GLASGOW CITY COUNCIL

COMMITTEE TERMS OF REFERENCE

May 2022

TERMS OF REFERENCE OF COMMITTEES.

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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

Convenor 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: 2

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: 5

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: 5

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

