

# City of Edinburgh Council

10am, Thursday, 25 August 2020

## Interim Procedural Standing Orders and Revised Committee Terms of Reference and Delegated Functions

Executive/routine  
Wards  
Council Commitments

### 1. Recommendations

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- 1.1 Council is recommended to:
  - 1.1.1 suspend Procedural Standing Orders until 31 December 2020 and to agree the Interim Standing Orders set out in appendix one.
  - 1.1.2 approve the revised Committee Terms of Reference and Delegated Functions set out in appendix two.

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Chief Executive

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## Interim Procedural Standing Orders and Revised Committee Terms of Reference and Delegated Functions

### 2. Executive Summary

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- 2.1 This report sets out Interim Procedural Standing Orders and revised Committee Terms of Reference and Delegated Function to allow Council business to continue to be carried out for the period 1 September 2020 to 31 December 2020.

### 3. Background

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- 3.1 On 23 April 2020, the Council's Leadership Advisory Panel agreed interim Procedural Standing Orders to allow Council business to be carried out during the Covid-19 pandemic. The Panel also agreed that the political management arrangements should be reviewed by the Policy and Sustainability Committee in August 2020.
- 3.2 On 6 August 2020, the Policy and Sustainability Committee agreed:
- 3.2.1 To agree that the Policy and Sustainability Committee would meet monthly between September and December 2020 and its remit would revert back to pre-Covid 19 on 1 September 2020 but with the addition of decision making and scrutiny of the Adaptation and Renewal Programme.
  - 3.2.2 To agree that the Finance and Resources Committee and all other committees (as set out in Committee Terms of Reference and Delegated Functions) except for the executive committees could meet from 7 August 2020.
  - 3.2.3 To agree that all other Executive Committees could meet from 1 September 2020.
  - 3.2.4 To agree that the Governance, Risk and Best Value Committee remit would revert to pre-Covid 19 on 1 September 2020.
  - 3.2.5 To agree to delegate authority to the Chief Executive, in consultation with the Regulatory Committee Convener, Vice-Convener and group spokespersons, to agree an appropriate and safe time to reinstate the Licensing Sub-

Committee and that all members of Licencing Sub-Committee be issued with relevant papers for review and comment prior to decisions being made.

- 3.2.6 To agree that meetings would be held virtually until 31 December 2020 and the situation would be reviewed alongside the political management arrangements in December 2020.
- 3.2.7 To note that a revised interim Procedural Standing Orders would be presented to Council in August 2020.
- 3.2.8 To request a briefing in September clarifying the process for a possible phased reduction in Committee activity, as described in 4.9 of the report by the Chief Executive. This briefing should make clear to Committee how any decisions would be taken, who would take those decisions, and under what circumstances.

## **4. Main report**

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- 4.1 The Council continues to operate within an emergency situation due to the Covid-19 pandemic and this is the expected position for the forthcoming weeks and months. There is a continued need to make quick, urgent decisions and the Chief Executive's delegated powers in an emergency are still applicable.
- 4.2 Remote committees have so far worked well and with the recent resumption of full Council meetings this has helped ease the pressure on the workload of the Policy and Sustainability Committee.
- 4.3 The Council has had to operate with minimal scrutiny of decision making since March necessary both due to the constraints of the emergency and the need to relieve pressure on stretched resources.
- 4.4 In order to support the resumption of all Executive Committees from 1 September 2020, revised interim Procedural Standing Orders and Committee Terms of Reference and Delegated Functions have been prepared as set out in appendices 1 and 2 of this report.

## **5. Next Steps**

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- 5.1 If approved, work would be carried out to establish meeting dates for the agreed committees.

## **6. Financial impact**

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- 6.1 New political management arrangements would be contained within existing revenue budgets.

## **7. Stakeholder/Community Impact**

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- 7.1 The governance arrangements of the Council require to be robust to provide adequate assurance on its delivery of services. This is heightened by an emergency situation, but it is imperative that a balance is struck so that an overly resource intensive governance structure does not impact negatively on service delivery.

## **8. Background reading/external references**

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- 8.1 None

## **9. Appendices**

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Appendix 1 – Interim Procedural Standing Orders

Appendix 2 – Revised Committee Terms of Reference and Delegated Functions

**CITY OF EDINBURGH COUNCIL**

**PROCEDURAL STANDING ORDERS**

**FOR COUNCIL**

**AND COMMITTEE MEETINGS**

## CONTENTS

1.	First meeting of the Council after an election	3
2.	Lord Provost and Depute Convener – Term of Office	3
3.	Ordinary and special meetings	3
4.	Notice of meetings	4
5.	Quorum	4
6.	Lord Provost – Council Meetings	5
7.	Convener– Committees	5
8.	Lord Provost and Convener – Duties	5
9.	Order of business	6
10.	Power to vary order of business	7
11.	Declaration of interests	7
12.	Deputations	7
13.	Minutes	8
14.	<u>Reports to Council and Executive Committees Council questions</u>	8
15.	<u>Council questions Leader's report and questions</u>	8
16.	<u>Leader's report and questions Notices of Motion</u>	9
17.	<u>Notice of Motions Private Items</u>	9
18.	<u>Public Meetings and Private Items Order of debates</u>	9
19.	<u>Order of debates Length of speeches</u>	9
20.	<u>Length of speeches Motion for adjournment</u>	10
21.	<u>Motion for adjournment Debate</u>	10
22.	<u>Debate Closure of debate</u>	12
23.	<u>Closure of debate Voting</u>	12
24.	<u>Voting Appointments</u>	13
25.	<u>Appointments Point of order</u>	14
26.	<u>Point of order Suspension of Standing Orders</u>	14
27.	<u>Suspension of Standing Orders Obstructive or offensive conduct by members</u>	14
28.	<u>Obstructive or offensive conduct by members Changing a Council decision</u>	14
29.	<u>Changing a Council decision Referring a decision to Council</u>	14
30.	<u>Referring a decision to Council Committee – non member motion</u>	15
31.	<u>Committee – non-member motion Ward or members with special interest</u>	15
32.	<u>Ward or members with special interest Freedom of the City</u>	15
33.	<u>Freedom of the City Admission of media and members of the public</u>	15
34.	Variation and revocation of Standing Orders	16

35. Review of Standing Orders

16

3

## STANDING ORDERS

These standing orders ("**Standing Orders**") apply from 7-February-1 September 2020 and regulate the conduct of business at meetings of the City of Edinburgh Council ("**Council**") and the committees or sub-committees of the Council ("**Committees**").

### 1. **First meeting of the Council after an election**

1.1 In an election year, the Council will hold a meeting at 10 am, no later than the third Thursday after the day of the ordinary election of Councillors.

1.2 At this meeting or at any adjournment of it, the Council will

- (a) appoint the Lord Provost;
- (b) seek to appoint the Depute Convener, the Leader and Depute Leader of the Council, the members of the committees of the Council and their conveners and any vice-conveners, the members of the joint committees and joint boards, the members of the Licensing Board and such representatives to other bodies as the Council may decide to appoint; and
- (c) deal with any urgent competent business.

### 2. **Lord Provost and Depute Convener – term of office**

2.1 The Council may at any time agree to remove the Lord Provost and Depute Convener from office, with immediate effect, provided that not less than three quarters of the members of the Council present and voting so decide.

### 3. **Ordinary and special meetings**

3.1 If circumstances allow, Aa meeting of the Council will be held at 10 am on every fourth Thursday.

3.2 In a non-election year the Council, at its first ordinary meeting in May will: -appoint the Leader and Depute Leader, the members of the committees of the Council and their conveners and any vice-conveners and the members of the joint committees and joint boards.

3.3 The Lord Provost may in exceptional circumstances alter the arrangements for ordinary meetings or authorise a special meeting to be called. A special meeting may also be called at any time by written request to the Clerk specifying the business to be transacted and signed by at least one quarter of the members of the Council. The Clerk will arrange for the special meeting to be held within 14 days of receipt of the request. The right to call a meeting does not apply to Committees.

3.4 The Council may recess for periods to be determined by the Clerk after consultation with the Lord Provost and the Leader of the Council. During any recess no meetings of the Council, Executive Committees or the Governance, Risk and Best Value Committee will be held.

#### 4. **Notice of Meetings**

4.1 At least 3 clear days before a meeting of the Council or its Committees:

- (a) the Clerk will publish a notice of the time and place of the intended meeting. If the meeting is called by members of the Council, the signed request will accompany the notice; and
- (b) a summons to attend the meeting containing the agenda of business will be sent to every Council member by email or to an alternative address nominated by them. If a summons is not sent to any member, the meeting will still be validly called only if good reason is shown for failure to send such a summons.

4.2 A Committee will hold such meetings as the Council may prescribe, but the Clerk will call additional meetings of a Committee at any time on being required to do so by the Committee concerned, or at the request of the Convener. Meetings will be called at least six days before the meeting date in accordance with the statutory requirements

4.3 The Clerk will call a special meeting to be held within eight days of receiving a written request specifying the business to be transacted and signed by at least one quarter of the members of the Committee concerned.

4.4 Any summons issued under Standing Order 4.1 must give a note of the agenda of business and the proposed order for dealing with business at the meeting.

4.5 No business other than that set out in the notice of meeting may be dealt with unless it is brought before the Council or Committee as a matter of urgency. The Lord Provost or Convener must rule that it is a matter of urgency and give the reasons for the ruling to be noted in the minutes. The item must be made known at the start of the meeting when the order of business is decided. If the Lord Provost or Convener rules that the matter is not urgent, it will be included as an item for the next ordinary meeting of the Council or next scheduled committee meeting, unless dealt with earlier.

