



Glasgow City Council

Report by: Director of Legal and Administration

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

**Purpose of Report:**

To submit for approval the Scheme of Delegated Functions.

**Recommendations:**

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

Ward No(s):

Citywide: ✓

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

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**1. Introduction**

- 1.1 In terms of the current Scheme of Delegated Functions, the Chief Executive, in consultation with the Council Business Manager, can approve travel/event requests for Elected Members of up to £800 within the UK and of up to £1000 for international travel/events. Where these thresholds are likely to be exceeded, a report requires to be taken to the City Administration Committee seeking approval for the expense.
- 1.2 The proposed changes to the Scheme of Delegated Functions were submitted to the Business Bureau for consideration at its meeting on 27<sup>th</sup> November 2025, where it was agreed that the scheme should proceed to Council for final approval.
- 1.3 The updated Scheme of Delegated Functions is submitted for approval and incorporates the amendments set out below:

<b>Existing Delegation</b>	<b>Reason for amendment</b>	<b>Proposed Amendment</b>
<p><b><u>Page 16</u></b></p> <p><b>Chief Executive</b></p> <p><b>Delegation No.50</b></p> <p>“In consultation with the Council Business Manager, to authorise the attendance of elected members at conference etc. in the UK up to a maximum cost of £800 per person and up to £1000 per person for international travel/events.”</p>	<p>To amend the maximum monetary authorizations of delegation 50 to reflect rising costs of both domestic and international travel.</p>	<p><b><u>Page 16</u></b></p> <p><b>Chief Executive</b></p> <p><b>Delegation No.50</b></p> <p>“In consultation with the Council Business Manager, to authorise the attendance of elected members at conference etc. in the UK (excluding London) up to a maximum cost of £1000 per person; up to a maximum of £1500 for London; and up to a maximum of £2000 per person for international travel/events.”</p>

**2. Policy and Resource Implications**

**Resource Implications:** N/A

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*Financial:* N/A

*Legal:* N/A

*Personnel:* N/A

*Procurement:*

**Council Strategic Plan:** N/A

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

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

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

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

**Climate Impacts:** N/A

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

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

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

**Privacy and Data Protection Impacts:** N/A

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

If Yes, please confirm that

a Data Protection Impact

Assessment (DPIA) has

been carried out.

### **3. Recommendations**

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

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