GLASGOW CITY COUNCIL

SCHEME OF DELEGATED FUNCTIONS

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INTRODUCTION

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

- committees,
- the Chief Executive,
- Directors 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
No 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 Services 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

OFFICIAL

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

OFFICIAL

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)

OFFICIAL

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

OFFICIAL

No 66	Director of City Development Divisional Director Property and Consultancy Services

OFFICIAL

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
024	Fair Trading Act 1973

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 Director Divisional Director Head of Community Safety and Regulatory Services	All codes from 01 to 104, except 031
Head of City Services Head of Neighbourhoods and Place Group Manager (Environmental Health) Neighbourhood Services Manager	All codes from 01 to 104, except 031 and 101
Group Manager (Trading Standards)	All codes from 01 to 104 except 101
Assistant Manager (Business Regulation) 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	All codes from 01 to 104, except 031, 070, 071 and 101
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))

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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
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
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,

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,
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
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

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