and financial implications of the revised proposals to be considered by a relevant Scrutiny Committee to better reflect those concerns in the implementation of the policy.

During the meeting the committee heard representations from

(I) Councillor Cunning and 1 other member who raised the following questions and concerns:-

(aa) how the revised proposal sat within the legislative framework and what concerns if any had been made with the Scottish Government regarding the effective change to enforcement arrangements;

(bb) did the proposals give rise to a risk of legal action from drivers of non-taxis who could similarly provide evidence of arrangements in place to achieve LEZ compliance?

(cc) what did a time limited period for exemption from penalty charges mean?

(dd) did the proposals adequately address the concerns around supply chains and capacity to carry out necessary retrofitting of the taxi fleet and how would the scheme work on a practical level?

(ee) what would the additional cost to the Council be because of the new process?

(ff) the challenges the taxi trade had faced over the past 2 years with a lack of income and ability to work together with the lack of compliant vehicles available for purchase as well as the uncertainty over companies that were able to carry out retrofitting of vehicles;

(gg) the admission from Council officers that some of the Council's own fleet was not compliant had proved that this was not just an issue for the taxi trade; and

(hh) Glasgow was already facing a crisis within the taxi industry and this would only add to it, presenting a safety issue in the city centre which would also impact the night time economy;

(II) Steven Grant, Secretary of Unite the Union Cab Section, who had raised the following issues and concerns:-

(aa) the Cab Section had been supportive of the LEZ since its inception and introduced both LPG engine repowering and exhaust retrofit teams to the Council as well as providing vehicles for under floor mapping and the exhaust retrofit process and at no time had the trade asked to be exempt from the LEZ;

(bb) taxi trade earnings had dropped 80% through lockdown and finances had taken a huge hit at a time when many were saving for investment to achieve compliance and instead had had to borrow to stay solvent and there had been a significant drop in driver numbers and cabs on the road since the pandemic;

(cc) the new and used taxi vehicle market had collapsed owing to the pressures brought about by the pandemic and the only choice available was a £61,000 hybrid vehicle which was unaffordable to most operators, leaving retrofitting as the only option;

(dd) in relation to LPG we have had to write to the Energy Saving Trust to suspend the funding until guarantees could be made on the continuity of the LPG fuel supply and we believe that a significant number of the 894 cabs had only LPG as a viable solution;

(ee) only 55 cabs had had retrofit work carried out and 2 out of 3 of the retrofit providers had exited the scheme

and the idea that 900 cabs being retrofitted or were in the process of being done was fanciful in the extreme; and

(ff) the scheme was an unworkable, logistical and legislative conundrum and to press ahead with the June 2023 deadline would bring economic self harm to 1,000 liveliehoods in the trade; and

(III) Councillor Anna Richardson, City Convener for Sustainability and Carbon Reduction, confirming

(aa) that LEZ was a crucial policy and the Council must strive to be as ambitious as possible in its implementation as year after year there were unacceptable high levels of air pollution in the city centre which had affected in particular the young, old and people with underlying health conditions;

(bb) that progress had been made with Phase 1 of LEZX which had dramatically improved the bus fleet and with the transport act now in place there was the ability to finally implement Phase 2 and without including all vehicle types we would be unable to reduce emissions below the Scottish air quality objectives;

(cc) that it was recognised there were concerns around the timescales to ensure taxis were compliant and of a need to build up as much consensus as possible without compromising the overall scheme;

(dd) that wording of the final recommendation had been refined to provide reassurance to the taxi trade that this was the most appropriate way to balance the need of taxi operators and achieve the quickest possible compliance;

(ee) that it was acknowledged how difficult a time it had been for the taxi trade but not all drivers wished to delay the LEZ;

(ff) that the amended City Administration Committee report ensured that we did not inadvertently penalise drivers who were working towards compliance but found themselves delayed by external factors; and

(gg) that LEZ should not be delayed but it was essential to take a pragmatic approach that responded to the particular needs of the sector and had a deliverable scheme that would bring Glasgow in line with the national air quality objectives under the legislation as quickly as possible.

After consideration, Councillor Hepburn, seconded by Councillor Layden moved that the committee accept the recommendations of the City Administration Committee.

Councillor Curran, seconded by Councillor Jane Morgan moved as an amendment that the committee notes the contents of the report including the progress being made in establishing Phase 2 of the Glasgow Low Emission Zone and the outcomes of the formal publication of the LEZ final scheme design.

However, Committee also notes the significant concerns raised about the proposed date to begin enforcement for non-residents and the last minute and ill-defined proposals for a ‘discretionary mechanism’ to exempt hackney cabs from enforcement.

Committee believes that these last-minute proposals add to the uncertainty and confusion faced by many Taxi drivers across the City, and do not address fundamental concerns:

That the report and its conclusions do not take account of the composition of the Hackney cab fleet as it exists today and therefore the impact on NOx (nitrogen oxide) and PM (particulate matter) pollution.

There was insufficient capacity to meet the necessary demand for retrofitting in the current proposed timescales and that Scotland’s other cities had proposed longer periods before beginning LEZ enforcement.

That the current proposals do not truly account for the impacts of the pandemic and the emerging cost-of-living crisis on this important sector in Glasgow’s economy.

Therefore, Committee resolves to recommend to the City Administration Committee that the date for non-resident enforcement should be postponed by 1 year, to 1st June 2024, before submission to Scottish Ministers.

On a vote being taken by calling the roll, 6 members voted for the amendment and 8 for the motion, which was accordingly declared to be carried.

Responses to questions noted.

2 There was submitted and noted a list of responses to the questions raised by members at the meeting of this committee on 23rd February 2022.

Financial monitoring reports 2021/22 noted.

3 There were submitted and noted financial monitoring reports by the Executive Director of Finance in respect of Revenues, the General Fund, Services, Trading Operations and the Common Good Fund, including Civic Hospitality, for the period from 1st April 2021 to 11th February 2022.

Investment Programme 2021/22 - Monitoring reports noted.

4 There were submitted and noted financial monitoring reports by the Executive Director of Finance in respect of the Capital Programme, Transformation Programme and receipts from Asset Sales for the period from 1st April to 11th February 2022.

Arm's Length External Organisations - Quarterly performance report 2021/22 noted.

5 There was submitted and noted a report by the Executive Director of Finance providing financial and other operating information on the Council's Arms Length External Organisations for the period from 1st April 2021 to 11thh February 2022.

Audit recommendations - Progress noted etc.

6 There was submitted a report by the Head of Audit and Inspection providing an update on the status of audit recommendations agreed previously with services and Arms Length External Organisations,

(1) advising that since the last report had been presented to this committee on 26th January 2022 (Print 6, page 397), services had been responsible for following up recommendations that were due to have been implemented, with 49 remaining outstanding as at 25th February 2022 split across each service area, as detailed in the report;

(2) intimating that during the period from 17th December 2021 to 25th February 2022, services had satisfactorily implemented 24 recommendations, as detailed in the report; and

(3) detailing a summary of outstanding recommendations by service area and priority, together with the register of all recommendations that had still to be implemented, as detailed in the appendix to the report.

After consideration, the committee noted

(a) the progress made in terms of the recommendations implemented; and

(b) that further reports advising of the implementation of outstanding recommendations would be submitted in due course.

Internal Audit – ALEO update – Instruction to Head of Audit and Inspection.

7 There was submitted a report by the Head of Audit and Inspection, advising of the findings of the internal audit work undertaken at the Arm's Length External Organisations within the Council Group during the period from November 2021 to February 2022.

After consideration, the committee

(1) noted the contents of the report; and

(2) instructed the Head of Audit and Inspection to submit a further report to this committee, including an update on the implementation of actions arising from the audits undertaken.

Audit Scotland - Annual Audit Plan 2020/21 – Progress noted.

8 There was submitted and noted a report by Audit Scotland regarding the progress of Audit Scotland's audit plan for 2020/21, advising

(1) that as a result of the revised statutory deadlines for audits across the public sector in 2020/21, the start of planning work on the Glasgow City Council audit had been delayed and was currently underway but not yet complete; and

(2) that it was expected that Audit Scotland would formally issue their 2020/21 Annual Audit Plan in April 2022, which would confirm the audit risks, materiality assessment and the audit fee.

After consideration and having heard S O'Hagan, Audit Scotland, the committee noted the report.

Internal Audit – Audit Plan 2022/23 approved.

9 There was submitted a report by the Head of Audit and Inspection regarding the Audit Plan 2022/23, which detailed the outputs that members and senior officials could expect from Internal Audit in 2022/23, advising of

(1) the key system areas and control risks, including the impact of COVID-19 on services across the Council;

(2) other assurance activities;

(3) of internal audit outputs in 2022/23 including areas of work not directly contributing to the Annual Governance Statement; and

(4) updates on the work of the Corporate Fraud and Investigations Team and Audit Glasgow.

After consideration, the committee approved the implementation of the Audit Plan for 2022/23.

Internal audits noted – Instruction to Head of Audit and Inspection.

10 There were submitted reports by the Head of Audit and Inspection advising of the findings of the following audits carried out:-

(1) Chief Executive's Department:-

  (a) Glasgow Communities Fund; and

  (b) No-One Left Behind Funding;

(2) Corporate Review;

  (a) Community Asset Transfer Process; and

  (b) Complaint Handling;

(3) Neighbourhoods, Regeneration and Sustainability:-

  (a) Alarm Receiving Centre;

  (b) Payroll Verification;

  (c) Review of Business Continuity; and

  (d) Bulky Waste Collection.

