



## **MORAY COUNCIL CONSTITUTIONAL DOCUMENTS**

### **2. SCHEME OF ADMINISTRATION**

Detailing the Council's committee structure  
*[under Schedule 7 Paragraph 8 of the Local Government (Scotland) Act 1973]*

**Responsible Officer: Head of Governance, Strategy and Performance**  
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## CONTENTS

(I)	<a href="#">Terms of Reference of Committees and Sub-Committees</a>	3
(II)	<a href="#">Matters Excluded from Delegation to Committees</a>	4
(III)	<a href="#">Terms of Reference to Committees</a>	6
	(A) <a href="#">All Committees</a>	6
	(B) <a href="#">Corporate Committee</a>	6
	(C) <a href="#">Appeals Committee</a>	10
	(D) <a href="#">Education, Children's and Leisure Services Committee</a>	10
	(E) <a href="#">Planning and Regulatory Services Committee</a>	13
	(F) <a href="#">Economic Development and Infrastructure Services Committee</a>	14
	(G) <a href="#">Housing and Community Safety Committee</a>	16
	(H) <a href="#">Licensing Committee</a>	18
	(I) <a href="#">Audit and Scrutiny Committee</a>	18
	(J) <a href="#">Police and Fire and Rescue Services Committee</a>	19
(IV)	<a href="#">Terms of Reference to Housing Appeals Sub-Committee</a>	20
(V)	<a href="#">Terms of Reference to Moray Local Review Body</a>	20

**MORAY COUNCIL**  
**SCHEME OF ADMINISTRATION**

**(I) TERMS OF REFERENCE OF COMMITTEES AND SUB-COMMITTEES**

Subject to the provisions of the Local Government (Scotland) Act 1973 and any other statutes and subject also to the provisions of the Council's Standing Orders and also to the expectations, limitations and special delegations hereinafter specified, there shall be referred or delegated to the respective Committees of the Council all the functions, services, undertakings or other matters whether in pursuance of statute or otherwise as contained in the respective terms of reference of the said Committees as detailed in Section (III) hereof. When such functions, services, undertakings or other matters are delegated to a Committee, the Committee shall have the power to exercise the function in like manner in all respects as the Council could have exercised it had there been no delegation; provided however that it shall be competent for such Committee in relation to any matter, instead of taking a decision thereon, to make a recommendation thereon to Moray Council [Full Council] in which event the matter shall be decided by the Council after consideration of the Committee's recommendation. Any references to legislation within this document shall be taken to include any subsequent amending/replacement legislation.

- (1) A Committee may delegate to a Sub-Committee or to an Officer of the Council, any of the functions which have been delegated to the Committee by the Council.
- (2) In exercising the functions conferred on it, each Committee shall comply with the Standing Orders of the Council in so far as applicable and with any resolutions or instructions given by the Council.
- (3) Subject as aforesaid, the Council may at any time, if they so decide, notwithstanding the delegating of that matter to a Committee, deal with any question not previously determined in terms of that delegation. Where the Council uses this power, the matter shall thereafter remain within the Council's remit unless the Council decides to refer it back to the Committee.
- (4) The Council may vary, add to, recall or restrict any delegation to any Committee.
- (5) The senior members of staff at the level of the posts listed in the Appendix to this Scheme shall be appointed in accordance with the Recruitment and Selection of Senior Staff Procedure approved by the Council. Members of staff other than teaching staff shall be appointed in accordance with paragraph 2.1 of the Council's Scheme of Delegation. Subject to Section II (15), the power to dismiss a member of staff, other than teaching staff, the Chief Executive, the Head of Financial Services and Monitoring Officer to whose dismissal special statutory provisions apply, shall be exercised by the Head of the employing department, subject to any right of appeal enjoyed by that member of staff.

(6) The majority of social care services are delegated to the Moray Integration Joint Board in terms of the Integration Scheme approved by the Scottish Government on 16 March 2024 and published as one of the Council's constitutional documents.

