North Lanarkshire Council

Report

Agenda Item approval noting Ref: AR/RM Date: 4 October 2018

Scheme of Administration – Committee Structure

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Executive Summary

The purpose of this report is to seek approval of a revision to the Council's Scheme of Administration (the Committee Structure) to match the organisational restructure approved by the Policy and Resources Committee at its meeting on 27 September 2018.

Recommendations

Council is recommended to:-

(1) approve the revised Committee Structure, as outlined in this report and at Appendix 1 to the report;

(2) agree that the Head of Business for Legal and Democratic Solutions be authorised to revise the Scheme of Administration document in line with the themes and remits outlined in Appendix 1 to this report;

(3) agree that the revised Committee Structure take effect from 1 January 2019 and that the final version of the Scheme of Administration be submitted to the Council meeting in December 2018 for approval, and

(4) agree that a report be submitted to the Council in December 2018 seeking approval for membership of Committees, the number of Members to be appointed to each, and a revised timetable of meetings.

Supporting Documents

Council business plan to 2020: 21.7 – Good Governance Standards and ensure that the Council continues to operate in a consistent manner that meets those standards.

Appendix 1: Outline of New Committee Structure and Summary of Terms of Reference/Remit for each Committee
1. **Background**

1.1. At the meeting of the Policy and Resources Committee held on 27 September 2018, a report entitled "We Aspire – A Shared Ambition for North Lanarkshire" was considered and its recommendations approved. That report outlined the future direction of the Council in terms of a shared ambition for inclusive growth and prosperity for the people and communities of North Lanarkshire.

1.2. The "We Aspire" report made a number of changes to the organisational structure of the Council and the Chief Executive considered that it was appropriate to amend the Committee structure accordingly, in order to streamline the decision making process.

2. **Report**

2.1. **Changes to Committees**

2.1.1. The new Education, Children and Families Service will now undertake a different role from that of the former Education, Youth and Communities Service and will include functions which had previously been delegated to the Integration Joint Board (IJB). Accordingly the former Education Committee is proposed to be re-modelled to account for this change to Service responsibility which encompasses all aspects of children and families.

2.1.2. It is proposed that the Policy and Resources Committee be streamlined so that it focuses upon key strategic policies which impact across the whole organisation, including strategic oversight of the Council’s Arms Length Organisations (ALEOs). It is intended that any operational matters which had previously been submitted to the Policy and Resources Committee would now be considered by the Finance and Resources Committee.

2.1.3. It is proposed that the role of the Finance and Organisational Business Sub-Committee be expanded. It is intended that its remit will include operational business as detailed in paragraph 2.1.2 above but would become the Committee responsible for all the resources of the Council, including financial resources, people and the workforce, and physical assets (such as land and buildings). Consequentially, matters such as land disposal/acquisition, procurement (except strategic decisions and new policy) and human resource policies would be focused in this Committee. By doing so, the Committee will be able to maintain a more strategic overview of the Council's resource base.

2.1.4. In addition, the Finance and Resources Committee would undertake the role currently assigned to the Human Resources (Appeals and Workforce) Sub-Committee with the exception of responsibility for considering employee appeals. This responsibility would be undertaken by the proposed Employee Appeals Sub-Committee.

2.1.5. It is proposed that the current Infrastructure Committee be deleted from the structure and its remit divided between a number of other bodies. Land and property matters would be dealt with by the new Finance and Resources Committee and all matters which could be
classified as "operational", such as refuse collection, open spaces, trading standards and environmental health, together with transportation matters would be the responsibility of the new Environment and Transportation Committee. In addition, responsibility for oversight of ALEOs would be split – strategic policy matters would become the responsibility of the Policy and Strategy Committee whilst performance monitoring and oversight would fall to the new Enterprise and Communities Committee (as detailed in paragraph 2.1.6 below). All matters pertaining to ICT Services would now be considered by the Transformation and Digitalisation Committee (see paragraph 2.1.7 below).

2.1.6. In line with the "We Aspire" report, the current Enterprise and Housing Committee would be re-titled as the Enterprise and Communities Committee and will bring together all aspects of that new Service, with the exception of planning (as detailed in paragraph 2.1.5 above) and property management (as detailed in paragraph 2.1.3 above). The Committee would also bring into its remit the Council’s Capital Programme, including the Schools and Centres 21 Programme, and oversight and performance monitoring for ALEOs.

2.1.7. It is recognised that the Council’s Transformation Programme is a series of significant and strategically important projects and at the core of many of these are information technology and digitisation. It is considered appropriate that the current Transformation Sub-Committee expand its remit and take in all matters relating to the DigitalNL Programme and ICT. By doing so, the Committee will be in a position to have an overarching view of the various strands of transformation activity taking place across the organisation.