After consideration, the committee

(i) noted the contents of the reports; and

(ii) instructed the Head of Audit and Inspection to submit further reports on the progress towards achievement of the recommendations within the action plans.

Exclusion of public.

11 The committee, resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the public for the remaining item of business as exempt information, as defined in paragraph 14 of Part 1 of Schedule 7A, was likely to be disclosed.

Internal audit – Phishing Resilience assurance report – Instruction to Head of Audit and Inspection.

12 There was submitted and noted a report by the Head of Audit and Inspection advising of the findings of a review of the Phishing Resilience assurance work completed to date.

After consideration, the committee

(1) noted the contents of the report; and

(2) instructed the Head of Audit and Inspection to submit further reports on the progress towards achievement of the recommendations within the action plan.

Internal audit – Review of Sentinel Applications assurance report – Instruction to Head of Audit and Inspection.

13 There was submitted and noted a report by the Head of Audit and Inspection advising of the findings of a review of the Sentinel Applications assurance work completed to date.

After consideration, the committee

(1) noted the contents of the report; and

(2) instructed the Head of Audit and Inspection to submit further reports on the progress towards achievement of the recommendations within the action plan.

PERSONNEL APPEALS COMMITTEE'S MINUTES.

By video conference, 29th March 2022.

Personnel Appeals Committee.

Present: Allan Casey (Chair), Malcolm Balfour and Robert Mooney.

Attending: A Croall (Clerk); and T Hughes (for the Head of Human Resources).

Appointment of Chair.

1 The committee agreed to appoint Councillor Casey to chair the meeting.

Exclusion of public.

2 The committee resolved, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the public from the meeting as exempt information, as defined in paragraph 1 of Part 1 of Schedule 7A, was likely to be disclosed.

Neighbourhoods, Regeneration and Sustainability – Representations dealt with – Grievance rejected.

3 The committee considered representations from an employee within Neighbourhoods, Regeneration and Sustainability.

Having heard the appellant, G Murdoch, UNITE, and K Broadley, D MacColl and S Connolly Neighbourhoods, Regeneration and Sustainability, the committee, after discussion, rejected the grievance.

PLANNING APPLICATIONS COMMITTEE'S MINUTES.

By video conference, 22nd March 2022.

Planning Applications Committee.

Present: Glenn Elder (Chair), Ken Andrew, Eva Bolander, Robert Connelly, Josephine Docherty, Jacqueline McLaren, Anne McTaggart and Jane Morgan.

Also present: Elspeth Kerr.

Apologies: Euan Blockley, Hanzala Malik, Elaine McDougall, Martin McElroy, Elaine McSporran, Cecilia O'Lone and Allan Young.

Attending: C Jack (Clerk); S Connelly, D Russell and A Dale (for the Executive Director of Neighbourhoods, Regeneration and Sustainability); and P Kane (for the Head of Communication and Strategic Partnerships).

380 Bearsden Road - (Ward 14) - 20/01863/FUL– Demolition of listed building, with erection of residential development of 2no. flatted blocks (46 units), includes access, car parking, landscaping and associated works - Planning permission conditionally granted - Dissent.

1 With reference to the minutes of 22nd February 2022 (Print 7, page 474) the committee resumed consideration of an application for planning permission by Partick Housing Association for the demolition of a listed building, with erection of residential development of 2no. flatted blocks (46 units) to include access, car parking, landscaping and associated works at 380 Bearsden Road (Ward 14) – 20/01863/FUL.

The committee, having heard representations from the applicant's representatives and 2 objectors, conditionally granted planning permission, Bailie McTaggart dissenting, subject to the completion of an agreement under Section 69 of the Town and Country Planning (Scotland) Act 1997 and the following additional condition:-

"Details of any historic fittings, street furniture or streetlighting on site shall be identified by the applicant with a strategy for appropriate retention or re-use of historic features submitted to and agreed in with the planning authority. prior to the commencement of works on site.

Reason: To enable the planning authority to consider these aspects in detail."

5th APRIL 2022

By video conference, 5th April 2022.

Planning Applications Committee.

Present: Glenn Elder (Chair), Ken Andrew, Dr Martin Bartos, Eva Bolander, Josephine Docherty, Laura Doherty, Jacqueline McLaren, Elaine McSporran, Anne McTaggart, Hanzala Malik, Jane Morgan and Cecilia O'Lone.

Also present: Christy Mearns.

Attending: T O'Neill (Clerk); S Connelly, D Drummond, P O'Brien and A Scott (for the Executive Director of Neighbourhoods, Regeneration and Sustainability); and R Aitken (for the Head of Communication and Strategic Partnerships).

Flat 1/1, 32 Minerva Street (Ward 10) - 21/00626/FUL and 21/00717/LBA – Internal and external alterations including installation of extract grille, soil vent pipe and boiler flue to rear of flatted dwelling – Planning permission and listed building consent conditionally granted – Dissent.

1 There were submitted reports by the Executive Director of Neighbourhoods, Regeneration and Sustainability regarding applications by Mr Andrew Gourley for planning permission and listed building consent for internal and external alterations including installation of extract grille, soil vent pipe and boiler flue to rear of flatted dwelling at Flat 1/1, 32 Minerva Street (Ward 10) – 21/00626/FUL and 21/00717/LBA.

After consideration, the committee conditionally granted planning permission and listed building consent, Councillor Andrew dissenting.

862 Pollokshaws Road (Ward 6) – 21/03332/FUL – Use of land as external seating area associated with adjacent licensed premises, installation of canopy and formation of bin store – Planning permission conditionally granted.

2 There was submitted a report by the Executive Director of Neighbourhoods, Regeneration and Sustainability regarding an application by the McMillan Bar and Chop House for planning permission for the use of land as an external seating area associated with adjacent licensed premises, installation of canopy and formation of bin store at 862 Pollokshaws Road Drive (Ward 6) – 21/03332/FUL.

After consideration, the committee conditionally granted planning permission.

3-7 Minerva Way (Ward 10) – 22/00029/FUL – Use of 41 residential flats within wider residential development as managed short-stay and long-stay serviced apartments – Planning permission refused.

3 There was submitted a report by the Executive Director of Neighbourhoods, Regeneration and Sustainability regarding an application by Sonder Hospitality UK Limited for planning permission for the use of 41 residential flats within a wider residential development as managed short-stay and long-stay serviced apartments at 3-7 Minerva Way (Ward 10) – 22/00029/FUL.

After consideration, the committee refused planning permission.

Site formerly known as 33 Katewell Avenue (Ward 14) - 18/02610/FUL – Erection of residential development (48 units) with associated parking and landscaping – Planning permission conditionally granted, after division.

4 There was submitted a report by the Executive Director of Neighbourhoods, Regeneration and Sustainability regarding an application by Cruden Estates Limited for planning permission for the erection of a residential development (48 units) with associated parking and landscaping at the site formerly known as 33 Katewell Avenue (Ward 14) – 18/02610/FUL.

Bailie Elder, seconded by Councillor Andrew, moved that planning permission be conditionally granted, subject to the completion of an agreement under Section 75 of the Town and Country Planning (Scotland) Act 1997.

Bailie Dr Bartos, seconded by Councillor Jane Morgan, moved as an amendment that planning permission be refused on the grounds of lack of provision for on-site requirements.

Bailie McTaggart, seconded by Councillor Malik, moved as a further amendment that consideration of the matter be continued.

On a vote being taken by calling the roll, 2 members voted for the amendment by Bailie McTaggart, 2 for the amendment by Bailie Dr Bartos and 7 for the motion, which was accordingly declared to be carried.

By video conference, 19th April 2022

Planning Applications Committee.

Present: Glenn Elder (Chair), Ken Andrew, Dr Martin Bartos, Eva Bolander, Josephine Docherty, Laura Doherty, Jacqueline McLaren, Elaine McSporran, Hanzala Malik, Jane Morgan and Allan Young.

Attending: A Wyber (Clerk); R Middleton and L Pasi (for the Executive Director of Neighbourhoods, Regeneration and Sustainability); and P Kane (for the Head of Communication and Strategic Partnerships).

Site of former electricity sub-station at Murano Street (Ward 16) – 21/01372/FUL – Erection of flatted residential development (8 units) – Planning permission refused.

1 There was submitted a report by the Executive Director of Neighbourhoods, Regeneration and Sustainability regarding an application by Mr James McGinn for planning permission for the erection of a flatted residential development (8 units) at the site of the former electricity sub-station at Murano Street (Ward 16) – 21/01372/FUL.

After consideration, the committee refused planning permission.

84 Bellahouston Drive (Ward 6) – 21/00407/FUL – Erection of 2-storey extension to side and formation of driveway to front of dwellinghouse - Planning permission conditionally granted.

2 There was submitted a report by the Executive Director of Neighbourhoods, Regeneration and Sustainability regarding an application by Mrs Susan Gervais for planning permission for the erection of a 2-storey extension to the side and the formation of a driveway to the front of a dwellinghouse at 84 Bellahouston Drive (Ward 6) – 21/00407/FUL.

After consideration, the committee conditionally granted planning permission.

30 St Vincent Crescent, Flat 1/2 (Ward 10) – 21/03714/LBA – Internal alterations to listed building– Listed building consent conditionally granted.

3 There was submitted a report by the Executive Director of Neighbourhoods, Regeneration and Sustainability regarding an application by Mr Nicolas Kullman for listed building consent for internal alterations to a listed building at 30 St Vincent Crescent, Flat 1/2 (Ward 10) – 21/03714/LBA.

After consideration, the committee conditionally granted listed building consent.

LICENSING AND REGULATORY COMMITTEE'S MINUTES.

By video conference, 23rd March 2022.