#### 5. **Quorum**

5.1 The quorum of the Council is sixteen. No business may be transacted at any meeting unless a quorum is present. If fewer than sixteen members are present ten minutes after the appointed time for the start of the meeting ~~a the division bell~~ will be ~~announced~~~~ring~~. If after a further period of three minutes there are still fewer

than sixteen members present, the meeting will be adjourned until such date and time as the Lord Provost decides.

- 5.2 If at any time during a Council meeting a question arises on whether there is a quorum, the Lord Provost will instruct a count of the members who are present. If a quorum is not present, the meeting will be adjourned until such date and time as the Lord Provost decides.
- 5.3 Subject to law the quorum of a Committee will be one third of the number of voting members of the Committee (see Committee terms of reference for specific numbers) provided that in no case will any business be transacted unless at least two voting members are present.
- 5.4 If fewer members are present five minutes after the time appointed for the start of a Committee meeting than are needed to constitute a quorum the meeting will be adjourned until such date and time as the Convener decides. After a meeting has started, if the number of members present falls below the quorum the meeting will be adjourned immediately until such date and time as the Convener decides.
- 5.5 A member who has declared an interest in an item of business and has left the meeting may not be counted in the quorum for that item of business. If less than a quorum of the Council or Committee is entitled to vote on an item due to declaration of interests that item cannot be dealt with at the meeting.

6. **Lord Provost - Council Meetings**

- 6.1 The Lord Provost will chair any Council meeting when he or she is present. When the Lord Provost is absent from a Council meeting, the Depute Convener will chair the meeting. When the Lord Provost and Depute Convener are absent, another member of the Council, chosen by the members present, will chair the meeting.

7. **Convener - Committees**

- 7.1 The Convener will chair any meeting of a Committee when he or she is present. When the Convener is absent from a Committee meeting the Vice-Convener, if appointed, will chair the meeting. When the Convener and Vice-Convener are absent, another member chosen by the members present will chair the meeting.

8. **Lord Provost and Convener- Duties**

- 8.1 The duties of the Lord Provost or Convener of the meeting, in accordance with these Standing Orders, will include:
- (a) Deciding on all matters of protocol, decorum, order, competency and relevancy;
  - (b) Determining all matters of procedure for which no provision is made within these Standing Orders. In reaching this determination he/she may be advised by the Clerk;

- (c) Deciding priority between two or more members wishing to speak;
- (d) Ensuring that a fair opportunity is given to all members to express their views on any item of business;
- (e) Preserving order within the meeting;
- (f) Ordering the exclusion of any member of the public, in order to prevent or suppress disorderly conduct or any other behaviour which impedes or is, in the Lord Provost or Chair's opinion, impeding the business of the meeting;
- (g) In the event of disorder arising, adjourning the meeting to a time and date the Lord Provost or Convener will fix then or later. In leaving the meeting, the Lord Provost or Convener in such circumstances, will without further procedure, have formally adjourned the meeting;
- (h) Signing the minutes of the previous meeting;

8.2 The decision of the Lord Provost or Convener in relation to all questions regarding Standing Orders is final, but in reaching these decisions advice may be sought from the Clerk.

9. **Order of Business**

9.1 **Full Council** – the business of Council at ordinary meetings will take place in the following order:

- (a) Order of Business
- (b) Declaration of Interests
- (c) Deputations
- (d) Minutes
- (e) Council Questions
- (f) Leader's Report
- (g) Appointments
- (h) Reports
- (i) Motions

10. **Power to vary order of business**

10.1 The Council or Committee may at any meeting vary the order of business to give precedence to any item on the agenda:

- (a) at the discretion of the Lord Provost or Convener; or
- (b) on a motion duly moved and seconded and voted on electronically or by a roll call/show of hands.

## 11. Declaration of Interests

11.1 Where a member declares an interest in accordance with the Councillors' Code of Conduct and leaves the meeting, the fact will be recorded in the minutes of the meeting.

## 12. Deputations

12.1 The Council or any Committee can hear deputations on any matter that is included in its power, duties or delegation. For this interim period a deputation should take the form of a written submission.

12.12.2 Every application for a deputation must be from an office bearer of an organisation or group. It must be submitted by email or in writing, setting out the subject of the deputation and be delivered to the Clerk no later than 5pm on the day before the meeting concerned. The Lord Provost or Convener has discretion to waive both these requirements.

12.212.3 The Clerk will submit the application to the Council or relevant Committee. An application for a deputation will only be submitted if it relates to an item of business on the agenda for that meeting or if the Lord Provost or Convener decides that there is sufficient reason for the meeting to consider it.

12.312.4 When the Council or Committee considers whether to hear a deputation, it must not discuss the merits of the case itself. If necessary a vote will be taken without discussion on whether to hear the deputation.

~~12.4 — Each deputation will not usually exceed four persons and will have ten minutes to present its case. If the meeting decides to hear more than one deputation on the same subject, they will be heard together. The Lord Provost or Convener will decide how much time to allow.~~

~~12.5 — Unless the Lord Provost or Convener decides otherwise, the total maximum time allowed for deputations to present their cases at a meeting, excluding questions, will be limited to 60 minutes.~~

~~12.6 — Any member can put a question to the deputation that is relevant to the subject. The total time allowed for such questions will not be more than ten minutes for~~

~~each deputation. The merits of the case must not be discussed by members until the deputation has withdrawn.~~

~~42.712.5~~ Standing Order 12 does not apply to meetings of the Licensing Sub-Committee, the Development Management Sub-Committee, or the City of Edinburgh Planning Local Review Body, nor to any subsequent consideration of the quasi-judicial matter, or to any other quasi-judicial items considered by the Council or its committees.

### 13. Minutes

13.1 The Clerk will minute all Council and Committee meetings. The minutes will record the names of the members who attended the meeting and record, in the event of a vote, how each individual member voted. They will be circulated among members of the Council or Committee at least three clear working days before its next meeting for approval. If they are approved as a correct record of proceedings of the meeting, the Lord Provost or Convener of the meeting will sign them.

### 14. Reports to Council and Executive Committees

~~14.1~~ Reports to the Council and its Executive Committees will be submitted in accordance with the relevant remits and delegated functions set out in the Council's Committee Terms of Reference and Delegated Functions. Any report which may be of interest to another Executive Committee will be included in that Committee's Business Bulletin by way of an electronic link and may also be issued by email to elected members if requested.

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### 14.15. Council Questions

~~44.415.1~~ At any Council meeting, a member may put a question to the Lord Provost or to any Convener or Vice-Convener with relevant responsibility about any relevant or competent business. The question must be given in by email or in writing to the Clerk by noon on the seventh working day before the meeting. The Lord Provost or Convener may specify that a particular question will be answered by another Convener or Vice-Convener, with that member's consent.

~~44.215.2~~ A member may put a question to a Convener or Vice-Convener at a Council meeting about any matter that is on the summons for that meeting. He/she must give the question orally or in writing to the Clerk by 10am on the day before the meeting.

~~44.315.3~~ After a question has been answered the questioner may ask a supplementary question, if necessary, to seek clarification of the answer given. The total time for asking a supplementary question and replying to it will not be more than 5 minutes. The total time for all such questions and answers will not be more than 40 minutes.

~~44.415.4~~ No discussion will be allowed on any question or answer.

## **45.16. Leader's Report and Questions**

**45.416.1** At a meeting, a member may put one or more oral questions to the Leader in connection with the Leader's Report. The Leader may invite a Convener or Vice-Convener to respond on his/her behalf. The total time allowed for such questions and answers will not be more than 40 minutes.

**45.216.2** No discussion will be allowed on any question or answer.

## **46.17. Notices of Motion**

**46.417.1** Every formal notice of motion will be in writing and signed off by the member giving the notice. The notice must be delivered to the Clerk by noon on the seventh working day before the meeting. Those not received within this timescale, will not be included in the summons calling the meeting.

**46.217.2** Late formal notices of motion may be submitted to the Council or Committee at the appropriate time in the meeting, in terms of Standing Order 4.4 if:

- (a) They have been delivered to the Clerk before the start of the meeting;
- (b) They are considered by the Lord Provost or Convener to be competent, relevant and urgent; and
- (c) They have been circulated to members before the meeting commences or read by the Clerk to the meeting at the appropriate time in the meeting.

**46.317.3** Late motions which are not accepted as urgent by the Lord Provost or Convener, will be considered at the next ordinary meeting.

**46.417.4** Every formal motion submitted, in terms of Standing Orders **176.1** and **176.2**, will require to be moved and seconded formally. If such a motion is not moved and seconded formally it will fall and this will be recorded in the minutes.

## **47.18. Public Meetings and Private Items**

**18.1** Meetings of the Council are generally open to the public but the Local Government (Scotland) Act 1973 does allow the Council to hear matters in private if they meet the description of confidential information as defined in the Act or by resolution if the Council agrees that if the meeting was held in public, then exempt information as defined in Schedule 7(A) of the Act would be disclosed.

**47.418.2** Being open to the public requires that the public should be able to observe meetings and should have access to all agendas and reports that are not ruled private under the Act. To ensure access, the Council will endeavour to webcast all appropriate meetings that are open to the public.

~~17.2 — Being open to the public requires that the public should be able to attend and observe meetings and should have access to all agendas and reports that are not ruled private under the Act. To ensure access for the majority of residents who cannot attend in person, the Council will endeavour to webcast all appropriate meetings that are open to the public~~

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#### 18.19. **Order of Debates**

18.19.1 A member who wishes to speak, when called on, will address the Lord Provost or Convener. The member will speak directly on the motion or amendment that is being proposed, seconded or discussed, or on a question of order. No member can speak more than once on any subject that is being discussed, except for a point of order or, with the permission of the Lord Provost or Convener, to give an explanation. The person proposing the motion has a right of reply.