## **(II) MATTERS EXCLUDED FROM DELEGATION TO COMMITTEES**

Subject to any relevant statutory provisions and to the provisions of the Council's Standing Orders, there shall be excluded from the delegation to Committees:

- (1) Fixing of the Council Tax and Council house rents in each financial year.
- (2) Approval of the acquisition or sale of land, buildings or interests in land over £100,000 in value, or where there is no budget provision.
- (3) The compulsory acquisition of any interest in land or buildings.
- (4) To approve any new rental concessions over £50,000 per annum.
- (5) Any enactment, alteration or revocation of any Orders, Regulations, Bye-laws or Schemes other than Orders of an emergency nature and orders which are delegated to a specific Committee.
- (6) The promotion or opposition of private legislation and the consideration of Provisional Orders or Private Bills affecting the interests of the Council.
- (7) The resolution of any conflict that may arise on any matter between Committees. Where any conflict arises between Service Committee decisions in relation to a strategic project, then all future decisions in relation to that project are from that point onwards to be determined by Moray Council [Full Council], unless Moray Council [Full Council] decides to remit the matter back to those Service Committees.
- (8) Alterations to the establishment, whether by way of increase or decrease, of chief officer posts.
- (9) All matters relating to elections including the appointment of a Returning Officer and electoral boundaries.
- (10) Changes in Committee structure, distribution of functions and responsibilities.
- (11) Appointment of Committees and the appointment of Chair and Depute-Chair thereof.
- (12) Appointments to Outside Bodies.
- (13) The approval of Council Reports and Strategies of a corporate nature including Local Development and Housing Plans.

- (14) The closure of schools or other educational establishments.
- (15) The provision of office accommodation for all departments of the Council.
- (16) The formulation, review and amendment of the Council's constitutional documents comprising the Standing Orders, Scheme of Administration, Scheme of Delegation and Financial Regulations.
- (17) Dismissal of the Chief Executive, in terms of the relevant disciplinary procedures relating to the same
- (18) All matters relating to emergency planning and home defence.
- (19) Any new policy matter which does not fall within the terms of reference of any Committee.
- (20) The determination of applications by businesses for assistance of whatever nature which fall outwith the terms of reference of the Economic Development & Infrastructure Services Committee or any other relevant Committee.
- (21) The statutory functions delegated by the Council to the Integration Joint Board for Moray for those of 18 years and over in terms of the Integration Scheme for Moray.
- (22) To consider the annual estimate for capital expenditure and agree any new or additional capital projects bi-annually on dates to be determined by the Asset Management Working Group.
- (23) To consider the annual estimates for, and approve all, revenue expenditure.
- (24) To consider the amounts to be raised by levying the Council Tax in each financial year.
- (25) To consider applications for granting the Freedom of Moray.
- (26) To authorise the use of the Council's Common Seal and signature by the Council Convener.
- (27) To consider petitions relative to the above matters.

### (III) TERMS OF REFERENCE TO COMMITTEES

NOTE - All items marked \* can be considered by the Committee and subject to recommendations but are excluded from the full delegation to Committees.

#### (A) ALL COMMITTEES

- (1) To carry out the role described in the Council's agreed policy for appointment of senior management posts at Head of Service level and above. These committees shall comprise 9 members from the committee(s) relevant to the post being recruited to. Membership shall be determined by the Council and shall reflect political balance.
- (2) To consider Capital and Revenue Budgets and long-term financial plans.
- (3) To approve the acquisition or sale of land, buildings or interests in land up to £100,000 in value and where there is budgetary provision. [See Section II (2) above]
- (4) To monitor performance of the services within the Committee's remit in accordance with the Council's performance management framework.
- (5) To consider petitions relative to the Committee's matters, excluding always those functions which are quasi-judicial in nature.