Licensing and Regulatory Committee.

Present: Alex Wilson (Chair), Malcolm Balfour, Alexander Belic, John Kane, Elspeth Kerr, Hanif Raja and David Turner.

Apologies: Aileen McKenzie and Norman MacLeod.

Attending: G McDermid (Clerk); G McNaught (for the Director of Legal and Administration); S Downie (for the Executive Director of Neighbourhoods, Regeneration and Sustainability); and Inspector G Griffiths, Police Scotland.

Applications for various types of licences dealt with – Dissent.

1 There was submitted a report by the Director of Legal and Administration detailing 13 applications for various types of licences.

After consideration, the committee dealt with the applications as follows:-

Applicant and reference number	*Duration*	*Decision*
PRIVATE HIRE CAR DRIVER'S LICENCE (RENEWAL)		
Zaheer Awan (PD27833)	3 years	Granted
AKM Fariduzzaman (PD27886)	3 years	Granted and warning issued regarding the applicant's future conduct and failure to comply with the conditions of licence
Abdul Kargbo (PD27927)	3 years	Granted
Marek Maryniak (PD27965)	3 years	Granted
Marc McKay (PD28018)	3 years	Granted for a restricted period of 1 year and severe warning issued regarding the applicant's future conduct and failure to comply with the conditions of licence, Councillor Elspeth Kerr dissenting
Dalbir Gill (PD28136)	3 years	Continued to allow the applicant to be in attendance
Gerard Carroll (PD28191)	3 years	Continued for further information
James Spalding (PD28322)	3 years	Granted for a restricted period of 1 year and severe warning issued regarding the applicant's future conduct and failure to comply with the conditions of licence
TAXI DRIVER'S LICENCE (RENEWAL)		
Gurcharan Singh Sidhu (TD15629)	3 years	Granted
Stephen Muir (TD15630)	3 years	Continued to allow the applicant to be in attendance
Shokat Ali (TD15691)	3 years	Granted
John Murray (TD15890)	3 years	Continued for further information

Applicant and reference number	*Stance*	*Duration*	*Decision*
STREET TRADER'S LICENCE (NEW)			
Declan Smith (ST01271)	(1) North side of Edmiston Drive, 10 meters east of Merrick Gardens (Ward 5); (2) North side of Hangingshaw Place, 90 meters east of Prospecthill Drive (Ward 7); (3) At dead end on Baltic Street, 45 metres north of Kinnear Road (Ward 9); (4) North side of Janefield Street, 40 meters north west of Springfield Road (Ward 9); (5) West side of Nuneaton Street, 20 meters south of London Road (Ward 9); (6) North side of Janefield Street, 65 meters north west of Springfield Road (Ward 9); (7) West side of Springfield Road, 50 meters north east of Janefield Street (Ward 9); (8) North side of Hangingshaw Place, 98 meters east of Prospecthill Drive (Ward 7); (9) North side of Edmiston Drive, 21 meters east of Merrick Gardens (Ward 5); (10) North side of Hangingshaw Place, 55 meters east of Prospecthill Drive (Ward 7); (11) North side of Hangingshaw Place, 106 meters east of Prospecthill Drive (Ward 7); (12) East side of Whitefield Road, 20 meters south of Govan Road (Ward 5); and (13) South side of Blairtummock Road, 160 meters west of Summerlee Street (Ward 20)	3 years	(a) Stances (1), (2), (3), (4), (5), (6), (7), (8), (9), (10) and (12) granted, subject to the conditions detailed in the correspondence by the Executive Director of Neighbourhoods, Regeneration and Sustainability; and (b) Stances (11) and (13) refused

By video conference, 6th April 2022.

Licensing and Regulatory Committee.

Present: Alex Wilson (Chair), Malcolm Balfour, Alexander Belic, John Kane, Elspeth Kerr, Aileen McKenzie, Norman MacLeod, Hanif Raja and David Turner.

Attending: G McDermid (Clerk); G McNaught (for the Director of Legal and Administration); D Anderson and S Downie (for the Executive Director of Neighbourhoods, Regeneration and Sustainability); and Inspector G Griffiths, Police Scotland.

Civic Government (Scotland) Act 1982 – Requests to consider suspension or revocation of various private hire car drivers' licences dealt with.

1 There were submitted reports by the Director of Legal and Administration regarding the immediate suspension of various private hire car drivers' licences, in terms of paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982, advising

(1) of the circumstances leading to the immediate suspension of each licence; and

(2) that the committee was now requested to consider whether it was necessary or appropriate to suspend or revoke each licence, in terms of paragraph 11 of Schedule 1 to the Act.

After consideration, the committee dealt with the requests as follows:-

Licence holder and reference number	*Decision*
Obaidullah Asadi (PD27089)	Licence suspended for the unexpired portion of its duration with immediate effect
Thomas McNab (PD26677)	Licence suspended for the unexpired portion of its duration with immediate effect

Applications for various types of licences dealt with.

2 There was submitted a report by the Director of Legal and Administration detailing 14 applications for various types of licences.

After consideration, the committee dealt with the applications as follows:-

Applicant and reference number	*Duration*	*Decision*
PRIVATE HIRE CAR LICENCE (NEW)		
Altahir Abdullah (PV21109)	3 years	Refused
Sufyan Ishtiaq (PV21206)	3 years	Refused
Obaid Amiri (PV21286)	3 years	Refused
Thomas Fairley (PV21292)	3 years	Continued to allow the applicant to be in attendance
Hani Khalid (PV21534)	3 years	Continued to allow the applicant to be in attendance
Eshaq Abdelellah (PV21537)	3 years	Continued to allow the applicant to be in attendance
Tassal Khaksar (PV21565)	3 years	Refused
Tawab Sahak (PV21566)	3 years	Refused

Applicant and reference number	*Premises*	*Duration*	*Decision*
HOUSE IN MULTIPLE OCCUPATION LICENCE (EXISTING)			
Margaret Dunn (HMO05662)	0/1, 17 Barrington Drive (Ward 11)	3 years	Granted, subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability
William Pollet (HMO00471)	3F2, 17 Arlington Street (Ward 11)	3 years	(1) Granted for a restricted period of 1 year, subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability; and (2) Severe warning issued regarding the applicant's future management of the premises
Chinta Mani (HMO01261)	1/1, 16 Woodlands Drive (Ward 11)	3 years	(1) Granted, subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability; and (2) Warning issued regarding the applicant's future management of the premises
Kelvin River Properties Ltd (HMO00510)	50 Victoria Crescent Road (Ward 23)	3 years	Granted, subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability

Applicant and reference number	*Premises*	*Duration*	*Decision*
HOUSE IN MULTIPLE OCCUPATION LICENCE (VARIATION)			
Enterprise Properties (Scotland) Ltd (VHMO06125)	3/2, 40 Clouston Street (Ward 15)	n/a	(1) Granted, subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability; and (2) Warning issued regarding the applicant's future management of the premises
METAL DEALER'S LICENCE (NEW)			
European Metal Recycling Ltd (MD00050)	King George V Docks (Ward 5)	3 years	Granted for a restricted period of 1 year and severe warning issued regarding the applicant's future conduct

Application for street trader's licence (ST01279) refused, after division.

3 There was submitted a report by the Director of Legal and Administration regarding an application by Daniel Lauria for the grant of a street trader's licence for 3 years (ST01279) in relation to the following stances:-.

(1) On the pavement in front of 225-227 Gallowgate at the garden area (Ward 9); and

(2) Within the car park of 15 East Campbell Street (Ward 10).

Councillor Wilson, seconded by Councillor Elspeth Kerr, moved that the application be refused.

Councillor Turner, seconded by Bailie Balfour, moved as an amendment that stance (1) be refused and that Stance (2) be granted, subject to the conditions detailed in the correspondence by the Executive Director of Neighbourhoods, Regeneration and Sustainability.

On a vote being taken by calling the roll, 2 members voted for the amendment and 6 for the motion, with 1 abstention. The motion was accordingly declared to be carried.

By video conference, 13th April 2022.

Licensing and Regulatory Committee.

Present: Alex Wilson (Chair), Malcolm Balfour, John Kane, Elspeth Kerr, Aileen McKenzie, Hanif Raja and David Turner.

Apology: Norman MacLeod.

Attending: G McDermid (Clerk); G McNaught (for the Director of Legal and Administration); D Anderson and S Downie (for the Executive Director of Neighbourhoods, Regeneration and Sustainability); and Sergeant D Gilmore, Police Scotland.

Civic Government (Scotland) Act 1982 – Taxi fare scales review for period from February 2020 to February 2021 dealt with, after division – Instruction to Director of Legal and Administration.

1 With reference to the minutes of 9th February 2022 (Print 7, page 486) when the committee had

(1) agreed to propose an increase of 0.84% to the current taxi fare scales as detailed in a report by the Director of Legal and Administration, subject to the soiling charge being increased to £35; and

(2) instructed the Director of Legal and Administration to give notice of that intention, in terms of Section 17 of the Civic Government (Scotland) Act 1982,

there was submitted a report by the Director of Legal and Administration regarding the response to the public notification of the proposed taxi fare scales, advising

(a) that the public notice of the proposed scales had been published in an advertisement in the Glasgow Evening Times newspaper on 16th February 2022 and had resulted in 5 representations being received in response to the notice, a copy of the representations being attached as appendix 1 to the report;

(b) that since the current review process had commenced, there had been significant increases to fuel prices in light of increases to world-wide wholesale energy prices, which had been further exacerbated by the Russian invasion of Ukraine;

(c) that as recent increases in fuel prices had not been reflected in the proposed taxi fare scales as agreed on 9th February 2022, Dr James Cooper, Taxi Research Partners Ltd, had been requested to provide an additional report on the possible addition of a fuel surcharge to take account of the impact that the increased price of fuel had on operating a taxi in Glasgow, this report being attached as appendix 2 to the report;

(d) of the proposed taxi fare scales for the city, including a suggested fuel surcharge, as detailed in appendix 3 to the report;

(e) that once the taxi fare scales had been fixed, in terms of Section 18 of the Act, any person who operated a taxi in the city could lodge an appeal with the Traffic Commissioner for the Scottish Traffic Area against this committee's decision in relation to the taxi fare scales review; and

(f) that in the event that an appeal was lodged, the committee's decision regarding the new taxi fare scales would be suspended until such time as the appeal was dismissed, determined or abandoned.

