

**SCHEME OF GOVERNANCE REVIEW 2024  
SUMMARY OF PROPOSED CHANGES**

Proposed amendments and additions of significance are shown below (with deletions and new wording shown in red).

**POWERS DELEGATED TO OFFICERS**

REFERENCE	CHANGE	RATIONALE
Principle 7	<p>Except where prohibited by law, Chief Officers may sub-delegate any of their delegated powers (including powers delegated by Full Council, Committee or Sub-Committee and not listed in this Powers Delegated to Officers document; <b>and also including powers to sign documents</b>) to their deputies or such other officer(s) as they may consider appropriate, <b>whether or not such deputies or other officers are within the Chief Officer's own directorate, cluster, function or service</b>. Any such sub-delegations shall be made in writing, or confirmed in writing as soon as reasonably practicable. Chief Officers will remain accountable for decisions taken by their sub-delegates. Section 50G of the Local Government (Scotland) Act 1973, regarding maintenance of a list of powers exercisable by officers, shall be complied with. <b>For the avoidance of any doubt, except where the law does not permit this, any officer with delegated authority to sign a document (Officer A) may arrange for, instruct or authorise another officer to append or attach Officer A's electronic signature to that document.</b></p>	Clarification
Interpretation 1	<p>References to any legislation, circulars, <b>orders</b>, directions, plans, policies, procedures, regulations, <del>and</del> <b>guidance and similar things</b> include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time. References to any legislation include all subordinate legislation made under that legislation from time to time.</p>	Clarification

REFERENCE	CHANGE	RATIONALE
Interpretation 2	References to any committees, <del>sub-committees, boards,</del> departments, services, <del>directorates, functions, clusters, and</del> officer titles <del>and similar things</del> include reference to those things as re-named, amended, replaced or superseded and are to be taken as referring to the nearest equivalent as may exist from time to time. <del>For the avoidance of any doubt, this Powers Delegated to Officers document shall be read and construed in light of any organisational restructure which may be approved by the Council.</del>	Clarification
Interpretation 4	<del>All references to the signing, serving, giving or issuing of any notice or other document include reference to any and all of those actions (and instructing or arranging for such serving, giving or issuing).</del>  Subject to any relevant legislation or rule of law, where any officer has delegated authority to sign, serve, give or issue a notice or other document, that officer may do any and all of those things and may undertake, instruct, arrange for or authorise the delivery, posting, transmission or other communication of the notice or document in question.	Clarification
Interpretation 5	References to “officers”, “staff” and “employees” mean those of the Council, except where the context otherwise requires. References to the Lord Provost, the Leader (or Co-Leaders) of the Council, Conveners and other elected members include references to their nominees. For the avoidance of any doubt, such nominees must be elected members of the Council. <del>References to the Leader of the Council include reference to Co-Leaders, if such are appointed. Where consultation with the Leader is required, consultation with either of the Co-Leaders is sufficient.</del>	Clarification
Interpretation (to be inserted between points	<del>For the avoidance of any doubt, where the terms of a power in this Powers Delegated to Officers document would (taken literally) require a</del>	Clarification

REFERENCE	CHANGE	RATIONALE
currently numbered 6 and 7)	Chief Officer to consult with themselves, no such consultation is required for the exercise of that power.	
General Delegations to Chief Officers 2	To authorise officers within <del>their</del> the Chief Officer's own directorate, cluster, function or service, or officers within a different directorate, cluster, function or service, to exercise all or any of the statutory powers which have been allocated by the Council to <del>their</del> the Chief Officer's own directorate, cluster, function or service, with any such authorisations being documented.	So that this power covers a Chief Officer authorising officers in a different directorate, cluster, function or service.
General Delegations to Chief Officers 3	To sign, give, make, issue and serve: a. statutory notices, statutory orders and other statutory documents, and b. other notices, orders and documents of a legal nature (except, unless otherwise authorised in terms of this Powers Delegated to Officers document, deeds and contracts), and to exercise any powers pursuant to, or in connection with, any such notices, orders and documents.	Clarification
General Delegations to Chief Officers 7	To instruct the raising by the Council of any court or tribunal proceedings, or the Council's participation in any such proceedings, or the taking by the Council of any other legal action; and to instruct the enforcement of any orders or decrees obtained thereby and the settlement or compromising of any such proceedings or legal action.	For completeness.
General Delegations to Chief Officers 48	Replace with:  Chief Officer – Governance and Chief Officer – Strategic Place Planning only: Following consultation with the relevant Convener and the Chief Executive, to determine any matter on behalf of the Licensing Committee, Licensing Sub-Committee or Planning Development Management Committee in exceptional circumstances. Any such action to be notified to members of the relevant Committee or Sub-Committee.	Correction

REFERENCE	CHANGE	RATIONALE
CO – Housing 22	<p>(a) <del>Approve</del> <b>Determine</b> Houses in Multiple Occupation (HMO) Licence applications subject to the standard conditions, where there are no objections, concerns or contentious issues;</p> <p>(h) Sign and serve (<b>and authorise, or</b> arrange for or instruct the <b>signing and</b> service of) HMO amenity notices and all notices of the above types of decision and take, or arrange for or instruct the taking of, any action necessary in connection with doing any of the foregoing, all in terms of the provisions of sections 146-153, Part 5, Housing (Scotland) Act 2006.</p>	Clarification
CO – Housing 23	(b) Sign and serve ( <b>and authorise, or</b> arrange for or instruct the <b>signing and</b> service of) Rent Penalty Notices under section 94, Part 8, Antisocial Behaviour etc. (Scotland) Act 2004;	Clarification
CO – Housing 27	<p>To <del>approve determine</del> Short-Term Let Licence applications subject to the <b>Mandatory Conditions and sStandard eConditions</b>, where there are no objections, concerns or contentious issues.</p> <p>[note: <b>Mandatory Conditions are conditions which all Licensing Authorities must apply and which are set out in Schedule 3 to the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022; and Standard Conditions are referred to as Additional Conditions within the Council’s Short Term Let Policy]</b></p>	This will ensure consistency with how other licence types are dealt with
CO – Housing Additional power	<b>Add conditions to Short Term Lets Licence applications in addition to the Mandatory Conditions and Additional Conditions, where such conditions are agreed by all parties in accordance with Schedule 1 paragraph 5(1A) of the Civic Government (Scotland) Act 1982.</b>	To include a new statutory power
CO – Housing Additional power	<b>Refuse to consider Short-Term Let Licence applications under paragraph 2A of Schedule 1 to the Civic Government (Scotland) Act 1982.</b>	To include a new statutory power

REFERENCE	CHANGE	RATIONALE
CO – Housing Additional power	Determine applications for variation of Short-Term Let Licence applications where there are no objections, concerns or contentious issues.	To include a new statutory power
CO – Housing Additional power	Sign and serve (or arrange for or instruct the service of) enforcement notices in relation to Short Term Let Licences, including any action necessary in connection with doing any of the foregoing, all in terms of the provisions of paragraph 10A of schedule 1 of the Civic Government (Scotland) Act 1982.	To include a new statutory power
CO – Housing Additional power	<p><b><u>Private Landlord Registration</u></b></p> <p>To refuse Landlord Registration applications where the applicant has failed to provide the required Prescribed Information (In accordance with The Private Landlord Registration (Information)(Scotland) Regulations 2019) after three requests by the Private Sector Housing Manager.</p>	This will ensure consistency with how other licence types are dealt with
CO – People & Citizen Services Additional power	<p>To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to the low emission zone scheme enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Low Emission Zones (Emission Standards, Exemptions and Enforcement) (Scotland) Regulations 2021 and any other relevant legislation. This delegated power includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>a. appointing and authorising officers to issue Penalty Charge Notices;</li> <li>b. issuing, and authorising officers to issue, Notices of Rejection and Charge Certificates;</li> <li>c. responding to written representations and authorising officers to respond to written representations in respect of Penalty Charge Notices;</li> <li>d. following consultation with the Chief Officer – Operations (where the Chief Officer People &amp; Citizen Services considers such consultation with the Chief Officer – Operations to be appropriate) lodging responses and</li> </ul>	To include express reference to additional legislation and new statutory powers.