#### 19.20. **Length of Speeches**

19.20.1 Except with the Lord Provost or Convener's permission the proposer and seconder of a motion or an amendment must not speak for more than five minutes, and all other speakers for not more than three minutes. The proposer of the original motion may speak for up to five minutes in reply, and the reply must not introduce any new matter into the debate. After that, the discussion will finish and the Lord Provost or Convener will direct that a vote be taken.

#### 20.21. **Motion for Adjournment**

20.21.1 A motion to adjourn the meeting may be put at any time, except if a member is speaking, and will have precedence over all other motions. It must be moved and seconded without discussion and must at once be put by the Lord Provost or Convener in the form of 'adjourn' or 'not adjourn.'

20.21.2 A second or subsequent motion to adjourn may not be made within half an hour unless it is moved by the Lord Provost or Convener when it will be dealt with as in Standing Order 20.1.1.

#### 21.22. **Debate**

21.22.1 A member wishing to speak will rise and address the Lord Provost or Convener. He/she will speak only on the matter under consideration or on a question of order.

21.22.2 A member proposing to submit a motion or amendment on any subject under discussion will before addressing the meeting state the terms of the motion or amendment. If he/she fails to do so the Lord Provost or Convener will ask him/her to state the terms. Every motion or amendment must be moved and seconded and will, when required by the Lord Provost or Convener, be put in writing and handed over submitted electronically to the Clerk. Members will be only permitted to move or second one motion/amendment for each item of business.

21-322.3 That any motion or amendment, to any subject under discussion be provided to the clerk no later than 2pm on the working day before the meeting unless the motion or amendment:

- a) Moves the recommendations of the report; or
- b) Calls for a continuation of consideration of the item to a future meeting; or
- c) Moves no action; or
- d) Has been ruled urgent by the Lord Provost or Convener; or
- e) Can be submitted verbally at the meeting and with the consent of the Lord Provost or Convener.

| 21-422.4 Clause 224.3 will not apply to any agenda items where the final report or reports were not issued alongside the notice of the meeting.

21-522.5 Minor changes to motions and amendments are permitted but these should be able to be verbally altered at the meeting.

21-622.6 The Council or Committee can agree that in exceptional circumstances the requirements of this standing order can be ignored.

21-722.7 The mover and seconder of any motion or amendment or adjustment thereof may speak in support of the motion or amendment for not more than five minutes. No other speaker may speak for more than three minutes or more than once in the same discussion except to call attention to a point of order.

| 21-822.8 Notwithstanding the provisions in Standing Order 224.97, if an individual member is named by another speaker during debate, that member will be permitted to speak, even if having already spoken, but only in response to the specific reference made and only to correct any apparent or actual misrepresentation.

21-922.9 The mover of the original motion will have the right to speak for a further five minutes in reply to the debate after which the discussion will be closed. The mover of the motion must, in his/her reply, strictly confine himself/herself to answering previous speakers and not introducing any new matter. No member will be permitted to offer an opinion or to ask a question or otherwise to interrupt the proceedings. The motion and amendment(s) will then be voted on by members.

| 21-1022.10 The limits of time specified in Standing Orders 224.7 and 242.4 to 242.9 may be exceeded with the consent of the majority of members present and the Lord Provost or Convener may determine, without taking a vote, whether such consent has been obtained.

21-1122.11 When a motion and two or more amendments are before the meeting, the Lord Provost or Convener will decide the order and manner for putting the motion

and amendments to the meeting. The Lord Provost or Convener (or nominee) will have the right to move a minute or report, as the original motion, with all alternative proposals considered as amendments.

21.12 22.12 The mover of the motion or amendment may agree to add all or part of an amendment moved and seconded by other members, provided that:

- (a) His/her seconder consents;
- (b) The mover and seconder of the other amendment consents; and
- (c) The agreement takes place before the mover of the motion has replied.

21.13 22.13 The mover of an amendment, which is not seconded, may have his/her dissent to the decision of the Council or Committee recorded in the minute.

21.14 22.14 If a motion is moved and seconded and no amendments are put forward, the Lord Provost or Convener will have discretion to determine whether further contributions will be permitted.

#### 22.23 **Closure of Debate**

22.1 23.1 Any member who has not spoken on the question before the meeting may propose 'that the matter now be decided'. If this is seconded and the Lord Provost or Convener thinks the question has been discussed enough, he or she will order that a vote on the motion be taken, without amendment or discussion. If the motion that the matter now be decided is carried, the proposer of the original motion will have a right to reply, and the question itself will then be put to the meeting. If the motion that the matter be now decided is not carried, a similar motion may be made after every two further members have spoken.

#### 23.24 **Voting**

23.1 24.1 ~~All votes will be taken by roll call vote. A vote may be taken by members standing in their places by electronic voting or by a show of hands. All votes on procedure, however, will be taken by a show of hands.~~

23.2 24.2 The minutes will record how each individual member voted.

23.3 24.3 When a motion and amendment are before the Council or Committee the proposal receiving the support of a majority of members present and voting will be declared to be a decision of the Council or Committee.

23.4 24.4 When a motion and two or more amendments are before the Council or Committee and the adoption of one or more of the proposals would result in either the continuation of a decision or no action, a vote will firstly be taken on the proposal(s) involving continuation or no action as soon as the discussion is completed. This vote will be taken 'for or against' either continuation or no action.

Any vote necessary on the remaining proposals will be taken in terms of Standing Order 243.1.

[23-524.5](#) When a motion and two or more amendments, none of which involves continuation or no action, are before the Council or Committee, the vote will be taken on all proposals, each member having one vote. If a proposal receives the support of a majority of members voting it will be declared to be the decision of the Council or Committee. If none of the proposals receives the support of a majority of those voting, the one which has received the fewest votes will be dropped and a fresh vote taken on the remaining proposals. If there is an equal number of votes between the proposals with the fewest votes the Lord Provost will have a casting vote to determine which proposal should be dropped. If the Lord Provost does not exercise his/her casting vote, the decision will be by lot. This process of elimination will continue until one proposal has received majority support from those voting which will be declared the decision of the Council or Committee.

[23-624.6](#) If there are equal numbers of votes, the Lord Provost or Convener will have a casting vote except where the vote relates to appointing a member of the Council to any particular office or committee. In this case, the decision will be by lot.

~~23.7 — In a meeting of the Council, the City Officer will ring the Division Bell for sixty seconds immediately before any vote is taken. The doors of the Council Chamber will then be locked and voting undertaken by the Clerk. Where a series of votes is to be taken, which in the opinion of the Lord Provost are on related subjects, the Lord Provost may suspend the requirements of this Standing Order after the first vote in the series.~~

[23-824.7](#) If a vote has been taken and a member immediately challenges the accuracy of the count, the Lord Provost or Convener will decide whether to have a recount. If there is a recount, the Lord Provost or Convener will decide how this should be taken.

#### [24.25](#) **Appointments**

[24-125.1](#) When appointing a member of the Council or any person to office where the number of candidates is more than the number of vacancies, the person to be selected may be decided by ballot. In each case, members can vote for as many candidates as there are vacancies but in any vote, they may only vote once for any one candidate.

[24-225.2](#) If only one vacancy is to be filled and one candidate has an absolute majority of the votes cast, that candidate will be declared appointed. If this is not the case, the name of the candidate with the fewest votes will be taken off the list of candidates. This process of elimination will continue until the number of remaining candidates equals the number of vacancies or one candidate has a majority and there is only one vacancy. That candidate or those candidates will be declared to be appointed.

24-325.3 If there is a vote between more than two candidates and there are an equal number of votes for candidates with fewest votes, there will be an extra vote by ballot of those candidates. The name of the candidate with the fewest votes will be taken off the list. If there are an equal number of votes between two candidates, the candidate to be taken off the list will be decided by lot.

24-425.4 Subject to law, appointments to outside bodies are for the life of the Council unless the person appointed resigns from the appointment or the outside body's constitution specifies a different time period.

#### 25-26. **Point of Order**

25-426.1 Any member may raise a point of order at any time during a meeting. Any member who is addressing the meeting when a question of order is raised will resume his/her seat until the question has been decided by the Lord Provost or Convener. The member raising the point of order will advise which Standing Order he/she considers is being infringed and thereafter, without debate, await the Lord Provost or Convener's decision. No other member may speak to the point of order unless with the permission of the Lord Provost or Convener. The decision of the Lord Provost or Convener will be final and cannot be discussed.

#### 26-27. **Suspension of Standing Orders**

26-427.1 The Council may on a motion duly moved and seconded, and with the consent of two thirds of members voting, suspend any Standing Order specified in the motion. Any such motion may be submitted, without previous notice, and will be voted on electronically or by ~~a show of hands~~ roll call without discussion.

26-227.2 Standing Orders 2, 8, ~~24~~, 25, 26, 27 and ~~332~~ will not be capable of suspension.

26-327.3 The Pensions Committee and Pensions Audit Sub-Committee, with external membership and participation are subject to their own Standing Orders approved by the Pensions Committee from time to time. In the absence of the aforementioned Standing Orders the City of Edinburgh Council Standing Orders will continue to apply to the Pensions Committee and Pensions Audit Sub-Committee.

26-427.4 The Pension Board is a body constituted under the Public Services Pensions Act 2013 and the Local Government Pension Scheme (Governance) (Scotland) Regulations 2014 and with powers regulated by the United Kingdom Pensions Regulator. The constitution and operations of the Pensions Board will be determined

d in accordance with regulation and, where appropriate, considered and approved by the Pensions Boards and/or the Pensions Committee.

#### 27-28. **Obstructive or offensive conduct by members**

27-28.1 If any member at any meeting disregards the authority of the Lord Provost or Convener, or behaves obstructively or offensively, a motion may then be proposed and seconded to suspend the member for the rest or any part of the meeting. The motion will be put without discussion. If it is carried, ~~the City Officer or the~~ Clerk will act on any orders received from the Lord Provost or Convener to carry out the decision.