2.1.8. Following the decision of the Policy and Resources Committee to bring responsibility for Children and Justice Services back into the Council, and as detailed in paragraph 2.1.1 above, the new Education, Children and Families Committee would undertake responsibility for these areas. Accordingly, the current Social Work Sub-Committee would retain responsibility for adult social care matters. So as to avoid any confusion, that Sub-Committee would be renamed Adult Health and Social Care Committee and would remain as the body responsible for maintaining an overview of the activities and the work of the IJB.

2.1.9. It is proposed to expand the remit of the current Youth, Communities and Equalities Sub-Committee to include community safety and community empowerment. It would be renamed the Equalities and Empowerment Committee and combine the business of the current Youth, Communities and Equalities Sub-Committee - except matters pertaining to Young People which will be the responsibility of the Education, Children and Families Committee - Community Safety and Partnership Governance Sub-Committee and the Asset Transfers Appeals Sub-Committee (although it is noted that this has not yet met due to the ad hoc nature of its remit). As detailed in Appendix 1, the remit would also include oversight of the proposed Investment Fund and consider matters pertaining to community empowerment and community capacity.
2.1.10. It is proposed that the current Regulatory Committee, which deals with Civic Licensing, and the current Public Processions Committee combine into a single body. Whilst it would continue to meet regularly to deal with Civic Licensing matters, any public procession business could be included on the agenda of a meeting and, because the Regulatory Committee meets fortnightly, the need for ad hoc meetings to be called would be minimised.

2.1.11. With regard to the Audit and Scrutiny Panel, the Local Review Body, Planning Hearings, Licensing Board, Joint Consultative Committee for Local Government Employees (JCC), Joint Negotiating Committee for Teaching Staff (JNCT), Civic Functions Group and Appointments Sub-Committee, the remits and roles of these would remain unchanged.

2.1.12. If Council is minded to agree the revised Committee Structure as outlined in paragraphs 2.1.1 to 2.1.11 above, then 28 Committees, Sub-Committees, Panels and other bodies which currently sit within the Scheme of Administration would reduce to 21. An outline of the role of each proposed Committee and a proposed structure chart is outlined in Appendix 1 to this report.

2.2. Implementation

It is proposed that the new Committee Structure takes effect from 1 January 2019 and that the final version of the Scheme of Administration be submitted to the Council meeting in December 2018.

3. Equality and Diversity

3.1. Fairer Scotland

There is no requirement to carry out a Fairer Scotland assessment.

3.2. Equality Impact Assessment

There is no requirement to carry out an equality impact assessment.

4. Implications

4.1. Financial Impact

There is no financial impact.

4.2. HR/Policy/Legislative Impact

There are no HR/policy/legislative impacts.

4.3. Environmental Impact

There is no environmental impact.

4.4. Risk Impact

There is no risk impact.
5. **Measures of Success**

The decision making process for the Council will be streamlined to permit more focus on those matters which will impact most upon North Lanarkshire’s residents.

Head of Business for Legal and Democratic Solutions
### Proposed Revised Committee Structure