REFERENCE	CHANGE	RATIONALE
	<p>authorising officers to lodge responses to appeals made to the Transport Appeal Tribunal within the General Regulatory Chamber of the First Tier Tribunal for Scotland and responding to the Transport Appeal Tribunal;</p> <p>e. instructing recovery action in relation to unpaid charges and issuing any other documentation or correspondence in connection with the Low Emission Zone Scheme; and</p> <p>f. appointing and authorising officers in connection with the enforcement of the Low Emission Zone Scheme to carry out and instruct recovery action in relation to unpaid charges and issue any other documentation or correspondence in connection with the Low Emission Zone Scheme.</p>	
<p>CO – People &amp; Citizen Services Additional power</p>	<p>To undertake, arrange to be undertaken, authorise and instruct, and to authorise officers in the Parking and Bus Lane Appeals Team, and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023 and any other relevant legislation. This delegated power includes (but is not limited to);</p> <p>a. appointing and authorising officers to issue Penalty Charge Notices;</p> <p>b. Issuing, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to issue and serve Notice to Owners (RTA 91), Enforcement Notices (TSA19), Charge Certificates and Notices of Rejections in relation to Penalty Charge Notices;</p> <p>c. considering and responding to written representations and authorising officers to respond to written representations;</p> <p>d. Following consultation with the Chief Officer – Operations (where the Chief Officer People &amp; Citizen Services considers such consultation with the Chief Officer – Operations to be appropriate) lodging responses and</p>	<p>To include express reference to additional legislation and new statutory powers.</p>

REFERENCE	CHANGE	RATIONALE
	<p>authorising officers to lodge responses to appeals made to the Transport Appeal Tribunal within the General Regulatory Chamber of the First Tier Tribunal for Scotland and responding to the Transport Appeal Tribunal;</p> <p>e. instructing recovery action in relation to unpaid charges and issuing any other documentation or correspondence in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement; and</p> <p>f. appointing and authorising officers to carry out and instruct recovery action in relation to unpaid charges in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition and issue any other documentation or correspondence in connection with pavement parking prohibition, double parking prohibition and dropped footway parking prohibition.</p>	
CO - Gov 1	<p>Following consultation with the <del>C</del>o-Leaders, to amend the Council's Scheme of Governance documentation in order to:</p> <ul style="list-style-type: none"> <li>• correct obvious, technical or clerical errors;</li> <li>• reflect the law (including changes to the law), government guidance, regulators' guidance, codes of conduct, codes of practice and Council policies and decisions; <del>and</del></li> <li>• take account of any changes to names or titles and to make any other minor or consequential amendments; and</li> <li>• alter the sequencing of provisions and add, remove or amend headings.</li> </ul>	Clarification
CO - Gov 21	<p>To monitor and review Byelaws and Management Rules in terms of the Local Government (Scotland) Act 1973 and Civic Government (Scotland) Act 1982 respectively; undertake all statutory procedures preliminary to application for confirmation of Byelaws and the making of Management Rules and all statutory procedures preliminary to revocation of Byelaws by resolution (including, in each case, arranging for the necessary notice whether by newspaper or otherwise); and make recommendations to Full</p>	Essentially to permit the Chief Officer to publicise proposed Byelaws and Management Rules, and the proposed revocation of Byelaws, but with Council or Committee retaining decision-making power on whether such Byelaws or Management Rules should actually be made or revoked.

REFERENCE	CHANGE	RATIONALE
	Council, or the relevant committee or sub-committee as appropriate; and to maintain registers of Byelaws and Management Rules.	
CO – Gov 60	<p>To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers (whether City Wardens, officers in the Parking and Bus Lane Appeals Team or other officers) to undertake, arrange to be undertaken, authorise and instruct, all activity relating to parking enforcement in terms of (where applicable) the Road Traffic Act 1991, Road Traffic (Permitted Parking Area and Special Parking Area) (Aberdeen City Council) Designation Order 2003, Road Traffic Regulation Act 1984, <b>Transport (Scotland) Act 2019, Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023</b> and any other relevant legislation.</p> <p>This delegated power includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>• appointing and authorising City Wardens and other officers to be parking attendants and to issue Penalty Charge Notices; and</li> <li>• taking, and authorising officers in the Parking and Bus Lane Appeals Team and other officers to take or arrange to be taken, any appropriate actions in relation to the immobilisation, removal, storage and disposal of vehicles.</li> </ul>	To include express reference to additional legislation
CO – Gov Additional power	<b>To make corrections or minor amendments to a trust deed or to amend it as required by law or as required or recommended by the Office of the Scottish Charity Regulator (OSCR), following consultation with the Chief Officer – Finance and any officer who is the lead Council officer in respect of the trust in question, but only where the trust deed relates to a trust in respect of which the Council is sole trustee or the only trustees are elected members of the Council.</b>	For efficiency.
CO – Gov Additional power	<b>To undertake, arrange to be undertaken, authorise and instruct, and to appoint and authorise officers to undertake, arrange to be undertaken,</b>	To include express reference to additional legislation and new statutory powers.



REFERENCE	CHANGE	RATIONALE
	<p>authorise and instruct, all activity relating to the low emission zone scheme enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Low Emission Zones (Emission Standards, Exemptions and Enforcement) (Scotland) Regulations 2021 and any other relevant legislation. This delegated power includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>a. appointing and authorising officers to issue Penalty Charge Notices;</li> <li>b. issuing, and authorising officers to issue, Notices of Rejection and Charge Certificates; and</li> <li>c. taking, and authorising officers to take or arrange to be taken, any appropriate actions in relation to Penalty Charge Notices, Notices of Rejection and Charge Certificates (such actions including, but not being limited to, considering and responding to representations).</li> </ul>	
CO – Gov Additional power	<p>To undertake, arrange to be undertaken, authorise and instruct, and to authorise City Wardens, officers in the Community Safety and Enforcement Team and other officers to undertake, arrange to be undertaken, authorise and instruct, all activity relating to pavement parking prohibition, double parking prohibition and dropped footway parking prohibition enforcement in terms of (where applicable) the Transport (Scotland) Act 2019, the Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023 and any other relevant legislation. This delegated power includes (but is not limited to) appointing and authorising City Wardens, officers in the Community Safety and Enforcement Team and other officers to issue and serve Penalty Charge Notices, Notice to Owners (RTA 91), Enforcement Notices (TSA19) and Charge Certificates .</p>	To include express reference to additional legislation and new statutory powers.
CO – City Development & Regeneration – new power	<p>To establish an Economic Policy Panel (comprising up to three external members) to advise on and inform the Council’s annual credit rating assessment review and ongoing delivery of the Regional Economic Strategy and other key economic matters relevant to the Council; to</p>	For efficiency.

REFERENCE	CHANGE	RATIONALE
	<p>produce terms of reference for the Panel and amend these from time to time as the Chief Officer considers appropriate; and to appoint members to the Panel from time to time, subject to compliance with the ACC Procurement Regulations.</p>	
CO – SPP 1	<p>To determine:</p> <ul style="list-style-type: none"> <li>- applications for the requisite approval of matters specified by condition(s) imposed on a grant of planning permission in principle under section 59 of the Town and Country Planning (Scotland) Act 1997 (as amended); and</li> <li>- planning applications for modification of conditions under section 42 of the Town and Country Planning (Scotland) Act 1997 (as amended),</li> </ul> <p>all in respect of applications for development falling within the categories of National and Major Development as defined in the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 except where that application:</p>	Clarification.
CO – SPP 1 iii	is an Environmental Impact Assessment (EIA) application for which a validated EIA Report has been submitted	Clarification.
CO – SPP 1 v	is being recommended for approval and has been the subject of six or more timeous letters of representation <sup>2</sup> (following advertisement and/or notification) containing material planning considerations that express objection or concern about the proposal	Applications can only legitimately be assessed against material planning considerations.
CO – SPP 1 vii	is being recommended for approval and is considered by the Appointed Officer to be significantly contrary to the adopted approved development plan strategy.	Clarification.
CO – SPP Additional power (General Delegations)	To determine requests to vary planning applications in accordance with the terms of section 32A of the Town and Country Planning (Scotland) Act 1997 (as amended).	Standard practice.

REFERENCE	CHANGE	RATIONALE
CO – SPP Reworded power	To determine applications for the approval of consent, agreement or approval required by a condition(s) imposed on a grant of planning permission <del>for a Major or National development under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended)</del>	Clarification.
CO – SPP Additional power (General Delegations)	To impose conditions on the grant of planning permission in accordance with the terms of sections 41, 41A and 41B of the Town and Country Planning (Scotland) Act 1997 (as amended).	Standard practice.
CO – SPP Reworded power	To <del>determine requests for non-material variation of major and national planning applications in terms of</del> vary a planning permission in accordance with section 64 of the Town and Country Planning (Scotland) Act 1997 (as amended).	Standard practice
CO – SPP Reworded power	To determine following consultation with the Chief Officer - Governance, the Convener of the Planning Development Management Committee and the <del>Co-</del> Leaders, whether to appeal a decision of the Scottish Ministers which overturned or modified a decision of the Council and thereafter, if applicable, to instruct the making of such an appeal.	Clarification.
CO – SPP Reworded power	Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer - Governance, to: a. negotiate and conclude legal agreements related to planning and other applications; b. determine applications for Modifications or Discharge of Planning Obligations under section 75A <del>following consultation with the Developer Obligations Working Group (consisting of the Chief Officer - Capital, Chief Officer - Corporate Landlord, Chief Officer - Finance and Chief Officer - Strategic Place Planning)</del> in relation to planning applications; and c. <del>to</del> participate in the promotion and development of Good Neighbour Agreements under section 75D.	Clarification regarding the role of the Developer Obligations Working Group.