#### 28-29. **Changing a Council decision**

28-29.1 Subject to law, a decision of the Council cannot be changed by the Council within six months unless notice has been given of the proposed item in the summons for the meeting and:

- (a) the Lord Provost rules there has been a material change of circumstances; or
- (b) the Council agrees the decision was based on erroneous, incorrect or incomplete information.

#### 29-30. **Referring a decision to Council**

29-30.1 Subject to Standing Order ~~3029.2~~, where a decision is taken at the Executive Committees, Governance, Risk & Best Value Committee, ~~Locality Committees~~ or the Regulatory Committee, not less than one quarter of the members present may ask for it to be passed to Council as a recommendation.

29-30.2 A decision will not be sent to the Council in terms of Standing Order ~~3029.1~~ where the Convener considers that a final decision must be made before the next meeting of the Council, in order to avoid material prejudice to the interests of the Council. The Convener will give clear reasons for this decision.

#### 30-31. **Committee – ~~non-member~~ non-member motion**

31.1 Any member may raise with the relevant committee a matter of new business by submitting a motion in writing to the Clerk by noon on the seventh working day before the meeting. If accepted by the Convener the matter will be placed on the agenda of business for the next meeting. The member raising the matter will be entitled to appear at that meeting to move his/her motion, which will require to be seconded by another member, but may not vote unless he/she is a member of the Committee.

31.2 Any member may raise an amendment to an item of business to a Committee they are not a member of. They will not though be permitted to move or second or speak to the amendment at the meeting.

~~30.4~~

### 31-32. **Ward or members with special interest**

31-32.1 A member of the Council who is not a member of a particular committee may be invited by the Convener, or Vice-Convener to attend a meeting where there is under discussion any item in which that member has a local or other special interest. The member will be entitled to speak on that item but may not vote. This Standing Order does not apply to the Regulatory or the Planning Committee or any of their sub-committees.

### 32-33. **Freedom of the City**

32-33.1 Any member of the Council who wishes to propose that the Freedom of the City be offered to any distinguished person will first consult the Lord Provost before submitting any motion to the Council.

32-233.2 Any motion to give Freedom of the City will be stated in the notice of the meeting of the Council and will need to be passed by at least two thirds of members at the meeting.

### ~~33. — Admission of media and members of the public~~

~~33.1 — Subject to law and in particular to the provisions of the Local Government (Access to Information) Act 1985, meetings will be open to the public and representatives of the media, subject to powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at the meeting.~~

~~Other than the live web casting of Council meetings by the Council, any video or sound recordings or broadcasting of meetings or the taking of any photographs will be at the Lord Provost or Convener's discretion.~~

### 34. **Variation and revocation of Standing Orders**

34.1 Any motion to vary or revoke these Standing Orders will, when voted on, be approved by a majority of members of the Council present and voting. Any such motion must be by formal notice as provided in Standing Order 176.

### 35. **Review of Standing Orders**

35.1 These Standing Orders will be ~~reviewed annually, in place until 31 December 2020 unless otherwise determined by the Council or appropriate Committee.~~

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**CITY OF EDINBURGH COUNCIL**

**COMMITTEE TERMS OF REFERENCE  
AND  
DELEGATED FUNCTIONS**

## Contents

A. General	3
1. Delegation to committees	3
2. Reserved Matters	3
3. Committee Membership	4
4. Urgent decisions	4
5. Substitutes	5
6. Convener of Sub-Committee	5
B. Committee terms of reference and delegated powers	6
Executive Committees	6
Other Committees	17
Sub-Committees	28

## COMMITTEE TERMS OF REFERENCE AND DELEGATED FUNCTIONS

### A. GENERAL

These terms of reference and delegated functions ("**Committee Terms of Reference**") apply from 23 August 2019 and set out the powers delegated by the City of Edinburgh Council ("**Council**") to its committees and sub-committees ("**Committees**") pursuant to the Local Government (Scotland) Act 1973 (the "**Act**").

#### 1. Delegation to Committees

- 1.1. Subject to law, to the provisions of these Committee Terms of Reference, and to any restriction, direction or instruction of Council, there shall be delegated to the respective Committees all the functions and matters contained in:
  - 1.1.1. these Committee Terms of Reference;
  - 1.1.2. any scheme made under the Act or statute; and
  - 1.1.3. any minute of the Council making specific delegation to the Committee.

#### 2. Reserved matters

- 2.1. The following matters are reserved to the Council:
  - 2.1.1. all functions reserved by law to the Council;
  - 2.1.2. determining the strategic objectives of the Council;
  - 2.1.3. election of the Leader, Deputy Leader, Lord Provost, Depute Convener and Bailies;
  - 2.1.4. appointment of committees of the Council, agreeing and/or amending their terms of reference and delegation of functions to them;
  - 2.1.5. deciding the composition of committees of the Council and appointment of members to serve on them, including external members;
  - 2.1.6. appointment of members to serve on joint committees, joint boards and any outside body;
  - 2.1.7. making, amending, revoking, re-enacting or adopting standing orders and Committee Terms of Reference and Delegated Functions;
  - 2.1.8. approving or amending any scheme of delegation to officers;
  - 2.1.9. the annual review of the revenue budget and the fixing of council tax;
  - 2.1.10. the annual review of the capital investment programme and approval of any capital project with a value exceeding £50,000, not included in the capital investment programme;

- 2.1.11. any material expenditure which is not included in the annual revenue budget;
- 2.1.12. setting of special responsibility allowances;
- 2.1.13. making, amending, revoking, re-enacting or adopting, bye-laws, schemes, regulations or rules made under statute subject to confirmation by Scottish Ministers where applicable;
- 2.1.14. the formal adoption of Local Development Plans;
- 2.1.15. the approval of a Proposed Strategic Development Plan and the delegation of authority to the strategic development planning authority (SEsplan);
- 2.1.16. the determination of an application for planning permission for a development of a class mentioned in A38A (i) of the Town and Country Planning (Scotland) Act 1997;
- 2.1.17. appointment and dismissal of the Chief Executive and appointment of a chief official;
- 2.1.18. any decision in relation to any proposal to delegate a power or duty to or accept a delegated power from any other local authority or to co-operate or combine with any other local authority in providing services;
- 2.1.19. promoting or opposing the making of local legislation;
- 2.1.20. creation of Council companies;
- 2.1.21. the preparation and review of the Scheme for Community Councils (Special Meeting);
- 2.1.22. amendments to the Treasury Policy Statement, and
- 2.1.23. approval of the annual Treasury Strategy and annual treasury management performance.

### **3. Committee Membership**

- 3.1 Committee membership will be proportionate according to the elected representation of political parties unless expressly agreed otherwise at a meeting of the full Council.

### **4. Urgent decisions**

- 4.1. If a decision which would normally be made by the Council or a Committee requires to be made urgently between meetings of the Council or Committee, the Chief Executive or appropriate Executive Director, in consultation with the Convener or Vice-Convener, may take action, subject to the matter being reported to the next meeting of the Council or Committee.

**5. Substitutes**

- 5.1. Where permitted by law and where specified in these Committee Terms of Reference, a member may, subject to paragraph 5.2 below appoint a substitute member from his or her political group to attend a meeting of the committee in his or her place, by email to the Clerk in advance of the meeting.
- 5.2. 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.
- 5.3. 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. Convener of Sub-Committee**

- 6.1. The Convener of a sub-committee will be appointed by its parent committee.

## **B. COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS**

### **Executive Committees**

#### **1. Policy and Sustainability Committee**

1.1. **Constitution:** 17 Members of the Council including:

- 1.1.1. 5 SNP
- 1.1.2. 5 Conservative
- 1.1.3. 3 Labour
- 1.1.4. 2 Green
- 1.1.5. 2 SLD

#### **Convener and Vice-Convener**

- 1.2. The Leader of the Council will be the Convener of the Policy and Sustainability Committee.
- 1.3. The Deputy Leader of the Council will be the Vice-Convener of the Policy and Sustainability Committee.

#### **Quorum**

- 1.4. Six members of the Policy and Sustainability Committee will constitute a quorum.

#### **Substitution**

- 1.5. Substitutes are permitted.

#### **Delegated functions**

- 1.6. Power is delegated to the Policy and Sustainability Committee to:
  - 1.6.1. advise the Council on outcomes, strategic objectives and key priorities;
  - 1.6.2. develop and approve Council policies, including reform, smart city, human resources, community planning and partnership working;
  - 1.6.3. adopt and implement the management framework for planning, implementing, reporting and reviewing Council service delivery;
  - 1.6.4. ensure the Council meets its statutory responsibilities in terms of best value;
  - 1.6.5. ensure the Council meets its statutory responsibilities in terms of diversity and equalities;
  - 1.6.6. monitor implementation of the Council's business and service development plans, corporate strategies, change programmes, corporate initiatives and service reviews;

- 1.6.7. facilitate and encourage public participation and empowerment ensuring the involvement of citizens, the community, neighbourhood networks, partners and key stakeholders in the committee decision-making process;
- 1.6.8. instruct such performance information as the committee requires to fulfil its remit and monitor overall performance in the delivery of services and the Council's financial performance;
- 1.6.9. set and monitor all relevant grants programmes and award grants;
- 1.6.10. provide scrutiny of those services delegated to the Integration Joint Board. This should include scrutiny of internal controls, performance, quality and compliance with the law;

1.6.11. determine any reviews of community asset transfer requests;

1.6.12 provide oversight and take decisions on the adaptation and renewal programme.