Councillor Wilson, seconded by Bailie Kane, moved that the committee

(i) agree that there should be an increase of 0.84% to the current taxi fare scales as detailed in appendix 3 to the report, including an increase to the soiling charge to £35 and a fuel cost

supplement of 30p on all hires per trip regardless of trip length, time or number of passengers carried, and to fix the taxi fare scales for the city as follows:-

Maximum fare for a distance not exceeding 898 yards or for time not exceeding 2 minutes 51 seconds (or a combination of parts of such distance and such time)	£3.40
For each additional 157 yards or 33 seconds	20p
Fares for waiting:- For each completed period of 33 seconds	20p

Fares by time:-
Fares by time must be the subject of special agreement with the hirer. These fares shall apply during the week and on Sundays.

When a taxi has been requested to attend at any place to uplift a hirer, the taxi meter may be set to the "hired" position prior to reaching that place provided that the fare showing on the meter does not exceed £3.40 at the time the taxi arrives at the place.

Soiling charge (only being appropriate in relation to an anti-social act)	£35.00

Extras:-
An additional charge of £1.20 shall be payable on all hires commenced after 23.00 hours and before 06.00 hours.

An additional charge of £2.10 shall be payable on all hires commenced on 25th and 26th December and 1st and 2nd January.

Fuel Cost Supplement on all hires per trip regardless of trip length, time or number of passengers carried.	30p;

(ii) instruct the Director of Legal and Administration to give notice of the decision in terms of Section 17(4D) of the Act; and

(iii) note the

(A) 5 representations received in response to the public notification of the proposed taxi fare scales; and

(B) effect of any appeal to the Traffic Commissioner for the Scottish Traffic Area against the decision made in terms of Section 18 of the Act.

Councillor Elspeth Kerr, seconded by Bailie Balfour, moved as an amendment that the committee agree the terms of the motion above, subject to the fuel cost supplement surcharge being increased to 40p.

On a vote being taken by calling the roll, 3 members voted for the amendment and 4 for the motion, which was accordingly declared to be carried.

Civic Government (Scotland) Act 1982 – Requests to consider suspension or revocation of various types of licences dealt with.

2 There were submitted reports by the Director of Legal and Administration regarding the immediate suspension of various types of licences, in terms of paragraph 12 of Schedule 1 to the Civic Government (Scotland) Act 1982, advising

(1) of the circumstances leading to the immediate suspension of each licence; and

(2) that the committee was now requested to consider whether it was necessary or appropriate to

suspend or revoke each licence, in terms of paragraph 11 of Schedule 1 to the Act.

After consideration, the committee dealt with the requests as follows:-

Licence holder and reference number	*Decision*
PRIVATE HIRE CAR DRIVER'S LICENCE	
Adeel Asim (PD23497)	Licence suspended for the unexpired portion of its duration with immediate effect
Thomas Flannery (PD27450)	Agreed not to suspend or revoke the licence
TAXI DRIVER'S LICENCE	
John O'Neill (TD14235)	Licence suspended for the unexpired portion of its duration with immediate effect
Michael Sanders (TD15457)	Licence suspended for the unexpired portion of its duration with immediate effect
James McLaughlin (TD15438)	Licence suspended for the unexpired portion of its duration with immediate effect

Applications for various types of licences dealt with - Dissent.

3 There was submitted a report by the Director of Legal and Administration detailing 8 applications for various types of licences.

After consideration, the committee dealt with the applications as follows:-

Applicant and reference number	*Duration*	*Decision*
PRIVATE HIRE CAR DRIVER'S LICENCE (RENEWAL)		
George McLaughlin (PD27759)	3 years	Granted for a restricted period of 1 year and warning issued regarding the applicant's future conduct
TAXI DRIVER'S LICENCE (RENEWAL)		
Muhammad Rehman (TD15631)	3 years	Granted for a restricted period of 1 year and severe warning issued regarding the applicant's future conduct
Muhammad Nur (TD15632)	3 years	Granted for a restricted period of 1 year and warning issued regarding the applicant's future conduct, Councillor Elspeth Kerr dissenting

Applicant and reference number	*Premises/stance*	*Duration*	*Decision*
HOUSE IN MULTIPLE OCCUPATION LICENCE (NEW)			

Chor Kin Hung (HMO06539)	67 Langton Crescent (Ward 5)	3 years	Granted (1) subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability; and (2) on condition the applicant submits correspondence to the Licensing Section advising of his agent's details
Grant Residential Investment Ltd (HMO04497)	2/2, 1 Ruskin Place (Ward 11)	3 years	Granted, subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability

HOUSE IN MULTIPLE OCCUPATION LICENCE (EXISTING)

Ian Johnstone (HMO02468)	Main door, 176 Hyndland Road (Ward 23)	3 years	(1) Granted, subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability; and (2) Severe warning issued regarding the applicant's future management of the premises
Robina Afzal (HMO02473)	Basement flat, 5A Bower Street (Ward 11)	3 years	Granted, subject to the conditions detailed in the report by the Executive Director of Neighbourhoods, Regeneration and Sustainability

Applicant and reference number	*Premises/stance*	*Duration*	*Decision*

STREET TRADER'S LICENCE (NEW)

Paul Delaney (ST01334)	South side of St Vincent Place, 5 metres east of Buchanan Street (Ward 10)	Temporary from 14th to 18th May 2022	Granted, subject to the conditions detailed in the correspondence by the Executive Director of Neighbourhoods, Regeneration and Sustainability

Complaints against various licence holders dealt with.

4 There was submitted a report by the Director of Legal and Administration detailing 2 complaints against various licence holders.

After consideration, the committee dealt with the complaints as follows:-

Licence holder and reference number	*Decision*
PRIVATE HIRE CAR DRIVER'S LICENCE	
Waqas Ahmed (PD24456)	Noted the withdrawal of the item from the agenda
Licence holder and reference number	*Decision*
TAXI DRIVER'S LICENCE	
Simon O'Connor (TD14741)	No action

By video conference, 20th April 2022.

Licensing and Regulatory Committee.

Present: Alex Wilson (Chair), Malcolm Balfour, John Kane, Elspeth Kerr, Norman MacLeod, Hanif Raja and David Turner.

Attending: G McDermid (Clerk); M Millar, Head of Legal and Democratic Services; R Allan, D Anderson and S Downie (for the Executive Director of Neighbourhoods, Regeneration and Sustainability); and Sergeant L Campbell, Police Scotland.

Applications for various types of licences dealt with – Declaration of interest.

1 There was submitted a report by the Director of Legal and Administration detailing 16 applications for various types of licences.

After consideration, the committee dealt with the applications as follows:-

Applicant and reference number	*Duration*	*Decision*
PRIVATE HIRE CAR DRIVER'S LICENCE (RENEWAL)		
Mohammad Kasim Ahmed (PD27832)	3 years	Granted

Applicant and reference number	*Premises/stance*	*Duration*	*Decision*
LATE HOURS CATERING LICENCE (NEW)			
Starbucks Coffee Co (UK) Ltd (LHC00487)	J24 Retail Park, 380 Helen Street (Ward 5)	3 years	Granted
HOUSE IN MULTIPLE OCCUPATION LICENCE (EXISTING)			
Sanjeev Kohli (HMO03534)	Main door, 53 Kersland Street (Ward 11)	3 years	(1) Granted, subject to conditions detailed in report by Executive Director of Neighbourhoods, Regeneration and Sustainability; and (2) Warning issued regarding applicant's future management of premises

Applicant and reference number	*Premises/stance*	*Duration*	*Decision*
PUBLIC ENTERTAINMENT LICENCE (NEW)			
Scottish Football Association (PEL01006)	Ed Sheeran Concert, Hampden Park, Letherby Drive (Ward 7)	Temporary on 16th and 17th June 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

Scottish Football Association (PEL01007)	Liam Gallagher Concert, Hampden Park, Letherby Drive (Ward 7)	Temporary on 26th June 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

Applicant and reference number	*Premises/stance*	*Duration*	*Decision*
Scottish Football Association (PEL01015)	Calvin Harris Concert, Hampden Park, Letherby Drive (Ward 7)	Temporary on 2nd July 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

Three Stroke Two Ltd (PEL01002)	Disco Sessions, Queen's Park Recreation Ground (Wards 7 and 8)	Temporary on 30th April and 1st May 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of the Executive Director of Neighbourhoods, Regeneration and Sustainability; and (2) conditions detailed in reports by Executive Director of Neighbourhoods, Regeneration and Sustainability
RF2020 Ltd (PEL00998)	Electric Frog and Pressure Riverside Festival, Riverside Museum External Event Space, 100 Pointhouse Place (Ward 10)	Temporary from 2nd to 4th June 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