REFERENCE	CHANGE	RATIONALE
	provided the Appointed Officer considers such agreements to be in <b>general</b> accordance with the original decision on the application.	
CO – SPP Reworded power	To determine Certificates of Lawfulness under <b>sections 150 and 151 of the Town and Country Planning (Scotland) Act 1997 (as amended)</b> where, in the opinion of the Appointed Officer, there is no reasonable doubt that the use or development is or would be:- <ul style="list-style-type: none"> <li>◆ lawful without further planning approval; or</li> <li>◆ unlawful</li> </ul>	Clarification
CO – SPP Power from Appendix 2	<b>To determine applications for any approval of the planning authority required under a development order as required by section 31 of the Town and Country Planning (Scotland) Act 1997 (as amended).</b>	Delegated power moved from Appendix 2 and amended as section 28 of the Planning (Scotland) Act 2019 is still not in force.
CO – SPP Reworded power	To determine <del>applications related to Prior Notification or Prior Approval made under</del> whether an applicant requires the prior approval of the planning authority for any of the specified matters contained within <b>Schedule 1 of the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1 for the following:</b>  <ul style="list-style-type: none"> <li><del>i. Part 1A – Class 6G: Free standing wind turbine within the residential curtilage;</del></li> <li><del>ii. Part 1B – Class 6K and 6L: Biomass facilities on agricultural or forestry land;</del></li> <li><del>iii. Part 6 – Class 18: Agricultural buildings;</del></li> <li><del>iv. Part 7 – Class 22: Forestry buildings and operations;</del></li> <li><del>v. Part 13 – Class 39 and 40: Public gas transporters and electricity undertakings;</del></li> <li><del>vi. Part 20 – Class 67: Development by electronic communications code operators;</del></li> <li><del>vii. Part 23 – Class 70: Demolition of buildings;</del></li> <li><del>viii. Part 24 – Class 71: Toll road facilities;</del></li> </ul>	Simplification. No material change.

REFERENCE	CHANGE	RATIONALE
	<p>ix. <del>Any other types of prior notification or prior approval that might come forward in future amendments to the Town and Country Planning (General Permitted Development) (Scotland) Order 1992 Schedule 1.</del> and, where prior approval is required, to determine whether or not the submitted details are acceptable.</p>	
<p>CO – SPP Reworded power</p>	<p>To give, serve, issue, <del>and</del> sign, <del>and to take any further necessary direct enforcement action pursuant to</del>, the following notices, all under the Town and Country Planning (Scotland) Act 1997 (as amended), following consultation with the Chief Officer – Governance <del>with an annual report to the Planning Development Management Committee detailing all action authorised under the below:</del></p> <ul style="list-style-type: none"> <li>◆ <del>Enforcement Notices under Section 123</del></li> <li>◆ Notices <del>under section 33A</del> requiring an Application for Planning Permission <del>to be made</del> for a Development already carried out <del>under section 33A;</del></li> <li>◆ Planning Contravention Notices under section 125;</li> <li>◆ <del>Enforcement Notices under section 127;</del></li> <li>◆ Stop Notices under section 140;</li> <li>◆ Temporary Stop Notices under section 144A;</li> <li>◆ Breach of Condition Notices under section 145;</li> <li>◆ Fixed Penalty Notices under section 136A;</li> <li>◆ Completion Notices under section 61 <del>and as amended by Section 33 of the Planning (Scotland) Act 2019;</del></li> <li>◆ Notices <del>in terms of Land Adversely Affecting the Amenity of Neighbourhood</del> requiring proper maintenance of land under section 179.</li> </ul>	<p>Superfluous wording deleted.</p>
<p>CO – SPP Additional power</p>	<p>To authorise in writing officers to enter any land for enforcement purposes in accordance with sections 156 and 158 of the Town and Country Planning (Scotland) Act 1997 (as amended) and to seek right of</p>	<p>To allow for effective and efficient enforcement investigations to be undertaken by officers.</p>

REFERENCE	CHANGE	RATIONALE
	entry from the Sheriff Court under section 157 of the Town and Country Planning (Scotland) Act 1997 (as amended).	
CO – SPP Reworded power	To develop and maintain <del>a Development Management Charter and an Enforcement Charter</del> under section 158A of the Town and Country Planning (Scotland) Act 1997 (as amended).	Publishing a Development Management Charter is not a legislative requirement and does not require delegated powers to be granted.
CO – SPP Reworded power	To <del>take, remove or obliterate placards and posters</del> under section 187 following consultation with the Chief Officer - Governance, <del>any necessary enforcement action in respect of unauthorised advertisements, poster panels (hoardings) or fly posting</del>	Clarification.
CO – SPP Additional power (General Delegations)	To serve a discontinuance notice to remedy a substantial injury to amenity or danger to members of the public under regulation 14 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.	Standard enforcement power.
CO – SPP Additional power (General Delegations)	To make an order to revoke or modify express advertisement consent under regulations 22 and 23 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984.	Standard enforcement power.
CO – SPP Additional power (General Delegations)	To give, serve, issue, and sign an enforcement notice in accordance with regulation 24 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984, relating to any advertisement that has been displayed without a consent required by the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 or where any condition or limitation subject to which such consent was granted or was deemed to be granted has not been complied with, following consultation with the Chief Officer – Governance.	Standard practice. Aligns with corresponding existing delegation relating to planning applications.
CO – SPP Reworded power	To <del>determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening</del>	Reworded for clarity. The previous delegated power has been split to create two delegated powers.

REFERENCE	CHANGE	RATIONALE
	<p><del>Opinion) and the scope of any such Statement (Scoping Opinion) and to determine the scope of any such Statement (Scoping Opinion) and adopt a screening opinion and/or scoping opinion on whether a particular planning application requires to be supported by an Environmental Impact Assessment the information submitted with any (EIA) Report and if so the scope of any such EIA Report, in accordance with the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information all in accordance with Section 40 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 40 A of the Planning (Scotland) Act 2019 when it comes into force</del></p>	
<p>CO – SPP Reworded power</p>	<p>To determine, <del>in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion) and to determine the scope of any such Statement (Scoping Opinion) and</del> whether the information submitted with any EIA report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information <del>all</del> in accordance with Section 40 of the Town and Country Planning (Scotland) Act 1997 <del>(as amended) and as required by Section 40 A of the Planning (Scotland) Act 2019 when it comes into force.</del> and regulation 3 of The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017</p>	<p>Reworded for clarity. The previous delegated power has been split to create two delegated powers.</p>
<p>CO - SPP</p>	<p><del>To determine, in accordance with the applicable Environmental Impact Assessment Regulations, whether a particular planning application requires to be supported by an Environmental Statement (Screening Opinion) and the scope of any such Statement (Scoping Opinion).</del></p>	<p>Duplication of previous delegated powers relating to Environmental Impact Assessment</p>

REFERENCE	CHANGE	RATIONALE
CO – SPP	<del>To determine whether the information submitted with any Environmental Impact Assessment report is sufficient to reaching a reasoned conclusion on the significant effects of the development on the environment or whether supplementary information is required and the scope of any such information</del>	Duplication of previous delegated powers relating to Environmental Impact Assessment
CO – SPP Reworded power	<del>To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 1 and associated definitions above and provided that the Scottish Ministers, if notified, have either made no observations or where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.</del>	Reference to notification to Scottish Ministers has been removed because this is no longer required by legislation.
CO – SPP Additional power (General Delegations)	<del>To give, serve, issue and sign a building preservation notice in accordance with section 3 and 4 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.</del>	Explicit reference to standard enforcement power.
CO – SPP Additional power (General Delegations)	<del>To decline to determine an application for listed building consent (LBC) or conservation area consent (CAC) in accordance of section 10A and section 66 of the of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.</del>	Explicit reference to standard enforcement power.
CO – SPP Additional power (General Delegations)	<del>To determine an application to vary or discharge conditions attached to listed building consent or conservation area consent in accordance with section 17 and section 66 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.</del>	Standard practice. Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	<del>To make an order to revoke or modify listed building consent and conservation area consent under section 21 and section 66 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 where all owners, lessees or occupiers of land affected, or such other person who in the opinion of the Appointed Person will be affected by the order, have notified the planning authority in writing that they do not</del>	To expressly mention seldom used power.