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**Deleted:** To form an Appointments Committee to appoint Heads of Services in accordance with the Recruitment and Selection of Senior Staff Policy.¶

#### (B) CORPORATE COMMITTEE

The following functions of the Council shall stand referred or delegated to this Committee:

##### **Functions Subject to Moray Council Decisions.**

- \* (1) To consider the financial and budgetary policy of the Council.
- \* (2) To consider the need for new services and the necessity for existing ones.
- \* (3) To provide office accommodation for all departments of the Council.
- \* (4) To consider the promotion or opposition of private legislation in Parliament under Section 82 of the Local Government (Scotland) Act 1973 subject to consultation with other Committees as appropriate.

- \* (5) To consider any Provisional Order, Parliamentary Bill or Statutory Instrument (other than Orders, Bills or Instruments specifically affecting particular departments of the Council).
- \* (6) To consider any new policy matter which does not fall within the terms of reference of any other Committee.

#### **Financial**

- (7) To regulate and manage the finances of the Council in accordance with the policies determined by the Council and to prepare and review from time to time such rules as may be necessary for the proper administration of the Council's financial affairs.
- (8) To implement and monitor the treasury policy statement dealing with the management of all money and capital market transactions in connection with cash and funding resources of the Council.
- (9) To monitor progress of projects in the approved Capital Plan, including any revisions to the price or phasing on a quarterly basis.
- (10) To monitor current revenue expenditure in relation to approved estimates.
- (11) To deal with the administration of the levy, collection, payment and recovery of Council Tax, Community Charges, non-domestic rates and water and sewerage charges.
- (12) To arrange for the borrowing of money by the Council.
- (13) To deal with superannuation and pensions.
- (14) To supervise the payment and recovery of monies on behalf of the Council.
- (15) To keep accounts for the proper recording of all transactions of the Council and to audit such accounts.
- (16) To make banking arrangements for the Council.
- (17) To write off irrecoverable debts in accordance with the Council's Financial Regulations.
- (18) To determine appeals against assessments and to dispose under any enactment of all other claims or applications for relief from or repayment of charges or rates.
- (19) To deal with all matters relating to insurance.

- (20) To deal with the management and investment of any funds including Common Good Funds and trust funds, under the control of the Council and consult relevant service committees on expenditure of trust funds where appropriate; and to deal with the management of Common Good and Trust property.
- (21) To formulate, supervise the implementation of and review as necessary the policies and practices of the Council in relation to its procurement arrangements.
- (22) To deal with all matters relating to the Councils Strategy, Policy, budgetary and monitoring arrangements for Third Sector.

#### **Staffing**

- (23) To authorise, control and review as necessary, in consultation with the appropriate Service Committee, the establishment of all categories of staff of the Council, with the exception of teachers.
- (24) To formulate, supervise the implementation of and review as necessary the policy and practices of the Council for all employees, other than teachers, in relation to:-
  - (a) the policies for the appointment and deployment, appraisal, transfer and promotion of all employees within the approved establishment;
  - (b) the remuneration, conditions of service and allowances of all posts;
  - (c) the recruitment, training and development, health, safety and welfare policies and practices of the Council;
  - (d) the grievance and disputes procedures, disciplinary rules and procedures and dismissal procedures relating to all employees.
- (25) In the case of teachers, to apply and monitor the implementation of general personnel policies and practices of the Council, including health, safety and welfare and to co-ordinate local conditions of service in line with Council policy.
- (26) To decide applications for early retirement under the Teacher's (Compensation for Early Retirement) Regulations 1996 and to decide applications from teachers requesting re-employment under the age of 65 in terms of the Teachers (Scotland) Act 1976.

#### **Property and Asset Management**

- (27) To provide furniture, office supplies and equipment including computer systems and all common office services.