~~1.6.11.~~ 1.6.13 provide oversight and take decisions on matters relating to sustainability and climate change

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~~1.6.12.~~ 1.6.14 provide oversight and take decisions on major economic policy and strategy and significant cross-cutting regeneration projects;

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~~1.6.13.~~ 1.6.15 provide strategic oversight of Edinburgh City Region Deal;

~~1.6.14.~~ 1.6.16 advise, agree, scrutinise and review Edinburgh Police and Fire and Rescue Service city-wide plans, policies and performance;

~~1.6.15.~~ 1.6.17 consider petitions addressed to the City of Edinburgh Council on matters within the remit of committee, in accordance with the Council's approved Petitions procedure and determine the appropriate action;

~~1.6.16.~~ 1.6.18 determine differences between committees except where the difference involves a decision on an individual planning or licensing application; and

~~1.6.17.~~ 1.6.19 take all decisions which are not reserved to the Council or delegated to another committee of the Council

## **2. Culture and Communities Committee**

2.1. **Constitution:** 11 members of the Council as follows:

- 2.1.1. 3 SNP
- 2.1.2. 3 Conservative
- 2.1.3. 2 Labour
- 2.1.4. 2 Green
- 2.1.5. 1 SLD

### **Convener and Vice Convener**

2.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

### **Quorum**

2.3. Four members will constitute a quorum.

### **Substitution**

2.4. Substitutes are permitted.

### **Delegated functions**

2.5. Power is delegated to the Culture and Communities Committee in relation to the matters listed in paragraph 2.6, to:

- 2.5.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
- 2.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;
- 2.5.3. set standards for service delivery and secure value for money;
- 2.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
- 2.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
- 2.5.6. monitor arrangements to ensure best value and continuous improvement across all services;
- 2.5.7. facilitate and encourage public, engagement, consultation, participation and feedback;
- 2.5.8. set and monitor all relevant grants programmes and award grants;

- 2.5.9. consider petitions addressed to the City of Edinburgh Council on matters within the remit of committee, in accordance with the Council's approved Petitions procedure and determine the appropriate action to be taken;
- 2.5.10. review the impact of the committee's policies on the city
- 2.6. The matters referred to in paragraph 2.5 are as follows:
  - 2.6.1. Community Justice;
  - 2.6.2. community safety
  - 2.6.3. health except those matters delegated to another committee or the Integration Joint Board;
  - 2.6.4. Cultural development, festivals and events;
  - 2.6.5. Sport and Recreation;
  - 2.6.6. Arts and museums;
  - 2.6.7. Libraries and community centres;
  - 2.6.8. Parks and green spaces;
  - 2.6.9. community and locality planning
  - 2.6.10. community empowerment; and
  - 2.6.11. Community Councils.

### **3. Education, Children and Families Committee**

- 3.1. **Constitution:** 11 members of the Council as follows:

- 3.1.1. 3 SNP
- 3.1.2. 3 Conservative
- 3.1.3. 2 Labour
- 3.1.4. 2 Green
- 3.1.5. 1 SLD

Additional members for education items:

- 3.1.6. 3 Religious Representatives
- 3.1.7. 1 Parent Representative (non-voting)

#### **Convener and Vice Convener**

- 3.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

#### **Quorum**

- 3.3. Four members will constitute a quorum except in the case of education business where five members will constitute a quorum.

#### **Substitution**

- 3.4. Substitutes are permitted for all members of the Council.

### **Delegated functions**

- 3.5. Power is delegated to the Education, Children and Families Committee to:
  - 3.5.1. exercise all the functions of the Council as education authority (education business), within the terms of the relevant legislation; and
  - 3.5.2. exercise the functions as social work authority, within the terms of the relevant legislation, in relation to children.
- 3.6. In addition, in relation to the matters listed in paragraph 3.7, to:
  - 3.6.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
  - 3.6.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;
  - 3.6.3. set standards for service delivery and secure value for money;
  - 3.6.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals.
  - 3.6.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
  - 3.6.6. monitor arrangements to ensure best value and continuous improvement across all services;
  - 3.6.7. facilitate and encourage public, engagement, consultation, participation and feedback;
  - 3.6.8. set and monitor all relevant grants programmes and award grants;
  - 3.6.9. consider petitions addressed to the City of Edinburgh Council on matters within the remit of committee, in accordance with the Council's approved Petitions procedure and determine the appropriate action; and
  - 3.6.10. review the impact of the committee's policies on the city.
- 3.7. The matters referred to in paragraph 3.6 are as follows:
  - 3.7.1. the Council's education, children and families services;
  - 3.7.2. Lifelong Learning; and
  - 3.7.3. major capital programmes or projects implementation, asset planning and facilities management for the Council's education, children and families services.

#### **4. Finance and Resources Committee**

4.1. **Constitution:** 11 members of the Council as follows:

- 4.1.1. 3 SNP
- 4.1.2. 3 Conservative
- 4.1.3. 2 Labour
- 4.1.4. 2 Green
- 4.1.5. 1 SLD

##### **Convener and Vice Convener**

4.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

##### **Quorum**

4.3. Four members will constitute a quorum.

##### **Substitution**

4.4. Substitutes are permitted.

##### **Delegated functions**

4.5. Power is delegated to the Finance and Resources Committee in relation to matters listed in paragraph 4.6 to:

- 4.5.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
- 4.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;
- 4.5.3. set standards for service delivery and secure value for money;
- 4.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
- 4.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
- 4.5.6. monitor arrangements to ensure best value and continuous improvement across all services;
- 4.5.7. facilitate and encourage public engagement, consultation, participation and feedback;
- 4.5.8. set and monitor all relevant grants programmes and award grants;
- 4.5.9. consider petitions addressed to the City of Edinburgh Council on matters within the remit of committee, in accordance with the Council's approved

Petitions procedure and determine the appropriate action to be taken;  
and

4.5.10. review the impact of the committee's policies on the city.

4.6. The matters referred to in paragraph 4.5 are as follows:

4.6.1. Council's revenue and capital budgets;

4.6.2. Council's expenditure and budget policy;

4.6.3. Monitoring the Council's Treasury Management policies and practices;

4.6.4. Council's long term financial plan;

4.6.5. Procurement and contracts;

4.6.6. monitoring of Council debt and debt recovery;

4.6.7. Common Good Fund;

4.6.8. human resources (not including policy);

4.6.9. ICT

4.6.10. Disposal and development of Council owned property and land transactions;

4.6.11. All charitable and other trust funds vested in the Council except where the Council has expressly made other arrangements.

## **5. Housing, Homelessness and Fair Work Committee**

5.1. **Constitution:** 11 members of the Council as follows:

5.1.1. 3 SNP

5.1.2. 3 Conservative

5.1.3. 2 Labour

5.1.4. 2 Green

5.1.5. 1 SLD

### **Convener and Vice Convener**

5.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

### **Quorum**

5.3. Four members will constitute a quorum.

### **Substitution**

- 5.4. Substitutes are permitted.

### **Delegated functions**

- 5.5. Power is delegated to the Housing, Homelessness and Fair Work Committee in relation to matters listed in paragraph 5.6 to:
  - 5.5.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
  - 5.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council;
  - 5.5.3. set standards for service delivery and secure value for money;
  - 5.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
  - 5.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
  - 5.5.6. monitor arrangements to ensure best value and continuous improvement across all services;
  - 5.5.7. facilitate and encourage public, engagement, consultation, participation and feedback;
  - 5.5.8. set and monitor all relevant grants programmes and award grants
  - 5.5.9. consider petitions addressed to the City of Edinburgh Council on matters within the remit of committee, in accordance with the Council's approved Petitions procedure and determine the appropriate action to be taken;
  - 5.5.10. review the impact of the committee's policies on the city.
- 5.6. The matters referred to in paragraph 5.5 are as follows:
  - 5.6.1. Housing;
  - 5.6.2. Homelessness and housing support;
  - 5.6.3. Employability and fair work;
  - 5.6.4. Economic development projects and policies that are not reserved to the Policy and Sustainability Committee;
  - 5.6.5. External relations and inward investment; and
  - 5.6.6. Inclusive growth.

## **6. Transport and Environment Committee**

6.1. **Constitution:** 11 members of the Council as follows:

- 6.1.1. 3 SNP
- 6.1.2. 3 Conservative
- 6.1.3. 2 Labour
- 6.1.4. 2 Green
- 6.1.5. 1 SLD

### **Convener and Vice Convener**

6.2. The Convener and Vice Convener will be members of the City of Edinburgh Council.

### **Quorum**

6.3. Four members will constitute a quorum.

### **Substitution**

6.4. Substitutes are permitted.

### **Delegated functions**

6.5. Power is delegated to the Transport and Environment Committee in relation to the matters listed in paragraph 6.6, to:

- 6.5.1. develop and approve policies, strategies, programmes and projects and work with officers, communities and partners to implement them;
- 6.5.2. take all decisions which are not reserved to the Council or delegated to another committee of the Council or officers;
- 6.5.3. set standards for service delivery and secure value for money;
- 6.5.4. set and monitor corporate standards, consider the necessity of existing service provisions and agree new service proposals;
- 6.5.5. monitor performance, including financial, instructing such performance information as the committee requires to fulfil its remit;
- 6.5.6. monitor arrangements to ensure best value and continuous improvement across all services;
- 6.5.7. facilitate and encourage public, engagement, consultation, participation and feedback;
- 6.5.8. set and monitor all relevant grants programmes and award grants;

- 6.5.9. consider petitions addressed to the City of Edinburgh Council on matters within the remit of committee, in accordance with the Council's approved Petitions procedure and determine the appropriate action to be taken;
  - 6.5.10. review the impact of the committee's policies on the city.
- 6.6. The matters referred to in paragraph 6.5 are as follows:
- 6.6.1. Strategic Transport Planning;
  - 6.6.2. Traffic management, roads and parking;
  - 6.6.3. Public transport;
  - 6.6.4. Public Realm Projects;
  - 6.6.5. Flood prevention;
  - 6.6.6. Waste services;
  - 6.6.7. Environmental health and trading standards; and
  - 6.6.8. Street cleaning and open space maintenance.

