

Perth & Kinross Council

6 March 2024

UPDATES TO SCHEME OF ADMINISTRATION

Report by Strategic Lead – Legal and Governance
(Report No. 24/79)

1. PURPOSE

- 1.1 This report advises members of updates to the Council's [Scheme of Administration](#) in terms of both delegation to officials that are in line with the recently approved revised Executive and Strategic Leadership structure and also brings forward proposals to amend the terms of reference for two of the Council's committees.

2. RECOMMENDATION

- 2.1 It is recommended that Council approves the revisions to the Scheme of Administration as set out in Appendices 1 and 2 of the report.

3. STRUCTURE OF REPORT

- 3.1 This report is structured over the following sections:
- Section 4: Background
 - Section 5: Proposals
 - Section 6: Conclusion

4. BACKGROUND

- 4.1 The Finance and Resources Committee agreed in June 2023 to approve a revised Executive and Strategic Leadership Structure for the Council as part of the leadership review carried out by the Chief Executive. (Report 23/195 refers).
- 4.2 The Council's Scheme of Administration sets out levels of delegation in terms of decision-making to both Committees / Sub-Committees and also senior officers. As reported to Council in December 2023, the Strategic Lead – Legal and Governance has now revised the Scheme to reflect the new senior leadership structure.

5. PROPOSALS

- 5.1 Council is asked to approve the revised delegation to officials as part of the Scheme of Administration as set out in Appendix 1.

5.2 Following discussions between the Conveners of both committees, along with support from senior officers, it also proposed that the terms of reference for both the Environment, Infrastructure and Economic Development Committee and the Climate Change and Sustainability Committee be amended as set out in Appendix 2. As part of these proposals, the name of the Environment, Infrastructure and Economic Development Committee will now be the Economy and Infrastructure Committee.

6. CONCLUSION

6.1 This report advises members of updates to the Council's Scheme of Administration and seeks approval of the proposals set out in Appendices 1 and 2 of the report.

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
Resource Implications	
Financial	No
Workforce	No
Asset Management (land, property, IST)	No
Assessments	
Equality Impact Assessment	None
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	No
Communication	
Communications Plan	None

1. Strategic Implications

Corporate Plan

1.1 The Council's Corporate Plan 2018 – 2023 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (i) Giving every child the best start in life.
- (ii) Developing educated, responsible and informed citizens.
- (iii) Promoting a prosperous, inclusive and sustainable economy.
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations.

1.2 The governance processes and documents of the Council support the delivery of the Corporate Plan objectives.

2. Resource Implications

Financial

2.1 N/A

Workforce

2.2 N/A

Asset Management (land, property, IT)

2.3 N/A

3. Assessments

Equality Impact Assessment

3.1 N/A

Strategic Environmental Assessment

3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

3.3 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

Sustainability

3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.

3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

4. Consultation

Internal

4.1 The Executive and Strategic Leadership Team, the Leader of the Council and the Conveners of the relevant Council committees have been consulted on the proposals in the report.

External

4.2 N/A

2. BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

3. APPENDICES

Appendix 1 – Updated Delegation to Officials.

Appendix 2 – Revised terms of reference for the Environment, Infrastructure and Economic Development Committee and Climate Change and Sustainability Committee.