Regular Ltd (PEL01013)	Primal Scream Concert, Queen's Park Recreation Ground (Wards 7 and 8)	Temporary on 1st and 2nd July 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

Applicant and reference number	*Premises/stance*	*Duration*	*Decision*
DF Concerts Ltd (PEL01004)	Green Day Concert, Bellahouston Park (Wards 4, 5 and 6)	Temporary on 29th June 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

DF Concerts Ltd (PEL01008)	Red Hot Chilli Peppers Concert, Bellahouston Park (Wards 4, 5 and 6)	Temporary on 1st July 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability
*DF Concerts Ltd (PEL01009)	Guns 'N' Roses Concert, Glasgow Green (Wards 8 and 9)	Temporary on 5th July 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

Applicant and reference number	*Premises/stance*	*Duration*	*Decision*
DF Concerts Ltd (PEL01011)	TRNSMT Music Festival, Glasgow Green (Wards 8 and 9)	Temporary from 8th to 10th July 2022	(1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

Applicant and reference number	*Premises/stance*	*Duration*	*Decision*
Inhouse Event Solutions CIC (PEL01012)	Live Music Event, Queen's Park Arena (Wards 7 and 8)	Temporary on 4th and 5th June 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of Executive Director of Neighbourhoods, Regeneration and Sustainability; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability

The Rangers Football Club Ltd (PEL01000)	Harry Styles Concert, Ibrox Stadium (Ward 5)	Temporary on 11th June 2022	Granted, subject to (1) licence being retained by Director of Legal and Administration and not taking effect until all arrangements were to satisfaction of members of the Multi-Agency Group set up to review progress, planning and delivery of major events; and (2) conditions detailed in reports by the Director of Legal and Administration and Executive Director of Neighbourhoods, Regeneration and Sustainability
Applicant and reference number	*Premises/stance*	*Duration*	*Decision*
STREET TRADER'S LICENCE (NEW)			
Derek Thomas (ST01287)	(1) North side of Maxwell Road, 48 metres east of junction with Darnley Street (Ward 6); and (2) South side of Maxwell Road, 101 metres east of junction with Darnley Street (Ward 6)	3 years	Refused

*In terms of Standing Order No 27, Councillor Turner declared an interest in this application and left the meeting during its consideration.

Application for taxi driver's licence (TD15630) refused, after division.

2 There was submitted a report by the Director of Legal and Administration regarding an application by Stephen Muir for the renewal of a taxi driver's licence for 3 years (TD15630).

Bailie Balfour, seconded by Councillor Elspeth Kerr, moved that the application be refused.

Bailie Kane, seconded by Bailie Raja, moved as an amendment that the application be granted for a restricted period of 1 year and that a severe warning be issued regarding the applicant's future conduct.

On a vote being taken by calling the roll, 3 members voted for the amendment and 4 for the motion, which was accordingly declared to be carried.

Complaints against various licence holders – Consideration continued.

3 There was submitted a report by the Director of Legal and Administration detailing 2 complaints against various licence holders.

After consideration, the committee dealt with the complaints as follows:-

Licence holder and reference number	*Decision*
PRIVATE HIRE CAR LICENCE	
Yas Khedier (PV20486)	Continued to allow the licence holder to be in attendance
PRIVATE HIRE CAR DRIVER'S LICENCE	
Yas Khedier (PD23987)	Continued to allow the licence holder to be in attendance

PLANNING LOCAL REVIEW COMMITTEE'S MINUTES

By video conference, 29th March 2022.

Planning Local Review Committee.

Present: Dr Martin Bartos (Chair), Ken Andrew, Glenn Elder, Anne McTaggart and Jane Morgan.

Apologies: Eva Bolander and Allan Young.

Attending: A Wyber (Clerk); D McAllister, F Milne and S Taylor (Planning Advisors); and P Kane (for the Head of Communication and Strategic Partnerships).

Appointment of Chair.

1 The committee agreed to appoint Bailie Dr Bartos to chair the meeting.

350 Victoria Road (Ward 8) - 21/00079/LOCAL – Use of retail unit (Class 1) as cafe (Class 3) and external alterations (Retrospective) - Planning permission refused – Instruction to officers.

2 There was submitted a request by Patricias Coffee Shop for a Planning Local Review of refusal of a retropective planning permission for the use of a retail unit (Class 1) as a cafe (Class 3) and external alterations (retrospective) at 350 Victoria Road (Ward 8) - 21/00079/LOCAL.

After consideration, the committee

(1) refused planning permission; and

(2) instructed officers to investigate the status of the statement made by the agent.

10 Fifth Avenue (Ward 23) - 21/00093/LOCAL – Erection of two storey side upper floor rear and front entrance porch extensions and formation of dormer window to front of dwellinghouse - Planning permission refused.

3 There was submitted a request by Mr and Mrs Archer for a Planning Local Review of refusal of planning permission for the erection of a two storey side upper floor rear and front entrance porch extensions and the formation of a dormer window to the front of a dwellinghouse at 10 Fifth Avenue (Ward 23) - 21/00093/LOCAL.

After consideration, the committee, refused planning permission, subject to the deletion of the undernoted condition:-

04. The proposed extension, by virtue of its scale, height and position, adjacent to the mutual boundary of the site of the adjoining dwelling at 12 Fifth Avenue, would result in a significant and unacceptable loss of daylight to the neighbouring property, to the detriment of residential amenity.

By video conference, 7th June 2022.

Planning Local Review Committee.

Present: Eva Bolander (Chair), Ken Andrew, Patricia Ferguson, Fyeza Ikhlaq, Paul Leinster, Hanzala Malik, Christy Mearns and Hanif Raja.

Apologies: John Daly, Elaine McDougall, Kenny McLean and Elaine McSporran.

Attending: A Wyber (Clerk); F Milne, S Shaw and S Taylor (Planning Advisors); and R Aitken (for the Head of Communication and Strategic Partnerships).

Appointment of Chair.

1 The committee agreed to appoint Councillor Bolander to chair the meeting.

10 Boyd Street (Ward 8) - 21/00098/LOCAL – Use of cafe (Class 3) as hot food takeway (Sui generis) - Planning permission refused, after division.

2 There was submitted a request by Mrs Christina Mair for a Planning Local Review of refusal of planning permission for the use of a cafe (Class 3) as a hot food takeaway (Sui generis) at 10 Boyd Street (Ward 8) - 21/00098/LOCAL.

Councillor Bolander, seconded by Councillor Andrew, moved that planning permission be refused.

Councillor Malik, seconded by Bailie Raja, moved as an amendment that consideration of the matter be continued for further information.

On a vote being taken by calling the roll, 2 members voted for the amendment and 6 for the motion, which was accordingly declared to be carried.

4 Liberton Street (Ward 18) - 21/00101/LOCAL – Erection of single-storey extension to side of dwelling house - Planning permission conditionally granted.

3 There was submitted a request by Ms Samantha Claven for a Planning Local Review of refusal of planning permission for the erection of a single-storey extension to the side of a dwelling house at 4 Liberton Street (Ward 18) - 21/00101/LOCAL.

After consideration, the committee conditionally granted planning permission, subject to

(1) the deletion of condition 3; and

(2) condition 2 to read:-

"02. External materials shall be off-white dry dash render, brown concrete roof tiles, brown uPVC windows and white fascias, verges and soffits with black uPVC rainwater goods and not as stated on the application form and plan(s). Samples shall be submitted to and approved by the planning authority in writing in respect of type, colour and texture. Written approval shall be obtained before the materials are used on site.

Reason: In order to protect the appearance of both the property itself and the surrounding area."

CITY ADMINISTRATION COMMITTEE'S MINUTES.

By video conference, 24th March 2022.

City Administration Committee.

Present: Susan Aitken (Chair), Richard Bell, Maureen Burke, Bill Butler, Allan Casey, Malcolm Cunning, Chris Cunningham, Archie Graham, Greg Hepburn, Mhairi Hunter, Ruairi Kelly, Thomas Kerr, Jennifer Layden, David McDonald, Kenny McLean, Jon Molyneux, Jane Morgan, Eva Murray, Cecilia O'Lone, Anna Richardson, Soryia Siddique, Kyle Thornton and Martha Wardrop and Mr James Hamilton.

Attending: M Hughes (Clerk); D Hutchison, Executive Director of Education Services; M Johnston, Director of Financial and Business Services; E Galletly, Director of Legal and Administration; I Robertson, Director of City Development; C Edgar, Head of Communication and Strategic Partnerships; S Thomson (for the Director of Regional Economic Growth); and A Eccles (for the Chief Officer, Glasgow City Health and Social Care Partnership).

Proposal to close St Stephen's RC Primary and St Kevin's Primary Schools and create new inclusive primary school – Item withdrawn.

1 This item was withdrawn from the agenda.

APT Public Social Partnership – Application for grant funding approved.

2 There was submitted a report by the Director of Regional Economic Growth regarding a proposed allocation of grant funding to the APT Public Social Partnership (PSP), advising that

(1) the Scottish Union of Supported Employment (SUSE), the national representative body for supported employment providers was the lead partner in the APT PSP which had been commissioned by the Scottish Government and that this strategic partnership provided the Third Sector with the opportunity to design future public services by trying and piloting new ideas and approaches;

(2) the APT PSP aimed to contribute to the ambition set by the Scottish Government in the Fairer Scotland for Disabled People - Employment Action Plan to half the Disability Employment Gap by 2038 and currently the APT PSP was partnered with 47 organisations and 40 employers from the private, public and Third Sectors across Scotland to provide enhanced and specialist support for disabled people;

(3) it was proposed that the Council established a formal partnership with the APT PSP to provide high level support to employers, so that they were more confident and better equipped to deliver quality experiences to disabled people, as detailed in the report;

(4) the APT PSP programme with the Council would be designed to deliver training sessions, guidance and materials to support employers to inform, inspire and engage disabled people about the world of work, supporting 10 Glasgow employers and 100 of their employees with programme deliveriables, as detailed in the report; and

(5) the APT PSP had requested £92,097 of funding from the Council for the project to cover staffing costs and employer training and travel expenses for the 12-month period from 1st April 2022 until 31st March 2023 and that the project would be monitored by SUSE.