## **7. Governance, Risk and Best Value Committee**

- 7.1. **Constitution:** 11 members of the Council as follows:

- 7.1.1. 3 SNP
- 7.1.2. 3 Conservative
- 7.1.3. 2 Labour
- 7.1.4. 2 Green
- 7.1.5. 1 SLD

### **Convener**

- 7.2. The Convener of the committee will be a member of the opposition.
- 7.3. The Conveners and Vice Conveners of the following Committees shall not be eligible to serve as members of the Governance, Risk and Best Value Committee:

- 7.3.1 The Policy and Sustainability Committee;
- 7.3.2 The Culture and Communities Committee;
- 7.3.3 The Education, Children and Families Committee;
- 7.3.4 The Finance and Resources Committee;
- 7.3.5 The Housing, Homelessness and Fair Work Committee; and
- 7.3.6 The Transport and Environment Committee.

### **Quorum**

- 7.3. Four members of the Governance, Risk and Best Value Committee will constitute a quorum.

### **Substitution**

- 7.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive.

### **Delegated functions**

- 7.5. Power is delegated to the Governance, Risk and Best Value Committee to exercise the following functions:
- 7.5.1. To monitor the financial performance of the Council and its subsidiary undertakings, the effectiveness of the Council's audit and inspection, risk management and governance arrangements and of the control environment of the Council and associated anti-fraud and anti-corruption arrangements; including:
  - 7.5.2. Scrutinising information on:
    - (a) Council Budgets;
    - (b) Management of Council assets;
    - (c) The Council's Treasury Management strategy and policies;
    - (d) Control, monitoring and review of income and expenditure, both revenue and capital;
    - (e) Council subsidiaries ;
    - (f) Council Companies (excluding those associated with the pension fund);
    - (g) Children's Panel; and
    - (h) Common Good Fund.
  - 7.5.3. Monitoring the annual audit plan and reviewing all Council audit and inspection work against the plan.
  - 7.5.4. Receiving and considering summaries of internal and external audit reports which relate to any issue falling within the remit of this committee.
  - 7.5.5. Monitoring internal controls, corporate risk management and key operational governance areas.
- 7.6. Scrutiny on a specific issue should follow a committee decision.
- 7.7. To instruct a report on any matter within the remit of an executive committee but where a decision is yet to be taken; the report as instructed will initially be considered by the executive committee.
- 7.8. Referring back to the appropriate Executive Committee for its consideration any financial performance issue, which might have implications for policy development within the remit of the Executive Committee

- 7.9. To scrutinise the operational performance of all council services and Council subsidiaries in relation to the Council's agreed pledges, outcomes, policy objectives and statutory performance targets, including:
- 7.9.1. considering information that relate to issues falling within the remit of Council services, including complaints handling, customer care and ombudsman reports;
  - 7.9.2. monitoring employment, organisational development and equalities issues as they relate to the operation of the council corporately and to its individual services; and
  - 7.9.3. scrutinising major projects and programmes, service reviews and transformational change.
- 7.10. To invite Conveners or Vice-Conveners to attend committee, and where appropriate, to question and hold them to account on the operational or financial performance of any service area falling within their remit.
- 7.11. To refer back to the appropriate Executive Committee for its consideration any service performance issues that might have implications for policy development coming within the remit of the Executive Committee
- 7.12. To initiate and undertake planned scrutiny reviews of any matter falling within the remit of this committee or specific scrutiny reviews requested by an Executive Committee.
- 7.13. To promote the observance by Councillors of high standards of conduct and assist them in observing the code of conduct, in accordance with any guidance issued by the Standards Commission for Scotland.
- 7.14. To report, as required, on any matter within the committee's remit to Council.

#### **Other Committees**

#### **8. Committee on Discretionary Rating Relief Appeals**

- 8.1. **Constitution:** 5 members of the Council as follows:

- 8.1.1. 1 SNP
- 8.1.2. 1 Conservative
- 8.1.3. 1 Labour
- 8.1.4. 1 Green
- 8.1.5. 1 SLD

#### **Convener**

- 8.2. The Convener will be a member of the City of Edinburgh Council.

#### **Quorum**

- 8.3. Two members of the Committee on Discretionary Rating Relief Appeals will constitute a quorum

#### **Substitution**

- 8.4. Substitutes are permitted.

#### **Delegated functions**

- 8.5. Power is delegated to the Committee on Discretionary Rating Relief Appeals:
- 8.5.1. To review decisions taken by the Executive Director of Resources to refuse discretionary rating relief;
  - 8.5.2. To consider representations from organisations or individuals, justifying the granting of discretionary rating relief to them;
  - 8.5.3. To decide whether or not to grant discretionary rating relief as a result of considering the organisation's or individual's representations; and
  - 8.5.4. To decide what, if any, conditions should be fulfilled prior to discretionary rating relief being granted.

### **9. Leadership Advisory Panel**

- 9.1. **Constitution:** 5 members of the Council as follows:

- 9.1.1. Leader of the Council
- 9.1.2. Deputy Leader of the Council
- 9.1.3. Conservative Group Leader
- 9.1.4. Green Group Leader
- 9.1.5. Scottish Liberal Democrat Group Leader
- 9.1.6. three statutory representatives, appointed by the Education, Children and Families Committee when considering education business

#### **Convener**

- 9.2. The Convener of the Committee will be the Leader of the Council.

#### **Quorum**

- 9.3. Two members of the Leadership Advisory Panel will constitute a quorum except on education business when the quorum will be three members.

#### **Substitution**

- 9.4. Substitutes are permitted for members of the Council only

#### **Delegated functions**

- 9.5. Power is delegated to the Leadership Advisory Panel:

9.5.1. To decide any matter of urgency arising during any recess period, subject to the provision of any relevant enactment, to exercise all functions of the Council or Committee, which would otherwise have dealt with the matter that:

- (a) cannot await the resumption of the normal meetings timetable; and
- (b) cannot appropriately be decided by the Chief Executive or Executive Director in accordance with urgency provisions within these Committee Terms of Reference.

## **10. Planning Committee**

10.1. **Constitution:** 11 members of the Council as follows:

- 10.1.1. 3 SNP
- 10.1.2. 3 Conservative
- 10.1.3. 2 Labour
- 10.1.4. 2 Green
- 10.1.5. 1 SLD

### **Convener**

10.2. The Convener and Vice-Convener will be members of the City of Edinburgh Council.

### **Quorum**

10.3. Four members of the Planning Committee will constitute a quorum.

### **Substitution**

10.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Planning Officer.

### **Delegated functions**

10.5. Power is delegated to the Planning Committee:

- 10.5.1. To exercise the functions of the Council as planning, building standards and statutory addressing authority and to determine planning policies including:
  - 10.5.1.1. Development frameworks including public realm for place making;
  - 10.5.1.2. Strategic Infrastructure;
  - 10.5.1.3. Non-statutory planning guidance;
  - 10.5.1.4. designate and review conservation areas;

- 10.5.1.5. management plans for world heritage sites.
- 10.5.2. To express and interpret these policies as specific tasks and projects and set service standards;
- 10.5.3. To review performance in the delivery of services, the achievement of service standards and the impact of the Committee's activities on the City;
- 10.5.4. To conduct relations with external bodies relevant to the Committee's service responsibilities, including approval of a response to proposals by other authorities or bodies on which the Council is being consulted;
- 10.5.5. To appoint representatives on outside bodies relevant to the committee's service responsibilities;
- 10.5.6. To consider the development and use of land in the city and wider city region and approve relevant stages of the local development plan and to refer it to Council for adoption. ;
- 10.5.7. To take decisions in pursuit of the committee's policies, subject to compliance with corporate personnel and financial policies and regulations;
- 10.5.8. To determine any charges for services provided by the committee; and
- 10.5.9. To provide financial assistance, in pursuit of the committee's policies.

## 11. Pensions Committee

11.1. **Constitution:** 7 members including 5 members of the Council as follows:

- 11.1.1. 1 SNP
- 11.1.2. 1 Conservative
- 11.1.3. 1 Labour
- 11.1.4. 1 Green
- 11.1.5. 1 SLD
- 11.1.6. 2 external members representing the employers and members in the pension funds.

11.2. The Pensions Committee will also be attended and overseen by the Pension Board, a body constituted under the Public Services Pensions Act 2013 and the Local Government Pension Scheme (Governance) (Scotland) Regulations 2014 and with powers regulated by the United Kingdom Pensions Regulator. The constitution and operations of the Pension Board will be determined in accordance with regulation and, where appropriate, considered and approved by the Pension Board and/or the Pensions Committee.

### **Convener**

- 11.3. The Convener will be a member of the City of Edinburgh Council.

### **Quorum**

- 11.4. Three members of the Pensions Committee will constitute a quorum.

### **Substitution**

- 11.5. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Executive Director of Resources.