- (28) To formulate, supervise the implementation of and review as necessary the policies and practices of the Council in relation to asset management and to maintain an overview of the Council's property disposal programme.
- (29) To approve discretionary charges made for Council services in accordance with policy.
- (30) To monitor and review concessionary rents.
- (31) To approve any new rental concessions up to £50,000 per annum.
- (32) To consider all Community Asset Transfer requests including disposals above £100,000 in value and rental concessions over £50,000 per annum.
- (33) To deal with the overall estates management of Council properties which are not for the time being used by the appropriate service department and the sale or lease of land or buildings temporarily or permanently surplus to the needs of the Council except Council Housing.
- (34) To develop and implement information technology policies

#### **Performance and Risk Management**

- (35) To exercise the statutory power of the Council to advance well-being under the Local Government in Scotland Act 2003.
- (36) To deal with all matters relating to Council wide or Corporate risk assessment and the mitigation and management of these risks.
- (37) To deal with all matters relating to developing and monitoring customer access and information.
- (38) To deal with all matters relating to entering into partnerships, co-operating and liaising with other bodies and Authorities.
- (39) To deal with all matters relating to developing and monitoring public relations, public reporting, publicity and corporate communications.
- (40) To ensure a suitable framework is in place for performance management across Council services.
- (41) To formulate and review Council wide policy, strategies, priorities and objectives in relation to cross cutting issues which do not fall within the remit of service committees such as equalities, poverty, armed forces, Brexit, immigration.

#### **Miscellaneous**

- (42) To consider any corporate issues arising in relation to the Councillors' Code of Conduct
- (43) To provide members' services.
- (44) To provide, develop and monitor all central support services including information communications technology, human resources, communications and organisational development, administrative, finance, legal, democratic, governance and customer services including printing, reprographic and other services.
- (45) To exercise the functions of the Council in connection with the Registration of Births, Deaths and Marriages.
- (46) To deal with the functions of the Council as Valuation and Electoral Registration Authority.
- (47) To exercise the functions of the Council in connection with Community Councils.
- (48) To make arrangements for ceremonial matters and hospitality.
- (49) To deal with all matters relating to the exercise of the statutory functions of the Council under the Local Government in Scotland Act 2003 to initiate, maintain and facilitate Community Planning, the process by which public services in Moray are provided and planned for.
- (50) To ensure that the organisation, administrative and management processes of the Council are designed to make the most effective contribution to achieving the Council's objectives; to keep these procedures under review in the light of changing circumstances and to make such recommendations to Moray Council [Full Council] as are necessary for changes in the Committee or departmental structure or the distribution of functions and responsibilities.

#### **(C) APPEALS COMMITTEE**

- (1) To hear, consider and determine appeals by employees, other than teachers, in terms of the Scheme of Pay and Conditions for Scottish Joint Council employees and the Scheme of Pay and Conditions of Service for Craft Operatives and Chief Officers excluding the Chair of the meeting at which the original decision was taken.

#### **(D) EDUCATION, CHILDREN'S AND LEISURE SERVICES COMMITTEE**

The following functions of the Council shall stand referred or delegated to this Committee:

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#### **GENERAL**

- (1) To exercise all the functions of the Council as Education Authority within the terms of relevant legislation with regard to nursery, primary, secondary, and further education; community learning and development ; and to determine the Council's policies in regard thereto.

#### **RESIDUAL SOCIAL WORK RESPONSIBILITIES**

- (2) To exercise the functions of the Council within the terms of relevant legislation with regard to criminal justice, including youth, justice and to determine the Council's policies in regard thereto.
- (3) To exercise the residual functions of the Council as Social Work Authority for adult services not delegated to the Moray Integration Joint Board within the terms of relevant legislation, including = mental health and incapacity, to determine the Council's policies in regard thereto.
- (4) To consider reports from the Councils Chief Social Work Officer in terms of relevant legislation.

#### **EDUCATION**

- (5) To consider the closure of schools and other educational establishments under the control of the Council as Education Authority.
- (6) To deal with the appointment, transfer, dismissal, suspension, remuneration and conditions of service of teaching staff so far as under the control of the Council, subject to the duty of the Corporate Committee to co-ordinate and apply local conditions of service of teaching staff after the approval of this Committee.
- (7) To deal with Children's safety including school crossing patrols.
- (8) To carry out the duties of the Council in regard to Parent Councils and to consider submissions from such Parent Councils.
- (9) To exercise the functions of the Council under the Children and Young Persons (Scotland) Act 1937.