After consideration, the committee approved an allocation of £92,097 of grant funding to the APT Public Social Partnership, as detailed in the report.

By video conference, 7th April 2022.

City Administration Committee.

Present: David McDonald (Chair), Richard Bell, Euan Blockley (substitute for Thomas Kerr), Maureen Burke, Bill Butler, Christina Cannon (substitute for Susan Aitken), Allan Casey, Malcolm Cunning, Chris Cunningham, Archie Graham, Greg Hepburn, Mhairi Hunter, Ruairi Kelly, Jennifer Layden, Kenny McLean, Angus Millar (substitute for Anna Richardson), Jon Molyneux, Robert Mooney (substitute for Soryia Siddique), Jane Morgan, Eva Murray, Cecilia O'Lone, Kyle Thornton and Martha Wardrop.

Apologies: Susan Aitken, Thomas Kerr, Anna Richardson and Soryia Siddique.

Attending: A Wyber (Clerk); A O'Donnell, Chief Executive; D Hutchison, Executive Director of Education Services; M Booth, Executive Director of Finance; E Galletly, Director of Legal and Administration; I Robertson, Director of City Development; C Edgar, Head of Communication and Strategic Partnerships; M McGinty, Head of Corporate Policy and Governance; and S Wearing (for the Chief Officer, Glasgow City Health and Social Care Partnership).

Revenue Estimates 2022/23 – Allocation of budgets within services approved.

1 With reference to the minutes of the Council of 17th February 2022 (Print 7, page 453) approving the 2022/23 summary Revenue Estimates, Councillor Bell, City Treasurer, Depute Leader of the Council and Convener for Financial Inclusion, presented a report regarding the detailed allocation of the approved 2022/23 estimates at service level, advising

(1) of changes to service estimates and net expenditure across services; and

(2) that in relation to the Glasgow Integrated Joint Board, net direct expenditure budgets totalling £517,250,800 spanning Social Work Services and Neighbourhoods, Regeneration and Sustainability were anticipated.

After consideration, the committee

(a) approved the adjustments and the detailed Revenue Estimates 2022/23; and

(b) noted that this would be the basis for the detailed service reports to be considered by a future scrutiny committee.

Works at Water Row (Ward 5) – Award of funding approved – Instruction to Executive Director of Neighbourhoods, Regeneration and Sustainability.

2 There was submitted a report by the Executive Director of Neighbourhoods, Regeneration and Sustainability regarding the award of funding for works at Water Row (Ward 5), advising

(1) of the masterplan for Water Row;

(2) that the Outline Business Case for the Clyde Waterfront and West End Innovation Quarter had established that City Deal funding would be used to deliver a number of objectives and Water Row had been identified as a City Deal investment priority and realisation of the masterplan was regarded as critical to the regeneration of Central Govan which occupied a strategically important location at the centre of the emerging Glasgow Riverside Innovation District;

(3) that the redevelopment of Water Row had involved significant abnormal development costs associated with existing ground conditions that had resulted in the need to undertake remediation works and £1.3m of funding had been secured from the Clyde Mission towards the costs;

(4) that the total cost of the works for Water Row was £24,682,765 and it was proposed that £1,618,314 of City Deal funding be made to Govan Housing Association which would result in the project being fully funded, as

detailed in the report; and

(5) that as the delivery of the project would be by a third party, officers proposed that a grant agreement would be the most appropriate mechanism for the City Deal funding and the grant agreement would be monitored through existing City Deal governance mechanisms.

After consideration, the committee

(a) approved the award of grant of £1,618,314 to Govan Housing Association; and

(b) instructed the Executive Director of Neighbourhoods, Regeneration and Sustainability in consultation with the Director of Legal and Administration to agree the detailed terms and conditions in relation to the grant agreement.

Glasgow Museums – Repatriation of Artefacts approved.

3 Councillor McDonald, Depute Leader of the Council and City Convener for Culture, Vibrancy and International Co-operation, presented a report regarding recommendations by the Working Group for the Repatriation of Artefacts regarding the repatriation of artefacts and the scope for financial support for the repatriation activity, advising that

(1) this committee on 19th August 2021 (Print 3, page 181) had agreed to the re-establishment of a cross-party working group on Repatriation and Spoliation of Artefacts and that Glasgow Life, on behalf of the Council, continued a dialogue with the relevant representatives and organisations concerning 8 artefacts, identified to date linked with the sacking of the Benin City in 1897 and that the National Commission of Museums and Monuments (NCMM) of Nigeria, acting on behalf of the Oba of Benin had now requested the repatriation of a total of 17 bronze Benin artefacts and discussions were still to take place with the NCMM about the future use of the collections, as detailed in the report;

(2) a formal request had been received from Jaspreet Singh Sukhija, First Secretary of Trade at the High Commission of India in London for the return of 6/7 architectural antiquities from Kanpur, Gwalior and Bihar and a 14th Century ceremonial sword (tulwar) and scabbard from the Deccan and the Indian Government had agreed to meet the full cost of the return of the artefacts to India;

(3) a formal letter of intent had been received from the descendants of the late Marcella LeBeau on Cheyenne River and Pine Reservations, South Dakota for the return of 25 Lakota cultural items sold and donated to the city's museum collection by George Crager in 1892 and that the LeBeau family had proposed 2 options, as detailed in report for the cost of the repatriation which would cost between £30,000 to £40,000; and

(4) Glasgow Life's Museums' Collection and Panel had proposed that 8 half-hull ship models designed by Alexander Hall & Co be transferred to the Aberdeen Art Gallery and Museum as these models were of significance and interest to it and the ship's bell and honours panel which had been gifted to the city by the Royal Navy when HMS Glasgow ship had been decommissioned in 2005, now be returned to the Royal Navy to enable them to be used on board the new HMS Glasgow which would be commissioned in 2026.

After consideration, the committee

(a) approved

(i) the repatriation of cultural items from the civic collection, as detailed in the report; and

(ii) the transfer of the ship collection artefacts from the civic collection; and

(b) noted the financial requirements to support the repatriation activity and agreed that the level of financial contribution would be decided by officers on engagement with the claimants where this support was applicable.

Free personal and nursing care payments rates, personal expenses allowances and charging policy for 2022/23 approved.

4 Councillor Hunter, City Convener for Health and Social Care Integration, presented a report regarding a revised social care charging policy for 2022/23, advising that

(1) the Scottish Government had decided that the free personal and nursing care payment rates for 2022/23 be increased from £193.50 to £212.85 per week for personal care and from £87.10 to £95.80 per week for nursing care, from 1st April 2022 with the cost of this uplift to Social Work Services of £0.647m being funded by the additional monies provided by the Scottish Government to integration authorities in 2022/23 and that the Department for Work and Pensions (DWP) had increased the minimum personal expenses allowance from £29.30 to £31 per week from 11th April 2022; and

(2) the social care charging policy, attached as an appendix to the report, set out the Council's Social Work Services charging policy with a focus on non-residential charging, together with the legislative background to charges for non-residential social care services and described the services to which service user contributions applied, together with minimum income thresholds and tapers, and had been updated to reflect various changes, as detailed in the report.

After consideration, the committee

(a) approved the revised social care charging policy, as detailed in Appendix A of the report; and

(b) noted the free personal and nursing care payment rates from 1st April 2022 and the increase in the personal expenses allowance from 11th April 2022.

Social Care pay uplift for 2022/23 approved.

5 Councillor Hunter, City Convener for Health and Social Care Integration, presented a report regarding a proposed uplift to the providers of Glasgow purchased service contracts for 2022/23, advising that

(1) the Cabinet Secretary for Health and Social Care had announced on 5th October 2021 that a range of measures and new investment was being put into place nationally to help protect health and social care services over the winter period and to provide longer term improvement in service capacity across the Health and Social Care systems;

(2) one of the measures announced as part of this investment had been to increase the hourly rate of Adult Social Care staff in commissioned services in the third and independent sectors offering direct care to at least £10.02 per hour from 1st December 2021;

(3) further investment was announced by the Cabinet Secretary for Health and Social Care on 9th December 2021 as part of the Scottish Budget for 2022/23 to increase the minimum hourly rate for workers providing direct adult social care, within commissioned services from at least £10.02 to at least £10.50 per hour from 1st April 2022;

(4) it was proposed to increase the adult social care providers rates for purchased services by 4.79% to an agreed percentage (national weighting) of full contact values in line with typical full workforce costs for adult social care; and

(5) as part of the Integrated Joint Board's budget for 2022/23, provision had been made to uplift Children and Families Purchased Services in Glasgow to bring those staff in line with Adult Social Care Workers from 28th March 2022 which would result in a 10.53% uplift to the agreed percentage of full contract values in line with typical full workforce costs for providers, as detailed in the report.

After consideration, the committee

(a) approved

(i) a 4.79% uplift to an agreed percentage of full contract values, as detailed in the report, in line with typical full workforce cost to providers of Adult Social Care within Glasgow Purchased Services; and

(ii) a 10.53% uplift to an agreed percentage of full contract values, as detailed in the report, in line with typical full workforce costs to providers of Social Care in Children and Families Purchased Services within Glasgow; and

(b) noted that the above would be subject to providers confirming that they would pay staff at least £10.50 per hour from 28th March 2022.