REFERENCE	CHANGE	RATIONALE
	object to the order under sections 22 and 23 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.	
CO – SPP Additional power (General Delegations)	To give, serve, issue, sign, and take any further necessary direct enforcement action pursuant to, the following notices, all under Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended), following consultation with the Chief Officer – Governance:  a. Listed building enforcement notices and conservation area enforcement notices under sections 34 and 66 b. Fixed penalty notice under sections 39A and 66 c. Stop notice under sections 41A and 66 d. Temporary stop notice under sections 41F and 66	Aligns with corresponding existing delegations in relation to planning applications.
CO – SPP Additional power (General Delegations)	To authorise the right of entry to land or buildings to display a notice or to ascertain whether a listed building enforcement notice, a stop notice or a temporary stop notice has been complied with in accordance with section 76 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Reworded power	To determine Hazardous Substance Consent applications under Section 7 of the Planning (Hazardous Substances) (Scotland) Act 1997 and the Town and Country Planning (Hazardous Substances) (Scotland) Regulations 2015.	Clarification
CO – SPP Additional power (General Delegations)	To impose conditions on the grant of hazardous substances consent in accordance with the terms of section 8 of the Planning (Hazardous Substances) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To determine applications for removal of conditions attached to hazardous substances consent under section 11 of the Planning (Hazardous Substances) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.

REFERENCE	CHANGE	RATIONALE
CO – SPP Additional power (General Delegations)	To make an order to revoke or modify hazardous substances consent under section 12 of the Planning (Hazardous Substances) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To determine applications for continuation of hazardous substances consent under section 16 of the Planning (Hazardous Substances) (Scotland) Act 1997.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To give, serve, issue, sign and vary a hazardous substances contravention notice in accordance with sections 22, 23 and 24 of the Planning (Hazardous Substances) (Scotland) Act 1997 following consultation with the Chief Officer – Governance, with an annual report to the Planning Development Management Committee detailing all action authorised.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To instruct applications for interdict in terms of section 25 of the Planning (Hazardous Substances) (Scotland) Act 1997, in order to restrain or prevent breaches of hazardous substances control.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To authorise any person to enter any land (where necessary) in accordance with sections 33, 35 and 35A of the Planning (Hazardous Substances) (Scotland) Act 1997, for the purpose of surveying it in connection with (a) any application for hazardous substances consent, or (b) any proposal to issue a hazardous substances contravention notice.	Aligns with corresponding existing delegation in relation to planning applications.
CO – SPP Additional power (General Delegations)	To submit written notification to the applicant of a section 37 electrical line (less than 132kV) application under the Electricity Act 1989, advising of whether or not the planning authority would object to the application, in accordance with regulation 9 of the Electricity (Applications for Consent) Regulations 1990.	Standard practice. Included for clarification.
CO – SPP Additional power	To make observations on behalf of the planning authority on consultation requests from the Scottish Government Energy Consents Unit in respect	Increasing number of energy projects being proposed.

REFERENCE	CHANGE	RATIONALE
(General Delegations)	of applications (including variations) made under section 36 (electricity generating stations) or section 37 (overhead electric lines) of the Electricity Act 1989, unless (i) the response would constitute an objection to the application; or (ii) the circumstances of an application are otherwise such that the appointed officer considers that the application should be determined by the Planning Development Management Committee.	
CO – SPP Additional power (General Delegations)	To authorise officers and other persons to enter neighbouring land in accordance with the High Hedges (Scotland) Act 2013.	To expressly mention this.
CO – SPP Additional power (General Delegations)	To make any necessary changes to the wording of Council and Council related plans, programmes and strategies for climate, sustainability and the natural environment, where those changes are drafting matters or other matters of a minor nature which do not materially affect any policy, action or proposal.	To expressly mention this.
CO – SPP Additional power (General Delegations)	To determine applications for advertisement consent required by virtue of regulations made under Section 182 of the Town and Country Planning (Scotland) Act 1997 (as amended).	Moved, with amendment, from Appendix 2.
CO – SPP NOTE reworded	<b><u>NOTE</u></b>  In accordance with Principle 4, the Appointed Officer and Chief Officer - Strategic Place Planning, following consultation with the Convener and Vice Convener of the Planning Development Management Committee may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed Officer are such that the application should be determined by the Planning Development Management Committee. The final decision lies with the Chief Officer - Strategic Place Planning.	Clarification

REFERENCE	CHANGE	RATIONALE
CO – Finance 40 & 41	<p>To administer the North East Scotland Pension Fund in accordance with the Local Government Pension <b>Scheme</b> Regulations <b>and any other relevant legislation</b>.</p> <p>To implement investment arrangements for the North East Scotland Pension Fund in accordance with the Local Government Pension <b>Scheme</b> Regulations <b>and any other relevant legislation</b>, including sourcing and appointment of investment fund managers within the approved strategy.</p>	Clarification
CO – Finance 43	Following consultation with the Chief Officer - Governance, to agree participation by the North East Scotland Pension Fund in securities litigation <b>and other kinds of litigation and legal proceedings</b> .	For completeness.
CO – Finance 45	To approve (or nominate officers to approve) the Council’s entering into of any agreement or other document concerning the administration of the North East Scotland Pension Fund, <b>including but not limited to those listed as described</b> in the power relating to “Pensions” delegated herein to the Chief Officer – Governance; <b>and to sign (and to authorise officers to sign) any such agreement or other document</b> .	To mention signing.
CO – Finance 46	Following consultation with the Chief Officer – Governance, to sign (and to authorise officers to sign) any agreement or other document concerning the administration of the North East Scotland Pension Fund, <b>including but not limited to those listed as described</b> in the power relating to “Pensions” delegated herein to the Chief Officer – Governance, where that agreement or <b>other</b> document entails the signatory certifying, <b>confirming</b> or declaring matters which fall within the remit of the Chief Officer – Finance.	Clarification.
CO – Finance NEW POWER	<b>To apply to benefit agencies including the Department of Work and Pensions, Social Security Scotland, the Service Personnel and Veterans Agency and Housing Benefit / Council Tax Departments of local</b>	To expressly mention this.

REFERENCE	CHANGE	RATIONALE
	<p>authorities for Corporate Appointeeship for clients without capacity, under the relevant social security legislation, and thereafter to receive and deal with any sums received.</p>	
CO – Finance NEW POWER	<p>To <del>prepare</del>, maintain and update, following consultation with the Chief Officer – Corporate Landlord and the Chief Officer – Housing, a <del>current</del> Housing Revenue Account Business Plan.</p>	<p>To transfer this power from the CO – Housing to the CO – Finance, in alignment with the Full Council decision of 14 December 2023 (but with some new adjustments shown in red).</p>
CO – Operations 6 and 7	<p><del>To commence and complete the statutory procedure set out in the Local Authorities’ Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 1, 2 and 4 (traffic regulation orders), only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.</del></p> <p><del>7. ——— To commence and complete the statutory procedure set out in the Local Authorities’ Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, sections 9 and 10 (experimental traffic regulation orders —“ETRO”) and thereafter to make and sign experimental traffic regulation orders and implement them; only bringing the matter before the Net Zero, Environment and Transport Committee where either or both of the following applies:</del></p> <p><del>7.1 ——— prior to or following implementation of the ETRO, the Chief Officer consults with such members as the Chief Officer deems appropriate, and an objection is received from such members (excepting where the ETRO has been instructed for implementation by a Committee of the Council); or</del></p>	<p>More comprehensive wording and deletion of superfluous wording</p>

REFERENCE	CHANGE	RATIONALE
	<p><del>7.2 — the ETRO states that the Council will consider making the order permanent, and the Chief Officer proposes to make the ETRO permanent, and there are unresolved outstanding objections arising from the statutory consultation process following implementation of the ETRO.</del></p> <p>To commence and complete the statutory procedure set out in the Local Authorities Traffic Order (Procedure) (Scotland) Regulations 1999 and undertake all necessary preparation prior to making orders under the Road Traffic Regulation Act 1984, including but not limited to those orders in sections 1, 9, 19, 29, 32, 35, 37, 38, 45, 46, 49(2) and (4), 83(2) and 84 of the Road Traffic Regulation Act 1984, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.</p>	
CO – Operations Reworded power	To make and sign permanent traffic regulation orders ( <del>including orders which have been converted from ETROs</del> ) and designation orders under the Road Traffic Regulation Act 1984 and implement them where the statutory/ <u>public</u> consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise officers to make, <del>and</del> sign and implement such orders in these circumstances	More comprehensive wording
CO – Operations Additional power	To make and sign experimental traffic orders under the Road Traffic Regulation Act 1984 and to implement them where the initial statutory consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval. Thereafter, where the six-month statutory public consultation process commenced on implementation of the experimental traffic order, or any additional six-month consultation period due to a modification, yields no objections or, where objections have been received, and the orders have gained the appropriate committee approval, to make and sign a	Clarification