(10) To select children and staff worthy of receiving awards for outstanding achievement in their personal development or noteworthy service to their community and the authority.

(11) To consider and oversee educational developments relating to the culture and heritage of Scotland including attention to local priorities.

(12) To consider and decide on applications from parents under Section 35 of the Education (Scotland) Act 1980 for consent to withdraw their children from school in order to educate them at home.

(13) To exercise the functions of the Council as Education Authority relating to truancy under Sections 36-43 of the Education (Scotland) Act 1980.

**Deleted:** To exercise all the functions of the Council as Social Work Authority within the terms of relevant legislation with regard to child support and protection, looked after children, fostering, adoption and young people leaving care; and to determine the Council's policies in regard thereto.

**Deleted:** To receive reports from and consider the recommendations of the Scottish Public Services Ombudsman in relation to children and young people (under 18 years) services.

### EDUCATIONAL TRUSTS

- (14) To act as Trustees of the Moray and Nairn Educational Trust Scheme.
- (15) To exercise control of expenditure of available funds in Educational Trusts
- (16) To consider and monitor the allocation of educational grants under the Council policy for grants awards.

### SCHOOL ESTATE

- (17) To consider and make recommendations on capital and minor works programmes within the remit of the committee.
- (18) To comment on and monitor general expenditure for school building projects.
- (19) To consider and monitor problems relating to:-
  - (a) School capacities and available accommodation;
  - (b) Review school zoning; and
  - (c) Social issues (such as vandalism) relating to schools.

### COMMUNITY FACILITIES

- (20) To exercise the Council's statutory functions to provide facilities and support activities related to the development of recreation, sport, culture and social activities.
- (21) To deal with the management of community centres, residential outdoor centres and community facilities within community high schools.
- (22) To deal with issues related to the community use of schools.
- (23) To assist voluntary organisations who provide youth and community facilities.

### LIBRARIES

- (24) To exercise the statutory duties of the Council to secure the adequate provision of libraries and maintain the Council's Archives.
- (25) To deal with matters related to the provision of library and local heritage services.

### SERVICE PERFORMANCE

- (26) To develop and monitor the Council's Performance Management Framework for the services within this committee remit. .

**Deleted:** To consider and monitor the allocation of educational grants under the Council policy for grants awards.¶

**Deleted:** To select children and staff worthy of receiving awards for outstanding achievement in their personal development or noteworthy service to their community and the authority.¶

**Deleted:** To consider and oversee educational developments relating to the culture and heritage of Scotland including attention to local priorities.¶

**Deleted:** To consider and decide on applications from parents under Section 35 of the Education (Scotland) Act 1980 for consent to withdraw their children from school in order to educate them at home.¶

## **(E) PLANNING AND REGULATORY SERVICES COMMITTEE**

The following functions of the Council shall stand referred or delegated to this Committee:

- (1) Subject to paragraphs (2) and (3) hereunder, to exercise the statutory functions of the Council as Planning Authority under the Planning Acts, the Local Government (Scotland) Act, 1973; the Local Government Scotland Act 1994 and other relevant legislation.

For planning applications where a pre-determination hearing is mandatory, these will be carried out in accordance with the approved hearing procedure and following completion of the pre-determination hearing the planning application will then be determined by this Committee.