By video conference, 9th June 2022.

City Administration Committee.

Present: Richard Bell (Chair), Saqib Ahmed, Ken Andrew (substitute for Ruairi Kelly), Philip Braat, Christina Cannon, Allan Casey, Chris Cunningham, Laura Doherty (substitute for Annette Christie), Greg Hepburn, Dan Hutchison, Matt Kerr, Thomas Kerr, Frank McAveety, Elaine McDougall, Kenny McLean, Anne McTaggart (substitute for Susan Aitken), Angus Millar, Jon Molyneux, Cecilia O'Lone, Jill Pidgeon, George Redmond, Soryia Siddique and Martha Wardrop and Mr James Hamilton.

Apologies: Susan Aitken, Annette Christie and Ruairi Kelly.

Attending: M Hughes (Clerk); D Hutchison, Executive Director of Education Services; M Booth, Executive Director of Finance; G Gillespie, Executive Director of Neighbourhoods, Regeneration and Sustainability; E Galletly, Director of Legal and Administration; I Robertson, Director of City Development; B Monaghan, Director of Community Empowerment and Equalities; C Edgar, Head of Communication and Strategic Partnerships; and S Millar, Chief Officer, Glasgow City Health and Social Care Partnership.

Education Estate Strategy – Carntyne Primary School Extension (Ward 18) – Arrangements for Amendment to Design, Build, Finance and Maintenance contract Agreement and related documents approved.

1 With reference to the minutes of 25th February 2021 (Print 5, page 271) approving funding of £8m for the extension to St Paul's High School (Ward 3) and Carntyne Primary School (Ward 18), Councillor Cannon, Convener for Education, Communities and Equalities, presented a report regarding additional approvals required by the funders in relation to the Carntyne Primary School extension project, advising that

(1) the construction of Carntyne Primary School had been part funded by the Scottish Government and delivered by HubWest as part of a Design, Build, Finance and Maintenance contract (DBFM Agreement) which the Council had entered into in October 2017;

(2) the extension to the school would be delivered by the current hubCo and an amendment to the DBFM Agreement and other ancillary and related documents was required, as detailed in the report;

(3) the funder had requested that the matter be considered by this committee and subsequently minuted to provide assurance to the funders that the DBFM Amendment Agreement and other ancillary and related project documents would be entered into appropriately; and

(4) it was proposed that the call-in procedure under Council Standing Order 30(7)(a) be suspended to enable officers to make the necessary arrangements to negotiate and agree an amendment to the DBFM Agreement and other ancillary and related project documents between 13th and 16th June 2022 as required by the funders.

After consideration, the committee

(a) approved the negotiation and agreement of and entry into other ancillary and related project documents, as

detailed in the report;

(b) noted the powers and duties of this committee in relation to discharging the functions of the Council and that the Legal Manager and the Divisional Director of Property and Consultation Services had been authorised jointly and severally to negotiate and agree an amendment to the DBFM Agreement and other ancillary and related project documents, as detailed in the report; and

(c) agreed, in terms of Standing Order No 30(7)(a) that this decision would not be subject to the call-in process to allow officers to make the necessary arrangements to negotiate and agree an amendment to the DBFM Agreement and other ancillary and related project documents between 13th and 16th June 2022 as required by the funders.

Glasgow Children's Holiday Food Programme Summer 2022 – Funding awards approved- Delaration of interest.

2 With reference to the minutes of the Wellbeing, Empowerment, Community and Citizen Engagement City Policy Committee of 20th January 2022 (Print 6, page 430) noting the progress of the Glasgow Children's Holiday Food Programme (GCHFP) 2020/21, Councillor Bell, City Treasurer, Depute Leader of the Council and Convener for Financial Inclusion presented a report regarding applications for funding from the GCHFP for Summer 2022, advising

(1) that the GCHFP made a hot meal and snack available to Glasgow nursery, primary and secondary pupils during school holiday periods and the programme was intended to complement existing activities by third sector organisations and for the majority of Council funds to go towards the provision of food;

(2) that applications for funding from the 2022/23 programme were sought from third sector organisations and 88 applications totalling £3,781,999 had been considered against a pre-determined criteria, as detailed in the report;

(3) that due to the timing of the Council budget, it had not been possible to launch an application process for Spring 2022 therefore it had been agreed to extend the existing programme for 2021 and under delegated authority, a standstill award had been made to those organisations, as detailed in Appendix 1 to the report that had provided a programme in Spring 2021 to deliver a Spring 2022 programme;

(4) that the allocation of funding since the start of the programme in 2018 was £2m for each of 2018/19, 2019/20, 2020/21 and 2021/22 and £2,165,024 for 2022/23 and it was proposed that unallocated funding of £90,314 from the 2021/22 GCHFP be added to the 2022/23 budget giving a total budget of £2,255,338;

(5) that it was proposed that 54 projects, as detailed in Appendix 2 to the report, be awarded funding for Summer 2022 to the value of £1,665,024, with all of the organisations awarded funding being monitored through the Council grant fund monitoring arrangements to ensure that their projects were on track;

(6) of the number of projects delivered to service users from each ward and the associated anticipated number of service users, as detailed in Appendix 3, to the report;

(7) of 34 applications, as detailed in Appendix 4 to the report, that had not been recommended for funding and that these organisations would receive specific feedback on why they had not been recommended for funding from the Summer 2022 GCHFP; and

(8) that it was proposed that the call-in procedure under Council Standing Order 30(7)(a) be suspended to allow organisations to begin to make arrangements for project delivery, including publicising the Spring Break and to provide adequate time to process the grant awards.

After consideration, the committee

(a) approved the budget allocation and the award of funding from the Glasgow Children's Holiday Food Programme for Summer 2022, as detailed in the Appendix to these minutes;

(b) agreed, in terms of Standing Order No 30(7)(a) that this decision would not be subject to the call-in process

to allow organisations to begin to make arrangements for project delivery, including publicising the Spring Break and to provide adequate time to process the grant awards; and

(c) noted that a further report would be submitted to this committee with funding recommendations for October 2022, February 2023 and Spring 2023 programmes.

In terms of Standing Order No 27, Councillors Casey, Molyneux, O'Lone and Wardrop declared an interest in this item and left the meeting during its consideration.

Govanhill Baths Community Trust (Ward 8) – Refurbishment project – Funding approved – Instruction to officers - Declaration of interest.

3 With reference to the minutes of 16th November 2017 (Print 4, page 457) approving £500,000 of funding towards refurbishment and redevelopment of the former Govanhill Baths (Ward 9), Councillor McLean, Convener for Housing, Development, Built Heritage and Land Use, presented a report advising that

(1) Govanhill Baths Community Trust's (GBCT) an Independent Scottish Charity (SC 036162) and a Company Limited by Guarantee had been established in 2004 and its mission was designed to support the Govanhill community by providing a space where the baths would be returned to their original function and Phase 1B of the project would make the exterior envelope of the building wind and watertight, preventing any further deterioration in the fabric of the building and creating a range of flexible activity spaces and the re-opening of the ladies and learners' pools;

(2) the project had been progressing well, however like all capital investment and construction projects nationwide, the project was experiencing increased construction cost in line with the national market due to issues associated with COVID-19, Brexit, the situation in Ukraine, construction materials cost volatility and skilled labour shortages;

(3) the total value of the works that formed part of the original scope had now been assessed at an estimated final account value of £11.9m which represented an increase of 26% from the tendered sum and as a result there was a funding gap, as detailed in the report;

(4) GBCT had convened a meeting of funders to discuss the current predicted funding gap and the funders were in agreement that before they would be in a position to offer additional funding, they would need to be assured that a range of options, as detailed in the report were being considered in the efforts to complete the project; and

(5) the GBCT had now been awarded an additional £2m of funding from the Scottish Government's Regeneration Capital Grant Fund, leaving a funding gap of £500,000 and it was proposed that the Council made an additional financial contribution of £500,000 to enable the project to be completed.

After consideration, the committee

(a) approved £550,000 from the Community Asset Fund as an additional contribution towards the capital improvement works at Govanhill Baths; and

(b) instructed officers to submit a report to the Neighbourhoods, Housing and Public Realm City Policy Committee on the impact COVID-19, Brexit and the situation in Ukraine was having on increased building and construction costs.

In terms of Standing Order No 27, Councillor Molyneux declared an interest in this item and left the meeting during its consideration.

Regeneration Capital Grant Fund 2022/23 – Acceptance of funding awards approved – Declaration of interest.

4 Councillor McLean, Convener for Housing, Development, Built Heritage and Land Use, presented a report regarding additional awards and current progress from the Scottish Government's Regeneration Capital Grant Fund

(RCGF), advising

(1) that the RCGF was a Scottish Government budget developed in partnership with COSLA and local authorities with an annual budget of £25m to provide financial support to projects that helped to deliver large-scale improvements to deprived areas;

(2) that the projects could be developed by community organisations, however projects required to be submitted by local authorities or certain other public bodies and the Fund operated under a 2-stage bidding process, with projects submitted in the spring/summer prior to the year of the award followed by shortlisting for stage 2 consideration and more detailed submission during the Autumn;

(3) that the Council had been requested to formally accept additional funding totalling £3,860,000 from the RCGF for the financial year 2021/22 for 4 projects, £1,500,000 for the refurbishment and restoration of the Citizen's Theatre, £2,000,000 for the refurbishment of Govanhill Baths, £110,000 for a new community facility at Possilpark Family and Community Centre and £250,000 for works to Elderpark Library and Learning Centre;

(4) that the Scottish Government had made available additional funding for RCGF projects for 2022/23 and the Council had been requested to formally accept £1,609,008 for the restoration of under-utilised space at Briggait Clydeside Market;

(5) of the progress of the current round of RCGF bids, with confirmation of funding awards expected in early 2023; and

(6) of the delivery and financial monitoring arrangements for the projects together with progress on current project delivery.