REFERENCE	CHANGE	RATIONALE
	<p>permanent order continuing the provisions of the experimental order; and to authorise officers to make, sign and implement such orders in these circumstances.</p>	
CO – Operations Additional power	<p>To commence and complete the statutory procedure set out in the Pavement Parking Prohibition (Exemption Orders Procedure) (Scotland) Regulations 2022 and undertake all necessary preparation prior to making orders under section 51 of the Transport (Scotland) Act 2019, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.</p>	To include reference to recent legislation and to this statutory power
CO – Operations Additional power	<p>To make and sign exemption orders under section 51 of the Transport (Scotland) Act 2019 and implement them where the statutory/public consultation process yields no objections or, where objections have been received, the orders have gained the appropriate committee approval; and to authorise officers to make, sign and implement such orders in these circumstances.</p>	To include reference to recent legislation and to this statutory power
CO – Operations reworded power	<p>To redetermining the means by which the public right of passage over, or any part of, any public road, may be exercised by an order under the Roads (Scotland) Act 1984, section 152(2) (“Redetermination Orders”) and to commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 for making such orders, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with such members as the Chief Officer deems appropriate, an objection is received or where there are unresolved outstanding objections arising from the statutory consultation process.</p>	Clarification
CO – Operations reworded power	<p>To make and sign, <del>and to authorise officers to make and sign,</del> Stopping Up orders, <del>and Redetermination Orders</del> under the Roads (Scotland) Act 1984 and implement them where the statutory/public consultation process</p>	Clarification of the process involved in making these orders

REFERENCE	CHANGE	RATIONALE
	yields no objections or, where objections have been received, the orders have gained the appropriate committee approval, and the Scottish Ministers have also determined the orders can be made; and to authorise officers to make, sign and implement such orders in these circumstances.	
CO – Operations reworded power	To make and sign, and to authorise officers to make and sign, <del>and</del> temporary traffic orders under <del>sections</del> 14 (roadworks, safety, litter clearance etc.) and 16A (sporting event, social event or entertainment which is held on the road) of the Road Traffic Regulation Act 1984.	Clarification and to expressly refer to section 16A
CO – Operations Deleted power	<del>To commence and complete the statutory procedure set out in the Stopping Up of Roads and Private Accesses and the Redetermination of Public Rights of Passage (Procedure) (Scotland) Regulations 1986 and undertake all necessary preparation prior to making orders under the Roads (Scotland) Act 1984 relating to stopping up and redetermination, only bringing the matter before the Net Zero, Environment and Transport Committee where, following consultation with members (whether all members or simply ward members), objection is received or where there are outstanding objections arising from the statutory/public consultation process.</del>	Deletion of superfluous wording
CO – Operations Additional power	To approve the fixing of banners to lamp posts, walls, fences etc. which are both owned by the Council and located on adopted roads.	To expressly mention this.
CO - Corp Landlord 1	To discuss and negotiate, on a without prejudice basis, proposals and developments in terms of land transactions, premises and finance (following consultation with the Chief Officer - Finance <del>and the Chief Officer - City Development &amp; Regeneration</del> ) by way of assistance to local industry.	Requirement for additional consultation.
CO - Corp Landlord 18	To approve the grant of new leases and extensions and variations of existing leases, to agree rent reviews and terminations in respect of such leases (where these are agreed at Market Rental Value) and otherwise to attend to the general management of land and property in the Council's ownership, including the advertising of property for sale or lease <del>and</del>	Clarification.



REFERENCE	CHANGE	RATIONALE
	granting (with or without conditions) or refusing permission for the use of such land and property.	
CO - Corp Landlord 22	Following consultation with the Chief Officer - Governance, <del>the Chief Officer - Finance and the Chief Officer - City Development &amp; Regeneration</del> , to alter/waive (in whole or in part) commercial rents in response to economic downturn subject to the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and to report any use of this power by way of service update.	Requirement for additional consultation.
CO - Corp Landlord New power	<del>To grant or decline future applications from organisations to lease Council-owned HRA properties</del>	Power moved from CO-Housing's delegated powers
CO - Education & Lifelong Learning 1	<del>To approve, in consultation with the Early Learning and Childcare Programme Board, specific grants from the Partner Providers Grant Funding Scheme, to individual Early Learning and Childcare Providers, to support infrastructure projects and increase quality provision for the delivery of Early Learning and Childcare.</del>	The Grant Funding Scheme was established as part of the expansion of the Early Learning and Childcare Programme which has now been fully delivered.
CO - Education & Lifelong Learning 40	To prescribe <del>the</del> loan periods for articles borrowed from the Council's libraries and collections; and to <del>make determine any</del> charges for the provision of services, provided by the Library and Information Service <del>borrowing and reservation of items, other than books or periodicals from the Council's collections or the provision of any service provided at libraries.</del>	More comprehensive wording.
CO - Housing 2	<del>To manage Council tenancies and housing estates in line with service policies, tenancy agreements and relevant legislation including, but not limited to, the various Housing (Scotland) Acts; and to sign, and authorise officers to sign, tenancy agreements relating to Council houses.</del>  To manage all housing accommodation provided by the Council in accordance with service policies and relevant legislation, including but not limited to the various Housing (Scotland) Acts and the Homelessness	More comprehensive wording.

REFERENCE	CHANGE	RATIONALE
	etc. (Scotland) Act 2003; and to sign, and authorise officers to sign, tenancy agreements and all statutory and contractual documentation relative to the provision of housing and the recovery of possession thereof.	
CO – Housing 8	To authorise Area Housing Managers to either terminate or continue within the various categories of tenancy <del>and to grant or decline future applications from organisations to lease Council-owned HRA properties.</del>	Delegated power moved to CO-Corp Landlord
CO – Housing 15	To create and monitor the implementation of <del>the Council's Rapid Rehousing Transition Plan</del> plans to prevent and reduce homelessness.	So as not to exclusively relate to the RRTP.
CO – Housing 18	To administer, in consultation with the Chief Officer - Finance and the Chief Officer - People & Citizen Services, <del>a homelessness prevention fund in order to prevent and reduce instances of homelessness</del> current and future homelessness prevention funds, rent assistance funds and any other similar initiatives aimed at preventing and reducing instances of homelessness.	To broaden the scope.
CO – Housing 19	To increase the relative priority of <del>statutory homeless households homeless families and couples</del> where the short-term supply and demand for housing is impacting on the Council's statutory duty to offer appropriate permanent housing.	To limit the power to covering statutory homeless households.
CO – Housing – New Power (under Private Sector Housing)	<del>To make and serve Maintenance Orders in terms of the Housing (Scotland) Act 2006 and to serve Work Notices in terms of that Act.</del>	To explicitly mention these.
Appendix 1	Various amendments as shown in the tracked Powers Delegated to Officers document appended to the report.	For efficiency, clarity and completeness.

REFERENCE	CHANGE	RATIONALE
Proper Officers and Statutory Appointees	Including deletion of the entry relating to the Discretionary Housing Payments (Grants) Order 2001 – because art 3(3) thereof no longer applies to Scotland.	
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	- <del>applications for the approval of consent, agreement or approval required by a condition imposed on a grant of planning permission or planning permission in principle; and</del>	Duplication – same as the first sub-bullet
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	all in respect of applications <del>for development</del> falling within the category of “ <del>L</del> ocal <del>D</del> evelopment” as defined within the Town and Country Planning (Hierarchy of Developments) (Scotland) Regulations 2009 <del>and as required by Section 28 of the Planning (Scotland) Act 2019, in respect of planning permission for a development within the category of local developments, (when it comes into force)</del> except where that application:-	Deletion of unnecessary wording.
	i. has been made by or on behalf of; a. an elected member of the Council or a member of staff employed within the <del>Strategic</del> Place Planning function of the planning authority; or	Clarification
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	iii. is an Environmental Impact Assessment (EIA) application for which a validated EIA <del>Report</del> has been submitted;	Clarification
Appendix 2 Scheme of Delegation for dealing with Planning Applications for	v. is being recommended for approval and has been the subject of six or more timeous letters of representation (following advertisement and/or notification) <del>containing material planning considerations</del> that express objection or concern about the proposal;	Applications can only legitimately be assessed against material planning considerations

REFERENCE	CHANGE	RATIONALE
Local Developments 1		
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	viii. has been subject to a <b>discretionary pre-determination Public Hearing</b> under section 38A(4) of <del>the</del> the Town and Country Planning (Scotland) Act 1997.	Clarification. No material change
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 1	<p><b>Definitions</b></p> <p>a) A <b>“timeous objection”</b> from the Community Council means any written representation - stating explicitly that it is objecting - received from the Community Council within whose area the application is located no later than the time period specified for representations following the date of notification or, if applicable, the time period allowed for advertisement of the application (whichever is the later) or any later date agreed in writing with the planning case officer prior to the expiry of the aforementioned time period(s)..</p> <p>b) A <b>“timeous letter of representation”</b> means any written representation no later than the expiry of the time period specified by the Planning Authority for representations to be made following the date of notification or, if applicable, advertisement of the application (whichever is the later).</p> <p>c) <b>“Letter of representation”</b> is to be construed in light of the following:</p> <ul style="list-style-type: none"> <li>• if more than one representation is submitted from a single individual or a single e-mail address, this only counts as one representation</li> <li>• a single letter with a number of signatures from one postal address counts as only one representation</li> <li>• a petition (i.e. the same comment or letter submitted on behalf of and signed by multiple individuals from the same or different addresses) is counted as one representation</li> </ul>	Clarification and to reflect similar wording in CO-SPP delegated powers