- (2) To review or prepare all Local Development Plans including the Council Report and an Environmental Charter for submission to the Council.
- (3) To comment on Housing Plans.
- (4) To exercise the functions of the Council under Building Standards Regulations and Orders and relaxations.
- (5) To exercise the functions of the Council in relation to dangerous or dilapidated buildings or structures repair or demolition notices.
- (6) To exercise the Council's street naming functions under the Civic Government Act 1987 and related legislation.
- (7) To make, vary and revoke Orders for the preservation of trees including the power to make, vary and revoke orders of an urgent nature.
- (8) To deal with High Hedge Notices under the High Hedges Act (Scotland) 2013.
- (9) To exercise the statutory functions of the Council as Local Weights and Measures Authority.
- (10) To exercise the function of the Council under the Petroleum (Consolidation) Regulations 2014 including the issue, suspension or revocation of licences thereunder.
- (11) To deal with all matters relating to Trading Standards.
- (12) To exercise the functions of the Council in relation to Diseases of Animals.
- (13) To exercise the functions of the Council under the Explosives Acts including the issue, suspension or revocation of licences thereunder.

- (14) To exercise the functions of the Council under the Mines and Quarries Acts.
- (15) To exercise the functions of the Council in relation to the safety of sports grounds legislation.
- (16) To exercise the functions of the Council as the Environmental Health Authority.
- (17) To deal with all matters relating to contaminated land in terms of the Environmental Protection Act 1990, the Environmental Act 1995 and the Contaminated Land (Scotland) Regulations 2000, as amended 2005.
- (18) To exercise the functions of the Council in relation to the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 and the Smoking, Health and Social Care Act (Scotland) 2005
- (19) To deal with all matters relating to Section 119 and 120 of the Community Empowerment (Scotland) Act 2015 – Food Growing Strategy
- (20) To develop and monitor the Council's Performance Management Framework for the Planning & Regulatory Services.

**(F) ECONOMIC DEVELOPMENT AND INFRASTRUCTURE SERVICES COMMITTEE**

The following functions of the Council shall stand referred or delegated to this Committee:

- (1) To deal with all matters relating to twinning, subject, where appropriate, to consultation with other Committees. Any proposal to establish a new twinning link shall be the subject of a recommendation to Moray Council [Full Council].
- (2) To exercise the statutory functions of the Council in relation to economic development in terms of paragraph 171 of the Local Government (Scotland) Act 1994.
- (3) To deal with all matters relating to industrial and commercial development, subject to (5) below.
- (4) To provide financial and other assistance to those engaged in industry or commerce.
- (5) To consider all other applications by business for assistance of whatever nature which fall outwith the terms of (5) above and to make recommendations to Moray Council [Full Council].

- (6) To manage and maintain public conveniences.
- (7) To exercise the statutory functions of the Council under the Land Reform (Scotland) Act 2003.
- (8) To exercise the functions of the Council in relation to Countryside Amenities including the Speyside Way, Fisheries and Ranger Service.
- (9) To provide architectural, quantity surveying, maintenance and allied property services.
- (10) To manage the transport of vehicles belonging to, hired by or otherwise under the control of the Council.
- (11) To exercise the functions of the Council in relation to Parks, Open Spaces and Tree/Woodland management and maintenance.
- (12) To exercise the functions of the Council in relation to the provision of Catering and Cleaning Services.
- (13) To deal with all matters relating to Environmental Protection.
- (14) To provide and maintain all burial ground services.
- (15) To exercise all functions of the Councils as Roads Authority including safety, the detailed planning, design and construction, improvement, maintenance and lighting of roads, bridges and other structures and excluding street naming functions [see Section III (E)(6) above].
- (16) To exercise the functions of the Council under the Roads (Scotland) Act 1984 and other relevant legislation.
- (17) To deal with traffic and transport management functions, including the preparation and implementation of traffic management schemes.
- (18) To exercise the function of the Council in relation to public passenger transport under the Transport Act 1985.
- (19) To exercise the functions of the Council under the Flood Prevention (Scotland) Act 1961 as amended by the Flood Prevention and Land Drainage (Scotland) Act 1997.  
  
**Note:** this Act will be superseded by the Flood Risk Management (Scotland) Act 2009, but will still apply to ongoing legacy projects.
- (20) To make Orders for the regulation of traffic including the power to make Orders of an emergency nature.
- \* (21) To prepare the Local Transport Strategies and Road Traffic Reduction for consideration by Moray Council [Full Council].

