

**REPORT TO:** CITY COUNCIL - 13TH JUNE, 2011

**REPORT ON:** PROPOSED CHANGES TO COMMITTEE STRUCTURE, STANDING ORDERS AND SCHEMES OF ADMINISTRATION

**REPORT BY:** DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES)

**REPORT NO:** 261-2011

## 1.0 PURPOSE OF REPORT

To make proposals to amend the Committee Structure, Standing Orders and Schemes of Administration.

## 2.0 RECOMMENDATIONS

It is recommended that the Council:-

- (i) approve the changes to the Committee Structure, Standing Orders and the Scheme of Administration - Financial Regulations from 1 July 2011; and
- (ii) remit to the Depute Chief Executive (Support Services) to make further consequential amendments including changes to the Scheme of Delegation to Officers to reflect recent changes to departmental structures and the designation of posts.

## 3.0 FINANCIAL IMPLICATIONS

None.

## 4.0 MAIN TEXT

Reference is made to Article II of the minute of meeting of the Policy and Resources Committee of 28th March, 2011, wherein *inter alia* it was agreed that the Committee note the changes to the City Council Committee Structure and refer them for final determination to the City Council.

It is now proposed that the following changes be made to the Council's Committee Structure, Standing Orders and the Scheme of Administration - Financial Regulations and it be remitted to the Depute Chief Executive (Support Services) to make further consequential amendments including changes to the Scheme of Delegation to Officers to reflect recent changes to departmental structures and the designation of posts.

### **CHANGES TO THE ORDER OF REFERENCE TO COMMITTEES AND SUB-COMMITTEES (STANDING ORDERS - PAGES 28 TO 30)**

Delete the Order of Reference to the Housing, Dundee Contract Services and Environment Services Committee and Leisure, Arts and Communities Committee and insert:-

#### Environment Committee

- Monitoring the financial and operational performance of the relevant trading accounts within the Environment Department, including construction services.
- Policies and strategies on refuse collection and waste disposal and waste regulation; street cleaning; removal of abandoned vehicles; recycling; public conveniences.
- Strategies on waste and sustainability.
- Policies and strategies relating to the general sanitation of the City, control of epidemic, endemic and infectious diseases, inspection of food premises and supervision of food supplies, port health services, smoking prohibition, noise abatement and clean air, health and safety at work, dog control and fouling, pest control, aspects of anti-social behaviour and irresponsible refuse storage and disposal.

- Policies and strategies to promote the safety, health and well-being of the community and prevention of the spread of disease, protection of the community by abatement of pollution, in all its forms, including atmospheric pollution, contaminated land, bad sanitation, inadequate ventilation, and environmental incivilities and hazards.
- Policies and strategies relating to environmental health and hygiene, property in disrepair, lighting of common stairs, safety of sports grounds and places of sport, weights and measures, consumer protection, consumer credit and trading standards under any enactment.
- Policies and strategies for the management and maintenance of parks, children's play areas, playing fields, landscaped areas, cemeteries and all other areas of open space, including the development of asset management strategies for these areas.
- Environmental Strategies including Open Space and Allotment strategies.
- Functions under Part I of the Land Reform (Scotland) Act 2003 and Nature Conservation.
- The Foreshore, Broughty Ferry Beach and Harbour.
- Corporate fleet management policies and strategies.
- Policies and strategies for Bereavement Services.
- Policies and strategies for community facilities in parks and outdoor events.

#### Housing Committee

- Local Housing Strategy and Strategic Housing Investment Plan.
- Policies and Strategies on Housing Services.
- Rent Setting.
- Consideration of tender reports insofar as it is not delegated to officers in terms of the Tender procedures
- Working with other organisations in the public and private sectors to ensure quality and choice of housing throughout the City.

#### Policy and Resources Committee (add)

- Leisure, Culture, Libraries and Communities Policies Strategies and Development.
- Policy and strategies for community learning and development opportunities for adults and young people.
- Policy and strategies for Community Regeneration, Community Safety, Adult Literacy, Outdoor Learning.
- Policy and strategies for Voluntary and Community Organisations.
- Local Community Plans and strategies for community engagement.
- Schemes for the Establishment of Community Councils/Community Representative Structures.
- Policy and Strategies for Sport, Physical Activity, Health and Wellbeing.

#### City Development Committee (add)

Consideration of tender reports involving all property insofar as it is not delegated to officers in terms of the Tender procedures (excluding Housing Revenue Account properties).

General (page 27)

All Committees have powers to deal with the undernoted as far as their interest is concerned and so far as it is not delegated to officers (add)

The consideration of tender reports for plant vehicles, tools, equipment, furnishings, materials or commodities insofar as it is not delegated to officers in terms of the Tender procedures

Financial Regulations (pages 70 and 71)

Delete grants and subscriptions delegated to Leisure, Arts and Communities Committee and insert under Policy and Resources:-

- Grants and other forms of assistance to Community Councils as may be appropriate under Section 55 of the Local Government (Scotland) Act 1973.
- Grants and other forms of assistance under the Education (Scotland) Acts and Regulations made thereunder to voluntary organisations (including youth organisations) promoting social, cultural and/or recreational activities unless the grant is under £500, in which case the Director, Leisure and Communities has authority to approve an application to any one group in any financial year subject to (i) the details of any award being reported to Committee for information and record purposes, and (ii) any award made meeting criteria laid down by the Policy and Resources Committee.
- Grants from the Community Safety Fund to promote community safety, support community safety initiatives and diversionary youth work, as above.
- Grants from the Equality and Diversity Grant Fund to promote social inclusion and contribute towards equal opportunities within the City, as above.

Delete grants and subscriptions delegated to the Housing, Dundee Contract Services and Environment Services Committee and insert under Housing Committee Administrative Grants to Registered Tenants Organisations.

**5.0 POLICY IMPLICATIONS**

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

**6.0 CONSULTATIONS**

The Chief Executive and Director of Finance have been consulted.

**7.0 BACKGROUND PAPERS**

None.