REFERENCE	CHANGE	RATIONALE
	<ul style="list-style-type: none"> <li>• a representation will only be counted if it is from a specified e-mail address or street address and from a specified individual(s)</li> </ul>	
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 2	To determine applications for the approval of consent, agreement or approval required by a condition(s), imposed on a grant of <b>detailed</b> planning permission under section 37 of the Town and Country Planning (Scotland) Act 1997 (as amended).	Clarification
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments NOTE  New wording added	<p><b><u>NOTE</u></b></p> <p>In accordance with Principle 4, the Appointed Officer and Chief Officer - Strategic Place Planning, following consultation with the Convener and Vice Convener of the Planning Development Management Committee may decide, for whatever reason, that the particular circumstances of an application which would in terms of this Scheme fall to be determined by the Appointed Officer are such that the application should be determined by the Planning Development Management Committee. The final decision lies with the Chief Officer - Strategic Place Planning.</p>	Clarification and to reflect similar wording in CO-SPP delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 3  Power deleted	<del>To determine applications for any approval of the planning authority required under a development order as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force</del>	To remove duplication. Section 28 of the Planning (Scotland) Act 2019 not yet in force. Once section 28 of the Planning (Scotland) Act 2019 is in force, the power will move to Scheme of Delegation, but until then delegated power sits under CO-SPP general delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments	<del>To determine applications for certificates of lawfulness of existing use or development under Section 150 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.</del>	To remove duplication. Section 28 of the Planning (Scotland) Act 2019 not yet in force. Once section 28 of the Planning (Scotland) Act 2019 is in force, the power will move to Scheme of Delegation, but until then

REFERENCE	CHANGE	RATIONALE
4  Power deleted		delegated power sits under CO-SPP general delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 5  Power deleted	<del>To determine applications for certificates of lawfulness of proposed use or development under Section 151 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force.</del>	To remove duplication. Section 28 of the Planning (Scotland) Act 2019 not yet in force. Once section 28 of the Planning (Scotland) Act 2019 is in force, the power will move to Scheme of Delegation, but until then delegated power sits under CO-SPP general delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 6  Power deleted	<del>To determine applications for advertisement consent required by virtue of regulations made under Section 182 of the Town and Country Planning (Scotland) Act 1997 (as amended) and as required by Section 28 of the Planning (Scotland) Act 2019 when it comes into force. Under the terms of section 75 of the Town and Country Planning (Scotland) Act 1997 (as amended) and section 69 of the Local Government (Scotland) Act 1973, and following consultation with the Chief Officer – Governance, to: a. negotiate and conclude legal agreements related to planning and other related applications; b. determine applications for Modifications or Discharge of Planning Obligations under section 75A in relation to planning applications; c. to participate in the promotion and development of Good Neighbour Agreements under section 75D. provided the Appointed Officer considers such agreements to be in accordance with the original decision on the application.</del>	To remove duplication. Section 28 of the Planning (Scotland) Act 2019 not yet in force. Once section 28 of the Planning (Scotland) Act 2019 is in force, the power will move to Scheme of Delegation, but until then delegated power sits under CO-SPP general delegated powers
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments	<del>To determine planning and other applications given a willingness to approve and for which legal agreements are not completed within 6 months of the date on which a willingness to approve was agreed by the Planning Authority.</del>	Delegated power already included in CO-SPP general delegated powers. The deleted power does not relate to determination of local applications and does not relate to the discharge of conditions for local applications.

REFERENCE	CHANGE	RATIONALE
7 Power deleted		
Appendix 2 Scheme of Delegation for dealing with Planning Applications for Local Developments 8 Power deleted	<del>To determine applications for Listed Building consent and Conservation Area consent subject to any of the applicable exceptions contained in paragraph 2 above and provided that the Scottish Ministers, if notified, have either made no observations or, where observations have been made which can competently be made the subject of appropriate planning conditions, to determine these applications with those conditions attached.</del>	The deleted power does not relate to determination of local applications and does not relate to the discharge of conditions for local applications.

## STANDING ORDERS

REFERENCE	CHANGE	RATIONALE
Throughout	Replace “two thirds” with “two-thirds” (add hyphen)	Minor correction
2.10	<del>The Lord Dean of Guild of the Burgesses of the City and Royal Burgh of Aberdeen attends meetings of the Council on behalf of the Guildry of Burgesses and is expected to comply with the Councillors’ Code of Conduct.</del>	To mention the Lord Dean.
4.1.2	.... <del>a Member</del> is removed by the Council as set out in Standing Order 5; or	Minor correction
7.3	It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, or advance or postpone to another date <del>and/or time</del> , an ordinary meeting if in his/her opinion, acting reasonably, there is a good reason for so doing and provided that this reason is communicated to the relevant membership as soon as reasonably practicable.	Clarification
9	<b>Place of Meetings and Remote Participation</b>	To summarise this statutory provision.

REFERENCE	CHANGE	RATIONALE
	<p>9.2 In terms of section 43 of the Local Government in Scotland Act 2003, meetings of the Council, its Committees and Sub-Committees may (as well as being conducted by all members being present together in a pre-determined place) be conducted in any other way in which each member is enabled to participate although not present with others in such a place - but only on the direction of the relevant convener, whom failing, the relevant deputy convener.</p>	
10.1	<p>At least <del>five</del> <del>six</del> Clear Days before a meeting of the Council, Committee or Sub Committee, the time and place of the meeting will be published at the Council's offices.</p>	<p>To provide Members with additional time to read agendas with a view to requiring motions/amendments to be submitted by 12 noon on the working day before the meeting, and then motions/amendments to be circulated to Members at least an hour before meetings.</p>
10.1.2	<p><del>Standing Order 10.1 does not apply to special meetings called in terms of Standing Order 8.2. At least three Clear Days before such a special meeting of the Council, Committee or Sub Committee, the time and place of the meeting will be published at the Council's offices.</del></p>	<p>New Standing Order proposed to give greater flexibility in the scheduling of special meetings called in terms of Standing Order 8.2.</p>
12.2	<p>Notices of Motion <del>should</del> <del>must</del> be submitted to the Clerk in writing at least three weeks prior to the meeting.</p>	<p>To make this timescale mandatory, for consistency with SO 12.9 which refers to 12.2 imposing a "deadline".</p>
12.3	<p>Following the conclusion of the consultation set out in Standing Orders <del>s 12.1 and</del> 12.2, the final written motion must be submitted by the Member to the Clerk by 12 noon two weeks prior to the meeting, along with any relevant correspondence.</p>	<p>Minor correction – only 12.2 relates to consultation.</p>
12.5	<p>Prior to a Notice of Motion appearing on an agenda, the Convener will determine competency. <del>Notices of Motion shall appear on the agenda in</del></p>	<p>For fairness in terms of agenda running order.</p>



REFERENCE	CHANGE	RATIONALE
	chronological order, according to when they were submitted to the Clerk in terms of Standing Order 12.2.	
12.10	Standing Order 12.9 does not apply to any Notice of Motion submitted under Standing Order 5.1 (Removal <del>of</del> from Office of....)....	Minor correction
13.13	Where the Council, a Committee or a Sub-Committee has instructed the bringing of a report to a particular meeting, the relevant Director may postpone same to a later meeting where the original date cannot be met, provided the relevant Convener has been consulted. The reason for the delay and the later meeting date shall be minuted at the meeting to which the instruction related.	Responds to member feedback and enables Directors to balance the workload pressures on officers with operational demands.
19.1	At any meeting of the Council, its Committees or Sub Committees, the chair will be taken by the Convener, or where the Convener is absent, the Vice Convener, who will be addressed as 'Convener' in accordance with Standing Order 25.2.	Clarification
26 - heading	Order of <del>Debate Determination</del> etc.	To better reflect the content of this Standing Order.
26.2.1	26.2.1 Asking questions, which can include asking questions of officers on a motion or amendment before it is moved.	To provide clarity that this is permitted and when it should take place.
27	<p>27.1 A Point of Order is a verbal objection made to the Convener that a statement or proposed procedure or action at the meeting may be in breach of the law, Standing Orders <del>or</del> the Councillors' Code of Conduct <del>or</del> the Member-Officer Relations Protocol.</p> <p>27.2 Any Member may raise a Point of Order at any point in the meeting, and must specify which Standing Order, law (i.e. legislative provision; or rule or principle of common law) or section of the Councillors' Code of Conduct <del>or</del> Member-Officer Relations Protocol will be, or has been, breached.</p>	<p>To include the Member-Officer Relations Protocol.</p> <p>Clarification, and to include the Member-Officer Relations Protocol.</p>