(22) Determining arrangements for waste management, street sweeping, refuse collection and refuse disposal including re-cycling.

\* (23) To consider concessionary travel arrangements.

(24) To exercise the functions of the Council as lighting authority.

(25) To exercise the functions of the Council as Harbour Authority under the Grampian Regional Council (Harbours) Order Confirmation Act 1987, the Harbours Act 1964, the Pilotage Act 1987, the Merchant Shipping (Port Waste Reception Facilities) Regulations 1987, the Merchant Shipping Act 1995 and the Dangerous Vessels Act 1985 and in relation to the maintenance of piers and harbours and coast protection.

(26) To exercise the functions of the Council under the Reservoirs Act 1975.

(27) To exercise supervision of the internal transport section dealing with the management, repair and maintenance of all Council vehicles, plant and equipment.

(28) To promote tourism development in Moray.

(29) To oversee the application for, co-ordination and monitoring of Council funding from European legacy and external programmes.

\* (32) To deal with all matters relating to emergency planning and home defence.

(33) [To review or prepare a Climate Change Strategy to provide a framework for actions aimed at reducing carbon emissions and actions to restore biodiversity for submission to the Council.](#)

(34) To provide, develop and monitor the Council's Economic Development and Infrastructure Services.

(34) To deal with matters related to the provision of museums and related services, and built heritage.

## **(G) HOUSING AND COMMUNITY SAFETY COMMITTEE**

The following functions of the Council shall stand referred or delegated to this Committee:



- (1) To deal with the Capital and Revenue budgeting and long-term financial planning in the discharge of the Council's Housing function including:-

- \* (a) to set Council house rent levels;
- \* (b) to set garage and garage site rent levels; and
- \* (c) to deal with levy, collection, payment and recovery of Council house rents.

- (2) To exercise all the functions of the Council as Housing Authority.
- (3) To carry out the management and maintenance of the Council's Housing Stock including housing for the homeless and sites for Gypsies/Travellers.
- (4) To deal with the allocation and letting of houses and homelessness.
- (5) To administer private sector housing grants etc.
- (6) To administer house purchase/improvement loans.
- (7) To exercise the Council's powers within the terms of relevant legislation in relation to housing support and contributing to the expense of housing elderly, infirm or disabled people.
- (8) To deal with matters arising under the former Right to Buy and Rent to Mortgage Schemes
- (9) To deal with the Council's responsibilities for the Housing Direct Labour Organisation.
- (10) To prepare housing quality plans and other such housing related plans as may be required to ensure effective implementation of strategic housing matters.
- (11) To formulate and implement the Council strategic Housing Plan in partnership with other housing providers in co-operation with other Council Committees and services.
- (14) To develop and implement the Council's strategy and policies in relation to, Community Safety and Anti-Social behaviour (including road accidents) in partnership with other public sector partners, voluntary sector and private sectors as appropriate.
- (15) To develop and monitor the Council's Performance Management Framework for the functions delegated to this committee.

#### **(H) LICENSING COMMITTEE**

The following functions of the Council shall stand referred or delegated to this Committee:

- (1) To exercise all the functions of the Council as Licensing Authority including applications in terms of relevant legislation other than duties carried out by the Licensing Board.
- (2) To issue and suspend, revoke and refuse applications for all licences made in respect of activities, which require to be licensed in terms of the Civic Government (Scotland) Act 1982.
- (3) To make recommendations to Police Scotland relating to prosecution of offences prescribed in terms of the Civic Government (Scotland) Act 1982.
- (4) To deal with all matters of Licensing and Registration not falling within the functions of any other Committee.
- (5) To issue, suspend, revoke and refuse approvals for venues for civil marriages in terms of the Marriage (Scotland) Act 2002.

## (I) **AUDIT AND SCRUTINY COMMITTEE**

The following functions of the Council shall stand referred or delegated to this Committee:

### **STANDARDS**

- (1) To ensure that the highest standards of probity and public accountability are demonstrated.