After consideration, the committee approved the acceptance of Regeneration Capital Grant Fund awards totalling £5,469,008, as detailed in the report.

In terms of Standing Order No 27, Councillor Molyneux declared an interest in this item and left the meeting during its consideration.

Development of meat market site, phase 2 (Ward 9) – Disposal of plot A approved in principle - Instruction to Managing Director of City Property (Glasgow) LLP – Declaration of interest.

5 With reference to the minutes of the Contracts and Property Committee of 16th January 2020 (Print 6, page 490) approving the principle of an off-market disposal to Home Group Developments Ltd of land at the former meat market at Bellgrove Street/Melbourne Street (Ward 9) and instructing the Managing Director of City Property (Glasgow) LLP to negotiate the terms and conditions of the disposal, Councillor McLean, Convener for Housing, Development, Built Heritage and Land Use, presented a report regarding the progress of the development of the site, advising that

(1) discussions had taken place with Home Group (Scotland) regarding an additional site, known as Plot A which was considered critical to the viability of phase 2 of the development of the meat market site and the combined capacity of the site and Plot A was approximately 250 units which would be attractive to institutional investors and would activate the prominent Duke Street- Melbourne Street corner where Plot A was located; and

(2) the design and specification of Phase 2, would be similar to what was being delivered at Phase 1 of the site, creating a homogenous but distinctive neighbourhood and Home Group (Scotland) intended to deliver highly sustainable properties with affordable energy costs.

After consideration, the committee

(a) noted the report;

(b) approved the principle of the disposal of Plot A to Home Group (Scotland);

(c) instructed the Managing Director of City Property (Glasgow) LLP to negotiate the terms and conditions of the disposal; and

(d) agreed that the final agreed terms and conditions of the disposal be submitted to the appropriate committee for approval.

In terms of Standing Order No 27, Councillor McDougall declared an interest in this item.

Glasgow City Heritage Trust – Funding approved - Declaration of interest.

6 Councillor McLean, Convener for Housing, Development, Built Heritage and Land Use, presented a report regarding proposed funding for the Glasgow City Heritage Trust (GCHT) for the financial year 2022/23, advising that

(1) Neighbourhoods, Regeneration and Sustainability (NRS) provided direct funding to Glasgow Building Preservation Trust (GBPT) and GCHT, with these 2 heritage organisations aiming to preserve, enhance and celebrate the city's historic environment and that since it began operating in 2007, GCHT had delivered a number of outcomes through this funding, as detailed in the report;

(2) the Council in 2019 had commissioned an independent review of the funding provided to heritage organisations and the Heritage Best Value Review had determined that the GCHT and GBPT provided good value to the city for the allocated funding and had also concluded that the provision of grant funding by GCHT was the primary means by which residents and community groups could access financial assistance for investing in heritage assets in the city;

(3) NRS had provided £50,000 of core funding and £190,000 of grant funding to GCHT annually, which was in line with the Council's commitment to provide contributory funding to GCHT to augment Historic Environment Scotland's contribution of £720,400 of funding for 2022/23 for the built heritage of Glasgow, with this combined funding being used for direct grant funding to building owners in Glasgow to undertake works to their listed buildings; and

(4) Historic Environment Scotland had stated that it would provide a commitment to support for a further 3 years from 2023-26 a similar or enhanced contribution.

After consideration, the committee approved £240,000 of funding for the Glasgow City Heritage Trust for the financial year 2022/23.

In terms of Standing Order No 27, Councillor Laura Doherty declared an interest in this item and left the meeting during its consideration.

Local Nature Reserves – Proposed inclusion of additional Local Nature Reserves for future designation approved.

7 With reference to the minutes of the Environment, Sustainability and Carbon Reduction City Policy Committee of 15th March 2022 (Print 7, page 535) noting the progress made in relation to the Seven Lochs Project, Policy Committee Councillor Millar, Convener for Climate, Glasgow Green Deal, Transport and City Centre Recovery, presented a report regarding the proposed inclusion of additional proposed Local Nature Reserves for future designation, advising that

(1) Local Nature Reserves were designated to give people better opportunities to learn about and enjoy nature close to home and Glasgow currently had 12 sites with a total of 522 hectares of land as Local Nature Reserves managed for biodiversity and for people's enjoyment of nature;

(2) it was considered that the Local Nature Reserve designation process could reflect and celebrate the actions taking place on the ground by communities across the city and the first stage of this had involved a review of opportunities for new or extended Local Nature Reserves, with consideration given to a number of geographic and spatial themes, as detailed in the report; and

(3) following an initial evaluation, it was proposed that an additional 22 sites, as detailed in an Appendix to the report be included in the list of proposed Local Nature Reserves for future designation which would result in a total of 776 hectares of land across the city, which would bring over 1 hectare of Local Nature Reserve per 1,000 population.

After consideration, the committee approved the creation of additional proposed Local Nature Reserves for future designation, as detailed in the report.

National Care Home contract settlement 2022/23 noted.

8 Councillor Cunningham, Convener for Health, Care & Caring and Older People, presented a report regarding the National Care Home Contact (NCHC) settlement for 2022/23, advising that

(1) the NCHC was subject to national negotiations which set the rates that would apply for 2022/23 and the expectations in relation to the payment of the Adult Social Care pay rate by providers;

(2) a proposed rate of 5.38% had been applied to nursing care and 5.58% for residential care from 1st April 2022, with these rates being applied to the NCHC and other commissioned services, as detailed in Appendix 1 to the report;

(3) the NCHC financial settlement for 2021/22 required all providers delivering publicly funded care to pay all care workers, regardless of age, experience or time in employment, a minimum of £10.50 per hour from 1st April 2022, as detailed in the report;

(4) the cost of the interim uplift for 2022/23 was £5.218m and provision had been made in the Integration Joint Board's 2022/23 budget to meet this commitment and the effective date of the increase would be 28th March 2022 due to the system set up within Carefirst;

(5) the NCHC financial settlement for 2021/22 had included a 3% increase in nursing salaries with a commitment to vary this rate to align with the final agreed Agenda for Change pay increase and once concluded, any further updates to rates would be subject to a future report to this committee; and

(6) as committee approval could not be obtained within the required timescale and in view of the urgency, the Chief Executive had agreed to vary the NCHC contract in line with the conditions and to apply the NCHC contract uplift to commissioned services, as detailed in the report and approved the increase to Social Work Services expenditure of £5.218m.

After consideration, the committee noted

(a) that the Chief Executive, under delegated authority, had agreed to vary the NCHC contract in line with the conditions and to apply the NCHC contract uplift to commissioned services, as detailed in the report;

(b) the increase to Social Work Services expenditure of £5.218m; and

(c) that a further report might be required to be submitted once the Agenda for Change pay increase negotiations had been concluded.

APPENDIX

GLASGOW CHILDREN'S HOLIDAY FOOD PROGRAMME - AWARD OF FUNDING FOR SUMMER 2022

Organisation/project	Summer 2022 Award
Achieve More Scotland	£106,500
AR26 Charity	£5,000
Ardenglen Housing Association	£31,5170
Baltic Street Playground Adventures	£51,001
Bluevale Community Club	£17,052
Brunswick Community Development Trust	£36,794
Caring Operations Joint Action Council (COJAC)	£5,572
Children 1st - Croftfoot Primary	£883
Concrete Garden	£14,976
Connect Community Trust	£41,951
Cranhill Development Trust	£29,996
Crookston Community Group	£53,927
Drumchapel Baptish Church SCIO	£3,153
Drumchapel United	£7,675
3D Drumchapel	£9,214
Easthall Residents Association	£40,405
FARE	£92,000
Fuse Youth Café	£49,318
Geeza Break	£1,386
Glasgow East Arts Company Ltd	£38,225
Govan Youth Information Project	£38,613
Impact Arts (Projects) Ltd	£4,980
Jeely Piece Club	£30,000
Lambhill Stables	£12,546
Linkes (SCIO)	£4,788
New Gorbals Housing Association	£100,000
North United Communities	£25,977
Park Villa Football Development	£5,200
Partick Thistle Charitable Trust	£81,000
PEEK - Possibilities for Each and Every Kid	£117,000
Quarriers	£5,350
Queens Cross Housing Association	£22,970
Queens Park Govanhill Church	£4,885
Reidvale Adventure Play Association Limited	£19,184
Reidvale Neighbourhood Centre	£19,227
Royston Youth Action	£13,606
Ruchazie Parish Church of Scotland	£866
Shettleston Community Growing Project	£3,997

St Paul's Youth Forum	£27,865
SiMY Community Development	£6,409
Sistema Scotland	£3,429
Southside Boxing Academy and Community Hub	£20,840
Southside Housing Association	£39,107
The Everlasting FoodBank	£20,971
The Gladiator Programme	£52,929
The Hut (SCIO)	£34,443
The Pavillion	£30,920
Tollcross YMCA	£31,500
Tron St Mary's Parish Church	£2,223
Urban Fox Programme	£21,853
Well-Fed (Scotland) CIC	£106,500
Wing Tsjun Scotland SCIO	£5,675
Young Movers	£43,079
Young Peoples Futures	£70,550
Total	**£1,665,024**