REFERENCE	CHANGE	RATIONALE
29.1	Where a motion and amendments are proposed <del>prior in relation</del> to a Council, Committee or Sub Committee meeting, Members <del>should</del> <b>must</b> provide a copy of the proposed wording to the Clerk <del>as soon as reasonably practicable and, if possible,</del> by 12 noon on the working day prior to the meeting.	To make this timescale mandatory. New Standing Orders proposed at 29.1.1, 29.1.2 and 29.1.3 below to provide greater clarity.
29.1.1, 29.1.2 and 29.1.3	<p><b>29.1.1</b> Where motions and amendments relate to reports which have been circulated with less than 3 days' notice, Members should provide a copy of the proposed wording to the Clerk as soon as reasonably practicable and, if possible, by 12 noon on the working day prior to the meeting.</p> <p><b>29.1.2</b> Motions and amendments which do not comply with Standing Order 29.1 or 29.1.1. can only proceed with the consent of the Convener.</p> <p><b>29.1.3</b> For the avoidance of any doubt, Standing Order 29.1 does not apply to Quasi-Judicial items of business.</p>	New Standing Orders proposed linked to 29.1 to provide greater clarity.
29.2	Any motion or amendment in respect of the budget must be submitted to the Chief Officer – Finance ( <del>section-95 officer</del> ) <del>and dealt with</del> in accordance <del>in accordance</del> with the Budget Protocol, <del>which Protocol is deemed to be incorporated herein.</del>	Correction and clarification
New 29.4 with numbering adjusted thereafter	<b>Motions and amendments submitted in accordance with Standing Order 29.1 and 29.2 will be circulated to all Members (of Council, the Committee or Sub Committee) at least one hour prior to the relevant meeting, providing they have been finalised.</b>	Responding to member feedback that seeing motions and amendments prior to the meeting would assist with the smooth running of the meeting and may lead to more compromises.
29.4	29.4 The Convener will have the prior right to the motion, except:-....  29.4.3 where the Council is meeting to consider its annual <del>revenue</del> budgets, in which case the Convener of the Finance and Resources Committee will have the prior right to the motion. Following the moving of each budget, the	So that this applies to all annual budgets.

REFERENCE	CHANGE	RATIONALE
	spokesperson of the biggest Opposition Group will have the right to propose an amendment;...	
29.6	All motions and amendments must be relevant to the item of business on the agenda. <b>By way of example, a motion or amendment is unlikely to be relevant if it is only distantly or indirectly connected or related to the item in question – all the more so if it is proposing that major or significant action be taken.</b>	To offer further clarity around relevancy.
29.16	In respect of the motion which proposes any element of the Council annual budgets, the Council Leader will have the right to sum up.	So that this applies to all annual budgets.
30.5	Moving a Council budget – <b>no time limit 30 minutes</b>	To impose a time limit.
32.9 NEW	<b>Votes taken by means of the electronic voting system at Council will be published on the Council website as soon as reasonably practicable but no later than 12 noon on the next working day following the day of the vote. The details of individual votes may be provided earlier on request.</b>	To address electronic voting.
32.10 - NEW	<b>It is acknowledged that Members may from time to time, at their own discretion, enter into arrangements with one another in order to take account of the situation of Members who are on maternity, paternity, shared parental or adoption leave and who are therefore unable to vote at Council meetings. Such arrangements are not governed by these Standing Orders or any other part of the Council's Scheme of Governance and will not be monitored or enforced by Council officers.</b>	To refer to the possibility of such arrangements whilst making clear that they are a matter for Members.
34.2	34.2 Subject to Standing Orders 34.3 and 34.4, should the matter be referred in terms of Standing Order 34.1, the Clerk will then arrange for the matter to be referred to the next <b>ordinary</b> meeting of <b>the</b> Council, <b>or the</b> relevant Committee or Sub Committee, for determination. For referrals to Council, where the next Council meeting is in the opinion of the Leader too late for the	To provide greater clarity.

REFERENCE	CHANGE	RATIONALE
	matter to be appropriately dealt with, the matter can instead be considered at a meeting of the Urgent Business Committee. <b>Matters may not be referred to special meetings of the Council, Committees or Sub-Committees.</b>	
34.3	Standing Orders 34.1 and 34.2 [Referrals] will not apply to any proceedings relating to:-... <b>34.3.10 legal matters which would, in the opinion of the Chief Officer – Governance, be prejudiced or inappropriately interfered with, delayed or interrupted by such referral.</b>	To reduce the risk of adverse consequences flowing from referrals.
34.4	Where an item is referred to a meeting of the Council, Committee or Sub Committee <b>(whether or not such referral is under Standing Order 34.1)</b> , and it is not possible for the item to be open to the public for inspection at least three Clear Days before the meeting, the referring Committee or Sub Committee must specify why the item should be considered as a matter of urgency.	Clarification
36.8	It will be within the discretion of the Convener of the Council, a Committee or Sub Committee to cancel, or advance or postpone to another date <b>and/or time</b> , an ordinary meeting if in his/her opinion, acting reasonably, there is a good reason for so doing <b>and provided that this reason is communicated to the relevant membership as soon as reasonably practicable.</b>	To replicate the wording of 7.3, for consistency.
37.2	All Members are bound by the Councillors’ Code of Conduct and are responsible for complying with it at all times, <b>including regulating their own behaviour. Members will also be expected to observe the Member-Officer Relations Protocol.</b>	To respond to Member feedback.
41.1	Any Standing Order may be suspended at any meeting with the agreement of at least two thirds of the Members present <b>ed</b> and entitled to vote.....	Minor correction
47.5	<b>Except where prohibited by law, E</b> each Committee and Sub-Committee can delegate any of its delegated functions to <b>a named</b> officers <b>s.</b>	Clarification

REFERENCE	CHANGE	RATIONALE
GLOSSARY	Add the following at the end of the definition of “Convener”: <b>For the avoidance of any doubt, only a member of a Committee or Sub-Committee may be the Convener or Vice Convener thereof.</b>	Clarification

## TERMS OF REFERENCE

REFERENCE	CHANGE	RATIONALE
General	Changes to Executive Leads and Functions/Clusters to take account of staffing structure.	To take account of the staffing structure with regard to job titles, roles and Functions/Clusters.
Aberdeen City Council	The Council reserves the following functions:.... 7. The appointment of committees, including external <i>members</i> , and <b>approval of the number and allocation of committee places;</b> ; the appointment and removal from office of the Lord Provost, Depute Provost, Leader or Co-Leaders and/or Depute Leader, <del>Business Manager and Depute Business Manager</del> , <b>and a convener for each committee and a vice convener as appropriate; and the approval of senior councillor allowances. However the appointment of external advisers to committees is not reserved to the Council and may be undertaken by the relevant committees themselves.</b>	To reflect that there is no longer a Business Manager or Depute; and for consistency with the APIC change below.
Aberdeen City Council	The Council reserves the following functions:.... 14. The consideration of its annual report of its effectiveness <del>and each committee’s annual report of its effectiveness.</del>	To reflect that Committees do receive their own annual effectiveness reports and so this should not be <i>reserved</i> to Full Council (albeit Full Council can of course consider the annual effectiveness reports of Committees).
Aberdeen City Council	21. To consider any matter which the Council has previously considered and agreed to receive a <b>report (or a further report)</b> on.	To reflect that there may <i>not</i> have been a previous report on the matter. For example, the

REFERENCE	CHANGE	RATIONALE
		matter may originally have been brought before Council by means of a Notice of Motion.
Urgent Business Committee	<p>1.1 A meeting of the Committee will be called by the Chief Officer – Governance:</p> <p>1.1.1 on the instruction of the Chief Executive where the Chief Executive and the Convener are satisfied that the relevant business is urgent, or</p> <p>1.1.2 in terms of Standing Order 34.2 (Referrals).</p>	To clarify the interrelation of this provision with Standing Order 34.2, each of which provisions set down a different basis for a UBC being called.
Urgent Business Committee – new para 1.3 (with subsequent paras re-numbered accordingly)	<p>1.3 The reason(s) for urgency must, where possible, be clearly stated in any report to the Urgent Business Committee. Where this is not possible (e.g. due to the matter being referred to the Committee under Standing Order 34.2), the reason(s) for urgency must be stated at the start of the meeting.</p> <p>1.4 Before considering any item of business, the Committee will determine whether the item is urgent and requires to be considered, and if it does, the special circumstances will be specified in the minute. Before determining whether the item is urgent, members may ask questions of officers in relation to the reason(s) for urgency.</p>	To ensure clarity around the reasons for urgency.
Communities, Housing & Public Protection Committee - Purpose	<i>To monitor and oversee the delivery of:..... all other Council housing functions (with the exception of capital building programmes; albeit the Committee may receive and consider reports providing updates on capital building programmes)</i>	Clarification to reflect established practice
Anti-Poverty and Inequality Committee	<p>External advisers:</p> <p>Emphasising the close links with Community Planning Aberdeen’s Anti-Poverty Group, the Committee will appoint advisers who are not members of the Council. These external advisers will be appointed by the <del>Council at its statutory meeting (or other meeting as appropriate)</del> Committee as follows:</p>	Clarification to the effect that APIC may appoint external advisers.