### **AUDIT FUNCTIONS**

- (2) Considering reports from the Council's Internal Auditor.
- (3) Considering reports from Audit Scotland concerning Council functions.
- (4) Contributing towards making the Council, its Committees and Services more responsive to the audit function and its purpose.
- (5) Supporting the Council's governance, risk and control arrangements by:
  - providing a review of the Annual Council Statement and the assurances underpinning it.
  - considering the effectiveness of the Council's risk management arrangements
  - promoting internal controls and assurances
  - supporting an anti-fraud culture
  - review of revisions to financial procedures.
- (6) Oversee the independence, objectivity, performance and conformance to professional standards of Internal Audit.

- (7) Having responsibility for focussing audit resources through a process of agreeing on an annual audit plan.
- (8) Monitoring delivery of the audit service through receipt of quarterly reports on work carried out by Internal Audit.
- (9) Considering reports produced by the Council's External Auditor.
- (10) Considering the annual assurance statement provided by Internal Audit on the Council's control environment.

### **SCRUTINY FUNCTIONS**

- (11) To scrutinise areas of policy, service delivery or performance identified for improvement in:
  - (i) Internal and external audit reports where sufficient evidence of progress from the appropriate committee is not available.
  - (ii) reports or findings from external regulators where sufficient evidence of progress from the appropriate committee is not available.
- (12) To receive reports on the performance of and trends within Council's services as a whole in terms of Local Government Benchmarking Framework.

### **INQUIRIES**

- (13) To deal with all matters relating to local inquiries into matters affecting children.

### **(J) POLICE AND FIRE AND RESCUE SERVICES COMMITTEE**

The following functions of the Council shall stand referred or delegated to this Committee:

- (1) To deal with all matters relating to Police and Fire and Rescue Services in Moray.
- (2) To participate in consultations relative to national strategic plans and priorities for the Police and Fire and Rescue Services.
- (3) To work with the Local Police Commander and the Local Senior Officer for the Fire and Rescue Service to set priorities and objectives for Local Police Plans and Local Fire and Rescue Plans for Moray.
- (4) To monitor delivery of the Police and Fire and Rescue Services in Moray, providing feedback and making recommendations for improvements as required.
- (5) To call for reports from the Local Police Commander or the Local Senior Officer for the Fire and Rescue Service on issues relevant to the delivery of the Police or Fire and Rescue Service in Moray as appropriate.
- (6) To facilitate Community Planning relative to the Police and Fire and Rescue Services in accordance with statutory guidance.

#### **(IV) TERMS OF REFERENCE TO HOUSING APPEALS SUB-COMMITTEE**

The following functions of the Council shall stand referred or delegated to this Sub-Committee:

- (1) To determine Housing Management matters which are outwith Officer's Scheme of Delegation.
- (2) To determine appeals from applicants or tenants, which relate to the Council's Allocations or Homelessness Policies.
- (3) To determine appeals from applicants relating to Private Sector grants.
- (4) To determine the outcome of any Right to Buy applications which cannot be resolved under the Officer's Scheme of Delegation.
- (5) To deal with other matters as may be remitted to the Sub-Committee by the Policy and Resources Committee from time to time.

#### **(V) TERMS OF REFERENCE TO MORAY LOCAL REVIEW BODY**

The following functions of the Council shall stand referred or delegated to this Committee:

- (1) To consider and determine requests by applicants to review a planning application decision of the 'Appointed Person' or the failure of the 'Appointed Person' to determine a planning application within three months, as required by the Town and Country Planning (Scheme of Delegation and Local Review Procedure) (Scotland Regulations) 2013.

**APPENDIX**

**SENIOR MEMBERS OF STAFF APPOINTED THROUGH RECRUITMENT PROCEDURE  
APPROVED BY THE COUNCIL**

Chief Executive  
Depute Chief Executives  
Heads of Service