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Remit currently Sits with:</th>
<th>Remit/Terms of Reference</th>
</tr>
</thead>
</table>
| 1. Policy and Strategy Committee       | • Policy and Resources Committee  
• Corporate Communications considered by Education Committee  
• Procurement matters as currently considered by Infrastructure Committee | • Remit as at present (except all resource issues to go to Finance and Resources Committee)  
• To deal with all Strategic Communication matters  
• To deal with all matters relating to Strategic-level Procurement  
• To deal with strategic matters as pertaining to ALEOs  |
| 2. Finance and Resources Committee     | • Finance and Organisational Business Sub-Committee  
• IT matters currently considered by Infrastructure Committee  
• Finance Appeals as considered by the Finance Appeals Sub-Committee  
• HR (Appeals and Workforce) Sub-Committee minus HR Appeals function  
• HR functions from Enterprise and Housing Committee  
• Property disposals/acquisitions and leases as considered by Infrastructure Committee  
• Procurement matters as currently considered by Infrastructure Committee | • To deal with all matters relating to finance and revenue  
• To deal with all Human Resource matters, including considering new employee policies and also workforce development matters.  
• To continue to be service committee for Financial Solutions and legal and Democratic Solutions  
• To consider all Finance Appeals  
• To deal with consideration of property disposal, acquisition and/or lease  
• To deal with all (non-Strategic) matters relating to Procurement  |
| 3. Education, Children and Families Committee | • Education Committee  
• Children and Justice Services matters considered by Social Work Sub-Committee  
• Youth matters considered by Youth, Communities and Equalities Sub-Committee  
• Youth matters currently considered by Youth, Communities and Equalities Sub-Committee | • To deal with all matters relating to the Education Service, Children’s Social Care and Justice Services  
• To deal with all matters pertaining to Young People  |
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Remit currently Sits with:</th>
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<tbody>
<tr>
<td>4. Planning Committee</td>
<td>• Planning Sub-Committee</td>
<td>• To be the Planning Committee</td>
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<tr>
<td>5. Enterprise and Communities Committee</td>
<td>• Enterprise and Housing (minus those areas to be dealt with by other committees)</td>
<td>• To deal with all matters related to economic activity, growth, regeneration and development (but not planning matters) and future strategy for town centres.</td>
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<td></td>
<td>• Current ALEOs Sub-Committee</td>
<td>• To deal with all matters pertaining to housing</td>
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<td>• To consider matters relating to the Capital programme, including SC21</td>
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<td></td>
<td>• To deal with oversight of ALEOs (except those considered strategic which will be considered by Corporate Policy and Strategy Committee)</td>
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<td>6. Transformation and Digitalisation Committee</td>
<td>• Transformation Sub-Committee</td>
<td>• To provide an overview of all Transformation projects</td>
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<td></td>
<td>• DigitalNL matters currently considered by Policy and Resources Committee</td>
<td>• To deal with all matters relating to DigitalNL</td>
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<td></td>
<td>• ICT matters as currently considered by Infrastructure Committee</td>
<td>• To deal with all matters relating to ICT Services</td>
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<td>• To deal with all matters relating to transport, including roads, street lighting, street scene, parking and Traffic Orders</td>
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<td>7. Adult Health and Social care Committee</td>
<td>• Adult social care matters currently considered by Social Work Sub-Committee</td>
<td>• Oversight and monitoring of IJB business and to deal with any matters required referred from the IJB</td>
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<tr>
<td>8. Environment and Transportation Committee</td>
<td>• Environmental and operational matters currently considered by Infrastructure Committee</td>
<td>• To deal with all operational services such as refuse collection, parks and outdoor space, trading standards, environmental health etc</td>
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<td></td>
<td>• Transport element of Infrastructure Committee</td>
<td></td>
</tr>
<tr>
<td>9. Audit and Scrutiny Panel</td>
<td>• Audit and Scrutiny Panel</td>
<td>• To deal with all matters relating to Internal and External Audit matters</td>
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<td></td>
<td></td>
<td>• To deal with all matters relating to good governance</td>
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<td></td>
<td></td>
<td>• To fulfil a Scrutiny function in respect of matters relating to performance and achievement of Best Value</td>
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<td>10. Regulatory Committee</td>
<td>• Regulatory Committee</td>
<td>• Remit as per current Regulatory Committee</td>
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<td></td>
<td>• Public Processions Committee</td>
<td>• Remit as per current Public Processions Committee</td>
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<td>Committee Name</td>
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| 11. Equalities and Empowerment | • Equalities and Communities element considered by Youth, Community and Equalities Sub-Committee  
• Community Safety and Partnership Governance Sub-Committee  
• Asset Transfers Appeals Sub-Committee  
• Community Empowerment matters from various committees | • To deal with all matters related to equalities and fairness incl. anti-poverty strategies  
• To deal with all matters pertaining to community engagement where it is not directly linked to a specific project within the remit of another committee  
• To consider the reports and strategies of Police Scotland and Fire and Rescue Service  
• To consider Asset Transfer appeals  
• To deal with matters pertaining to community empowerment and community capacity  
• To oversee the Investment Fund |
| 12. Employee Appeals | • Employee Appeals as considered by Human Resources (Appeals and Workforce) | To consider all appeals by local government employees relating to their employment |
| 13. Education Employee Appeals | • Employee Appeals by teaching staff as considered by Education Appeals Sub-Committee | To consider all appeals by teaching staff employees relating to their employment |
| 14. Local Review Body | • Local Review Body | Remit as per current, with membership to mirror the Planning and Transport Committee |
| 15. Planning Hearings | • Planning Hearings | Remit as per current |
| 16. Licensing Board | • Licensing Board | Sits outside committee structure but included on this document for completeness |
| 17. JCC | • JCC | As at present |
| 18. JNCT | • JNCT | As at present |
| 19. Civic Functions Group | • Civic Functions Group | As at present |
| 20. Appointments Sub-Committee | • Appointments Sub-Committee | As at present |
Proposed Revised Committee Structure

Council

Committees

- Policy and Strategy Committee
- Finance and Resources Committee
- Enterprise and Communities Committee
- Planning Committee
- Education, Children and Families Committee
- Transformation and Digitalisation Committee
- Equalities and Empowerment Committee
- Adult Health and Social Care Committee
- Environment and Transportation Committee

Sub-Committees/Panels

- Audit and Scrutiny Panel
- Appointments Sub-Committee

- JCC
- Employee Appeals Sub-Committee

- Education Employee Appeals Sub-Committee
- JNCT

- Planning Hearings
- Regulatory Committee
- Civic Functions Group
- Licensing Board
- Local Review Body