REFERENCE	CHANGE	RATIONALE
Pensions Committee - Purpose	<p>To discharge all functions and responsibilities in respect of the Council’s role as administering authority for the North East Scotland Pension Fund (<del>the Fund</del>) <del>s</del> (NESPF). This includes managing the investment of the <del>Fund</del> NESPF in accordance with the Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Regulations 2010 and other relevant legislation.</p> <p>The Committee will work alongside the Fund’s Local Pension Board to consider any pension compliance matters raised.</p> <p><del>Where reference is made to ‘the Fund’, this refers to the Main Fund (the North East Scotland Pension Fund) and the Transport Fund (the Aberdeen City Council Transport Fund).</del></p>	To reflect the previous merger of the NESPF and the Transport Fund into what is now simply known as the NESPF.
Pensions Committee	4.2 adherence to the principles set out in the Pension Regulator’s <b>General</b> Code of Practice.	Update to reflect new Code.
Pensions Committee	The Committee will:.... <b>5.3 - monitor the progress of any litigation relating to the Fund.</b>	To expressly mention this.
Net Zero, Environment and Transport Committee	8. Approve and oversee all <del>transport and roads related</del> policies, strategies, programmes, and projects <b>in relation to climate, sustainability, the natural environment and transport and roads</b>	To include reference to climate, sustainability and the natural environment

## PROCUREMENT REGULATIONS

REFERENCE	CHANGE	RATIONALE
4.1.1.2	<p><b>Contract Value above £50,000 (supplies/services) £250,000 (works), or £4.5m (concessions)</b></p> <p>Contracts with an estimated Contract Value of above these thresholds <del>shall be listed on the workplan to be submitted by the relevant Director or Chief Officer in accordance with Procurement Regulation 14.6. Each individual</del></p>	<p>Re-ordered wording of this Regulation for clarity.</p> <p>Removed reference to workplans, as in practice, this is covered by Regulation 5.2.4.</p>

REFERENCE	CHANGE	RATIONALE
	<p><del>contract will also</del> require a business case (conforming to a template approved by the Head of Commercial and Procurement) to be submitted <del>by to the Head of Commercial and Procurement, relevant Chief Officer to the Council or the Finance and Resources Committee as appropriate</del> or where the contract relates to a capital project that is already part of the Capital Programme, to the Executive Director – Corporate Services.</p> <p><del>Business Cases that relate to a capital project that is already part of the Capital Programme, may be approved by the Executive Director – Corporate Services following consultation with Chief Officer – Capital, Head of Commercial and Procurement and Leader of the Council or Convener of the Finance and Resources Committee.</del></p> <p><del>In all other cases, businesses cases must be approved by the Finance and Resources Committee prior to the procurement being undertaken. Business cases may only be submitted to the Council or Finance and Resources Committee on the approval of the Head of Commercial and Procurement, following consultation with the Demand Management Control Board or in relation to the Capital Programme respect of a works/ capital contract which is not yet part of the Capital Programme, on the approval of the Chief Officer – Capital, following consultation with the Executive Director – Corporate Services and Chief Officer – Finance. The approval of the Council or Finance and Resources Committee is required prior to the procurement being undertaken.</del></p> <p><del>Business Cases that relate to a capital project that is already part of the Capital Programme, may be approved by the Director of Resources following consultation with Chief Officer – Capital, Head of Commercial and Procurement and Co Leaders of the Council or Convener of the Finance and Resources Committee.</del></p>	<p>In practice business cases are submitted via the Demand Management Control Board in sufficient time to ensure renewal of contract can be concluded prior to end date of existing (which also provides sufficient time in relation to procurement of a new contract).</p> <p>Submission of work plans and business cases to each meeting of the Finance and Resources committee ensures an even balance of business for committee meetings.</p>



REFERENCE	CHANGE	RATIONALE
5.2.4	<p>The Head of Commercial and Procurement shall maintain a consolidated workplan for <del>the Council and for</del> the Finance and Resources Committee. The workplans will contain a list of proposed procurement activity for the next financial year where the estimated expenditure per contract is £50,000 or more (supplies/services) or £250,000 (works) or £4.5m (concession) and will be compiled with the information provided by <del>Directors/</del>Chief Officers in accordance with Procurement Regulation <del>4.1.1.2.14.6</del>.</p>	<p>In practice, work plans are only submitted to Finance and Resources committee. Submission of work plans and business cases to each meeting of the Finance and Resources committee ensures an even balance of business for committee meetings.</p> <p>Regulation cross reference changed due to the amendment to other regulations.</p>
14.6	<p><del>The Chief Operating Officer, the Directors of Resources, Commissioning and Customer Services, the Chief Officer – Governance, the Chief Officer – Strategic Place Planning, the Chief Officer – City Growth and the Chief Officer of the HB</del> Chief Officers shall:</p> <p><del>14.6.1</del> aim to submit business cases in accordance with these Regulations to the Head of Commercial and Procurement a workplan for their Function/Cluster prior to the commencement of each financial year (conforming to a template approved by the Head of Commercial and Procurement) detailing all for contracts to be procured in the coming year with a Contract Value of £50,000 or more (supplies/services) or £250,000 or more (works) or £4.5m or more (concession) at least 9 months prior to the required contract start date; and</p> <p><del>14.6.2</del> update the Head of Commercial and Procurement from time to time in the event of any new procurements being added to the workplan; and</p> <p><del>14.6.3</del> submit business cases for their Function/Cluster as and when required (conforming to a template approved by the Head of Commercial and Procurement) to the Head of Commercial and Procurement for each contract to be procured with a Contract Value of £50,000 or more (supplies/services) or £4.5m or more (concessions), or to Chief Officer – Capital for each contract to be procured with a Contract Value of £250,000 or more (works).</p>	<p>Business cases need to be submitted via the Demand Management Control Board in sufficient time to ensure renewal of contract can be concluded prior to end date of existing (which also provides sufficient time in relation to procurement of a new contract).</p>

REFERENCE	CHANGE	RATIONALE
	<del>14.6.3 The Head of Commercial and Procurement or the Chief Officer – Capital (as appropriate) shall ensure that required business cases are brought to the appropriate Committee prior to any tender process commencing in so far as required to do so by these procurement regulations.</del>	

## FINANCIAL REGULATIONS

REFERENCE	CHANGE	RATIONALE
Links	4.6 Added in a new link to the Treasury Management Policy	Refreshed Policy
Links	4.7 Added in a new link to the Corporate Debt Policy	Refreshed Policy
Links	5.9 Added in a link to the Leasing Policy	New Policy added

## MEMBER-OFFICER RELATIONS PROTOCOL

REFERENCE	CHANGE	RATIONALE
Throughout document	Replace “customers” with “citizens” or “partners” as appropriate.	Reflect updated nomenclature used by Council.
Section Seven	Include new section on Leadership to emphasise member-member relations, additional meetings being the exception.	Reflect recommendations in the Best Value Thematic Review published by Audit Scotland in April 2024.
8.19	<del>The Standards Commission and Improvement Service have jointly published a briefing note on Councillors’ right of access to information held by the Council. The briefing note supplements the information found in this Protocol and provides valuable guidance for both Members and officers.</del>	Makes reference to useful resource for Councillors.
10 (Further Reference)	Addition of the following to the list: <ul style="list-style-type: none"> <li><del>Standards Commission and Improvement Service Briefing Note - Councillors’ Right of Access to Information Held by the Council</del></li> </ul>	Includes link to document mentioned at 8.19.

## LOCAL CODE OF GOVERNANCE

REFERENCE	CHANGE
Throughout document	Additional sources of assurance have been added. These have been tracked and should be self-explanatory.

## SCHEME OF GOVERNANCE AS A WHOLE

REFERENCE	CHANGE	RATIONALE
Throughout the various Scheme of Governance documents	Replace "Sub Committee" with "Sub-Committee" (i.e. add hyphen)	Minor correction