### **Delegated functions**

- 11.6. Power is delegated to the Pensions Committee:
- 11.6.1. exercise all functions of the pension funds and associated legal and corporate structures, within the terms of the legislation;
  - 11.6.2. determine the overall policy objectives of the pension funds in accordance with the best interests of fund members and employers and within all applicable legislation;
  - 11.6.3. determine the strategy for the investment of pension funds monies including the variety and suitability of investments and to review and monitor investment arrangements;
  - 11.6.4. ensure appropriate investment management arrangements are in place for pension funds monies and to review investment manager performance;
  - 11.6.5. establish and maintain arrangements for the effective management and administration of the pension funds including staffing and budgetary arrangements.
  - 11.6.6. approve the allocation of resources to the Lothian Pension Fund group for the operation and administration of the pension funds from the assets of the pension funds in accordance with the applicable pension regulations, including the approval of segregated financial arrangements and accounts for the pension funds and the agreement of contracts;
  - 11.6.7. to appoint members to the Pension Board and approve bespoke terms of reference and standing orders where allowable under the Council framework for the Pensions Committee and the Pension Board as required to accommodate the applicable pensions and financial services regulation;
  - 11.6.8. approve responses to consultation papers issued by government and other authorities; and

- 11.7. monitor overall performance of the pension funds in the delivery of services and financial performance, consider all matters in respect of the pension funds including:
- 11.7.1. determining policies for the management and regulation of the Lothian Pension Fund group and within the strategic policy and planning framework approved by the Council;
  - 11.7.2. approving strategies, programmes and projects and work with officers and partners to implement them;
  - 11.7.3. setting standards for service delivery;
  - 11.7.4. securing best value in the provision of services and reviewing the control and assurance environment (including internal audit processes) for the Lothian Pension Fund group;
  - 11.7.5. taking all executive decisions in respect of the pension funds which are not reserved to the Council or delegated to another committee of the Council;
  - 11.7.6. ensuring systematic appraisal of the control environment and framework of internal controls in respect of the Lothian Pension Fund to provide reasonable assurance of effective and efficient operations and compliance with laws and regulations;
  - 11.7.7. promoting the development of an appropriate risk management strategy and risk management procedures;
  - 11.7.8. ensuring highest standards of probity and public accountability;
  - 11.7.9. ensuring sound financial procedures are in place for authorising and monitoring expenditure;
  - 11.7.10. agreeing internal audit plans and to ensure internal audit work is properly planned with due regard to risk, materiality and coverage;
  - 11.7.11. overseeing and review action taken on internal audit recommendations;
  - 11.7.12. reviewing all matters relating to external audit, including audit plan, action points and reports, and to monitor implementation of external audit recommendations; and
  - 11.7.13. promoting, monitoring and developing continuous improvement.

## 12. Personnel Appeals Committee

12.1. **Constitution:** 9 members of the Council as follows:

- 12.1.1. 3 SNP
- 12.1.2. 2 Conservatives

- 12.1.3. 2 Labour
- 12.1.4. 1 Green
- 12.1.5. 1 Scottish Liberal Democrat

**Convener**

- 12.2. The Convener will be a member of the City of Edinburgh Council.

**Quorum**

- 12.3. Three members of the Personnel Appeals Committee will constitute a quorum.

**Substitution**

- 12.4. Substitutes are permitted.

**Delegated functions**

- 12.5. Power is delegated to the Personnel Appeals Committee to:
  - 12.5.1. hear and decide appeals on a decision taken, or a failure to take a decision, by an Executive Director, or his/her nominee, under the Procedures for Hearing Employee Grievances.
  - 12.5.2. hear and decide appeals to a decision to:
    - 12.5.2.1. dismiss or take other forms of punitive disciplinary action; and
    - 12.5.2.2. issue a warning, oral or written under the Procedure for Consideration of Appeals by Executive Directors against Disciplinary Action and the Procedure for Consideration of Appeals against Disciplinary Action.
  - 12.5.3. hear and decide disputes under the Avoidance of Industrial Disputes Procedure.
  - 12.5.4. decide appeals from teaching staff in regard to the application and interpretation of the terms of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education.

**13. Placing in Schools Appeals Committee**

- 13.1. **Constitution:** One person from each of the following panels:
- 13.2. Panel 1 All members of Council and religious representatives on the Education, Children and Families Committee.  
  
Panel 2 Parents of children of school age.

Panel 3 Persons with experience in education and acquainted with educational conditions in the Council's area, nominated by the Executive Director for Communities and Families.

**Chair**

13.3. Each meeting appoints a Chair.

**Quorum**

13.4. Three members of the Placing in Schools Appeals Committee will constitute a quorum.

**Substitution**

13.5. Substitutes are only permitted from the same Panel.

**Delegated functions:**

13.6. Power is delegated to the Placing in Schools Appeals Committee:

13.6.1. To hear and decide appeals against decisions of the Council to refuse placing requests and exclude pupils all in terms of Section 28 C, D, E, G and H of the Education (Scotland) Act 1980 as amended; and

13.6.2. To consider appeals against decisions by the Executive Director of Communities and Families to refuse early admission to school.

**14. Committee on Pupil Student Support**

14.1. **Constitution:** 5 members of the Council as follows:

14.1.1. 1 SNP

14.1.2. 1 Conservative

14.1.3. 1 Labour

14.1.4. 1 Green

14.1.5. 1 SLD

14.1.6. 1 religious representative from the Education, Children and Families Committee

**Convener**

14.2. The Convener will be a member of the City of Edinburgh Council.

**Quorum**

14.3. Two members of the Committee on Pupil and Student Support will constitute a quorum.

**Substitution**

14.4. Substitutes are permitted.

**Delegated functions:**

- 14.5. To consider school placing requests and decide the priority order of placing requests.

**15. Recruitment Committee**

- 15.1. **Constitution:** 7 members of the Council as follows:

- 15.1.1. Leader of Council
- 15.1.2. Deputy Leader of the Council
- 15.1.3. Convener of the Finance and Resources Committee
- 15.1.4. Appropriate Convener or Vice-Convener for the role
- 15.1.5. A representative from each of the opposition groups

**Convener**

- 15.2. The Convener of the committee will be the Leader of the Council.

**Quorum**

- 15.3. Three members of the Recruitment Committee will constitute a quorum.

**Substitution**

- 15.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive and in line with the relevant Council policy.

**Delegated functions**

- 15.5. Power is delegated to the Recruitment Committee to short list and interview candidates and recommend an appointment to the Council for posts at Chief Executive, Executive Director and Heads of Service Division level (Chief Officials).

**16. Regulatory Committee**

- 16.1. **Constitution:** 9 members of the Council as follows:

- 16.1.1. 3 SNP
- 16.1.2. 2 Conservative
- 16.1.3. 2 Labour
- 16.1.4. 1 Green
- 16.1.5. 1 Scottish Liberal Democrat

**Convener**

- 16.2. The Convener and Vice-Convener will be members of the City of Edinburgh Council.

**Quorum**

- 16.3. Four members will constitute a quorum.

### **Substitution**

- 16.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive.

### **Delegated functions**

- 16.5. Power is delegated to the Regulatory Committee to:
- 16.5.1. exercise the functions of the Council as Licensing authority under the Civic Government (Scotland) Act 1982 and other statutory provisions which are not within the remit of any other Committee.
  - 16.5.2. exercise the functions of the Council on all licensing functions which are not reserved to the Council, its officers or delegated to another Committee.
  - 16.5.3. determine individual applications for registration and licences under the Civic Government (Scotland) Act and other statutory provisions which are not delegated to officers, in accordance with approved policies.
  - 16.5.4. express and interpret licensing policies as specific projects, to set service standards and monitor performance in the delivery of services including financial performance relating to Regulatory Committee matters.
  - 16.5.5. liaise with external bodies relevant to the Committee's service area, considering and approving responses to consultation proposals.
  - 16.5.6. appoint representatives to outside bodies within the Committee's remit.
  - 16.5.7. approve charges as required by statute and determine licence fees.
  - 16.5.8. determine applications for road construction consent which are not delegated to the Executive Director of Place.
  - 16.5.9. determine applications for permission to place tables and chairs on footways which are recommended for refusal by the Executive Director of Place.
  - 16.5.10. exercise the Council's responsibilities in respect of safety at sports grounds.
  - 16.5.11. exercise the Council's functions regarding notification of parades and processions so far as not delegated to officers.

## **17. The City of Edinburgh Planning Local Review Body**

- 17.1. **Constitution:** 5 members of the Council as follows:
- 17.1.1. Any five members who are also members of the Planning Committee but not the Convener of the Planning Committee.

### **Convener**

17.2. Each meeting appoints a Convener.

**Quorum**

17.3. Three members of the City of Edinburgh Planning Review Body will constitute a quorum.

**Substitution**

17.4. Substitutes are only permitted from the pool of trained members of the Planning Committee.

**Delegated functions:**

17.5. Power is delegated to the City of Edinburgh Planning Local Review Body to fulfil the obligations of the Council, as planning authority, under section 43A of the Town and County Planning (Scotland) Act 1997 for the conduct of reviews.

**18. Committee on the Jean F Watson Bequest**

18.1. **Constitution:** 8 members of the council as follows:

- 18.1.1. 2 SNP
- 18.1.2. 2 Conservative
- 18.1.3. 2 Labour
- 18.1.4. 1 Green
- 18.1.5. 1 Scottish Liberal Democrat
- 18.1.6. one nominee of Friends of City Art Centre
- 18.1.7. two external members appointed by the Executive Director of Resources, in consultation with the Convener.

**Convener**

18.2. The Convener of the Committee will be a member of the City of Edinburgh Council.

**Quorum**

18.3. Four members of the Committee on the Jean F Watson Bequest will constitute a quorum.

**Substitution**

18.4. Substitutes are permitted.

**Delegated functions:**

18.5. Power is delegated to the Committee on the Jean F Watson Bequest to:

- 18.5.1. Use monies from the Jean F Watson Bequest to purchase and commission for the City's collection works of artists and craftspeople born, practising in, or otherwise associated with Scotland, and in

particular Edinburgh; all decisions to be guided by the Collection and Disposal Policy for the City Museums and Galleries.

- 18.5.2. Use monies from the Catherine E Cowper Trust to purchase and commission items for the Museum of Childhood; all decisions to be guided by the Collection and Disposal Policy for the City Museums and Galleries.

### **19. Community Council Independent Complaints Panel**

- 19.1. **Constitution:** All members of the Council with each panel consisting of three elected members.
- 19.2. Councillors whose ward is where the Community Council subject to the complaint is a member will not be eligible for that Panel meeting.

#### **Convener**

- 19.3. The Convener of the Committee will be a member of the City of Edinburgh Council.

#### **Quorum**

- 19.4. Three members of the Community Council Independent Complaints Panel will constitute a quorum.

#### **Delegated functions:**

- 19.5. Power is delegated to the Community Council Independent Complaints Panel to:
  - 19.5.1. Make a final determination of the complaint against a community councillor.
  - 19.5.2. Apply the following sanctions:
    - 19.5.2.1. Censure of behaviour and a written undertaking to behave in accordance with the Scheme's Code of Conduct.
    - 19.5.2.2. Suspension from community council meetings and activities for a period of time to be agreed by a majority of the Panel.
    - 19.5.2.3. Request by a majority of the panel members for the named community councillor to step down.
    - 19.5.2.4. In serious cases, an expulsion from the community council, approved by a unanimous vote of the Panel.
  - 19.5.3. Make recommendations to the relevant community council; and
  - 19.5.4. Make recommendations to the City of Edinburgh Council.

Sub-Committees

#### **20. Development Management Sub-Committee (Parent: Planning Committee)**

20.1. **Constitution:** All 11 members of the Planning Committee, as follows: -

- 20.1.1. 3 SNP
- 20.1.2. 3 Conservative
- 20.1.3. 2 Labour
- 20.1.4. 2 Green
- 20.1.5. 1 Scottish Liberal Democrat

##### **Convener**

20.2. The Convener will be a member of the City of Edinburgh Council.

##### **Quorum**

20.3. Four members of the Development Management Sub-Committee will constitute a quorum.

##### **Substitution**

20.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Planning Officer.

##### **Delegated Functions**

20.5. To discharge all functions of Management of Development Control required under the Planning Acts including the determination of planning applications (except for applications for National Developments and major developments significantly contrary to the Development Plan which require to be determined by full Council, or applications under the Council's Scheme of Delegation for Local Developments).

20.6. To determine applications for High Hedge Notices and withdraw or vary such notices as prescribed under the High Hedges (Scotland) Act 2013.

20.7. To determine cases for street naming and the numbering of properties.

#### **21. Licensing Sub-Committee (Parent: Regulatory Committee)**

21.1. **Constitution:** 9 members of the Council as follows:

- 21.1.1. 3 SNP
- 21.1.2. 2 Conservative
- 21.1.3. 2 Labour
- 21.1.4. 1 Green
- 21.1.5. 1 Scottish Liberal Democrat

### **Convener**

- 21.2. The Convener of the Licensing Sub-Committee is the Convener of the Regulatory Committee.

### **Quorum**

- 21.3. Three members constitute a quorum.

### **Substitution**

- 21.4. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Chief Executive.

### **Delegated functions:**

- 21.5. Power is delegated to the Licensing Sub-Committee to:
- 21.5.1. exercise the functions of the Council as Licensing authority under the Civic Government (Scotland) Act 1982 and other statutory provisions which are not within the remit of any other Committee;
  - 21.5.2. exercise the functions of the Council on all licensing functions which are not reserved to the Council, its officers or delegated to another Committee;
  - 21.5.3. determine individual applications for registration and licences under the Civic Government (Scotland) Act and other statutory provisions which are not delegated to officers, in accordance with approved policies;
  - 21.5.4. determine applications for road construction consent not delegated to the Executive Director of Place;
  - 21.5.5. determine applications for permission to place tables and chairs on footways recommended for refusal by the Executive Director of Place;
  - 21.5.6. exercise the Council's responsibilities in respect of safety at sports grounds; and
  - 21.5.7. exercise the Council's functions regarding notification of parades and processions so far as not delegated to officers.

## **22. Pensions Audit Sub-Committee (Parent: Pensions Committee)**

### **Constitution**

- 22.1. Three members from the Pensions Committee of which a minimum are two City of Edinburgh elected members.
- 22.2. Two non-voting members of the Pension Board will also be able to attend the Pensions Audit Sub-Committee to oversee its activities.

### **Quorum**

- 22.3. Two members of the Pensions Audit Sub Committee will constitute a quorum.

### **Convener**

- 22.4. The Convener of the Pensions Audit Sub-Committee will be appointed from the membership of the Pensions Committee, excluding the Convener of that committee.

### **Substitution**

- 22.5. Substitutes are permitted from members of the Council who have undertaken and completed appropriate training specified by the Executive Director of Resources.

### **Delegated functions**

- 22.6. Power is delegated to the Pensions Audit Sub-Committee to consider and make appropriate recommendation(s) to the Pensions Committee:
- 22.6.1. To ensure systematic appraisal of the control and assurance environment and framework of internal control (including internal audit processes) of pension funds to provide reasonable assurance of the effective and efficient operations and compliance with laws and regulations;
  - 22.6.2. To promote the development of an appropriate risk management strategy and risk management procedures;
  - 22.6.3. To ensure the highest standards of probity and public accountability;
  - 22.6.4. To ensure sound financial procedures are in place for authorising and monitoring expenditure and the allocation of pension fund resources;
  - 22.6.5. To consider and scrutinise an annual report on any companies owned by the Council that are connected to the activities of the pension funds and the Lothian Pension Fund group;
  - 22.6.6. To review the consolidated annual financial statements of the pension funds/Lothian Pension Fund group and the International Standard on Auditing 260 (ISA 260) communication of audit matters;
  - 22.6.7. To agree internal audit plans and to ensure that internal audit work is planned with due regard to risk, materiality and coverage;
  - 22.6.8. To oversee in light of the audit plan the performance of the audit service;
  - 22.6.9. To oversee and review action taken on internal audit recommendations; and

- 22.6.10. To review all matters relating to external audit, including audit planning, action points and reports, and to monitor the implementation of external audit recommendations.

### **23. Property Sub-Committee (Parent: Finance and Resources Committee)**

- 23.1. **Constitution:** 10 members of the Council as follows:

- 23.1.1. 3 SNP
- 23.1.2. 3 Conservative
- 23.1.3. 2 Labour
- 23.1.4. 1 Green
- 23.1.5. 1 SLD

#### **Convener**

- 23.2. The Convener will be a member of the City of Edinburgh Council.

#### **Quorum**

- 23.3. Four members of the Property Sub-Committee will constitute a quorum.

#### **Substitution**

- 23.4. Substitutes are permitted.

#### **Delegated functions:**

- 23.5. Power is delegated to the Property Sub-Committee to:

- 23.5.1. oversee the work of the Edinburgh Shared Repairs Service;
- 23.5.2. to take decisions in relation to the Council's Shared Repair Service that fall within the remit of the Finance and Resources Committee in relation to financial and legal risks; and
- 23.5.3. consider any outstanding issues that require detailed scrutiny in relation to the closure of the Property Conservation Programme Momentum project.

### **24. Special Sub-Committee on Adult Social Care (Parent: Culture and Communities Committee)**

- 24.1. **Constitution:** 5 members of the Council as follows:

- 24.1.1. 1 Labour
- 24.1.2. 1 SNP
- 24.1.3. 1 Conservative
- 24.1.4. 1 Green
- 24.1.5. 1 SLD

#### **Convener**

- 24.2. The parent committee appoints the Convener.

#### **Quorum**

- 24.3. Two members of the Special Sub-Committee on Adult Social Care will constitute a quorum.

#### **Substitution**

- 24.4. Substitutes are permitted.

#### **Delegated functions**

- 24.5. Power is delegated to the Special Sub-Committee on Adult Social Care to:
- 24.5.1. maintain an overview of the quality of social work experience for Edinburgh's citizens by considering reports of HMI, SWIA, and Care Commission inspections and internal reviews of health and social care establishments and services, and action taken;
  - 24.5.2. monitor the implementation of new initiatives relating to quality;
  - 24.5.3. maintain an overview of the implementation of national and local policies.
  - 24.5.4. address issues relating to the work of services which arise during the course of the business of the sub-committee and make recommendations to the Culture and Communities Committee;
  - 24.5.5. celebrate the success of services, including identification of examples of good practice; and
  - 24.5.6. provide a high quality experience for officers and sub-committee members by adopting an agreed set of protocols for the conduct of Special Sub-Committees.

#### **25. Sub-Committee on Standards for Children and Families (Parent: Education, Children and Families Committee)**

- 25.1. **Constitution:** ~~9 Members of the Council as follows:~~~~9 Members in total comprising of 1 religious representative and 89 Members of the Council as follows:~~

- 25.1.1. 3 SNP
- 25.1.2. 2 Conservative
- 25.1.3. 2 Labour
- 25.1.4. 1 Green
- 25.1.5. 1 Scottish Liberal Democrat

### **Convener**

- 25.2. The parent committee will appoint the convener.

### **Quorum**

- 25.3. Three members will constitute a quorum.

### **Substitution**

- 25.4. Substitutes are permitted.

### **Delegated functions**

- 25.5. Power is delegated to the Sub-Committee on Standards for Children and Families to:
- 25.5.1. Provide oversight of the quality of education and care experiences for young people in the City of Edinburgh by scrutinising the reports and follow up actions of Education Scotland inspections in schools;
  - 25.5.2. Consider an annual report on Care Inspectorate inspections in early years provision;
  - 25.5.3. Consider individual reports on Care Inspectorate inspections in residential schools, care services for children and local authority reviews of service areas, establishments and units;
  - 25.5.4. Monitor the implementation of initiatives relating to quality improvement and assurance, and attainment and achievement;
  - 25.5.5. Maintain an overview of the implementation of national and local policies specifically related to quality standards by officers, establishments and services;
  - 25.5.6. Contribute to the support and challenge agenda within the context of establishment plans; and
  - 25.5.7. Celebrate the success of establishments, units, teams and the service including recognising items of good practice.