

SCHEME OF GOVERNANCE REVIEW 2025
APPENDIX B - SUMMARY OF PROPOSED CHANGES (COUNCIL – 16 APRIL 2025)

Proposed changes of significance are shown below (with deletions and new wording in red). In some instances, the second column simply summarises the general nature of the changes rather than setting out the wording of those changes. The full range of changes, whether significant or minor, are shown as track changes on the appended Scheme of Governance documents.

POWERS DELEGATED TO OFFICERS

REFERENCE	CHANGE	RATIONALE
General Delegation 25	<p>To approve applications for grant funding and;</p> <p>a. in the case of grants of £15,000 or more, following consultation with the Convener of the Finance and Resources Committee, to authorise the acceptance of such grant funding (whether or not it was applied for) and to sign any documentation relating to such grant funding, provided that any terms and conditions of such funding have been approved by the Chief Officer - Finance and the Chief Officer - Commercial & Procurement Services;- and</p> <p>b. in the case of grants below £15,000, following consultation with a Finance Partner responsible for the relevant service, to authorise the acceptance of such grant funding (whether or not it was applied for) and to sign any documentation relating to such grant funding, provided that any terms and conditions of such funding have been approved by the Chief Officer - Commercial & Procurement Services.</p> <p>Expenditure of any such grant funding is subject to compliance with the ACC Procurement Regulations where applicable. Reference should also be made to section 5.15.3 (Grant Offers and Claims) of the ACC Financial Regulations.</p>	Closer alignment with the Financial Regulations, which already make a distinction between grants above and below £15,000.

General Delegation 53	Chief Officers of the Aberdeen City Integration Joint Board only: When acting as Duty Emergency Response Coordinator (DERC) or Senior Manager on Call (SMOC): take, or arrange for the taking of, any action on behalf of the Aberdeen City Integration Joint Board which s/he considers necessary in the event of:....	To reflect that the IJB's Emergency Plan regarding the Civil Contingencies Act 2004 refers to Senior Manager on Call not DERC
CO – Governance 9 (NEW)	To make arrangements for elected members to undertake any training, and undergo any checks under the Protecting Vulnerable Groups scheme (or such equivalent or replacement scheme as may apply from time to time), which may be necessary in connection with their memberships of Committees and Sub-Committees.	To address training and PVG requirements.
CO – Governance 31	Following consultation with the Chief Officer - Finance, to make amendments to the Authorised Signatory List as required by changes in personnel subject to the positions as listed remaining the same update the Authorised Signatory List (in respect of the North East Scotland Pension Fund) to reflect any changes to personnel holding the posts listed therein and any changes to the post titles listed therein and otherwise to make any minor amendments to said List which the Chief Officer – Governance considers to be appropriate.	For efficiency.
CO – Governance 79	To grant, renew , manage and revoke licences under the Caravan Sites and Control of Development Act 1960 (as amended).	To expressly mention renewal and to make a correction.
CO – Operations 15 NEW POWER	To commence and complete the statutory procedure for types of order, relating to traffic and/or roads, which are not expressly mentioned in this Powers Delegated to Officers document and to undertake all necessary preparation prior to 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; and to make, sign and implement (and authorise officers to make, sign and implement) such orders,	For completeness.

	subject to the obtaining of any such Committee approval as may be necessary in terms of this delegated power.	
CO – Corp Landlord NEW POWER	To allocate office accommodation and parking spaces to elected members, following consultation with the Co-Leaders.	To expressly give this delegation to an officer. A reference is also made within the MORP at 6.11.
CO – ACHSCP and CO – CSW&FS – NEW POWER	To exercise, and authorise the exercise of, powers under the Forced Marriage etc. (Protection and Jurisdiction) (Scotland) Act 2011 to apply for, vary, recall and extend forced marriage protection orders.	To expressly mention such orders.
CO – CSW&FS – NEW POWER	To exercise, and authorise the exercise of, powers under Part 9 of the Antisocial Behaviour etc. (Scotland) Act 2004 to apply for, vary and revoke parenting orders.	To expressly mention such orders.
CO – Commercial & Procurement Services NEW	To approve, following consultation with the Convener of the Finance and Resources Committee and without any requirement for committee approval, the entering into by the Council of a contract (and the terms and conditions of contract to be utilised) for income generation purposes (other than in the circumstances set out in delegated power no. 7 to the Chief Officer - Commercial & Procurement Services) provided that there will be no expenditure by the Council outwith approved budgets.	As this power relates to the selling of goods and services rather than procuring them, it is proposed to transfer it (with minor modifications) over from the Procurement Regulations.

COMMITTEE TERMS OF REFERENCE

REFERENCE	CHANGE	RATIONALE
Introduction (para 4)	Under section 56(1) of the 1973 Act, the Council is permitted to delegate the discharge of functions to officers. The Committee terms of reference should be read in the context of the Powers Delegated to Officers and are without prejudice to the Powers Delegated to Officers. Any delegation made to an officer shall not prevent the Council, relevant committee or sub-committee from exercising the power so delegated. Under section 56(2) of the 1973 Act,	For completeness.

REFERENCE	CHANGE	RATIONALE
	a committee may delegate the discharge of functions to a sub-committee or an officer; and a sub-committee may delegate the discharge of functions to an officer.	
Introduction - NEW	14. Annual reports on the effectiveness of the Council (i.e. Full Council), Committees and Sub-Committees shall be issued to members as service updates.	For efficiency.
Council	Delete “14. The consideration of its annual report of its effectiveness.”	To reflect the above change (for efficiency).
Council	Delete “21. To consider any matter which the Council has previously considered and agreed to receive a report (or further report) on”.	To avoid any doubt around Full Council’s ability to refer a matter to a Committee or Sub-Committee. The wording is also unnecessary in that, if Full Council has instructed that a report be brought to it, that is what must be done unless it subsequently decides otherwise.
Council	Delete “20. The establishment of Working Groups”.	To allow committees to establish working groups.
General Delegations to Committees 8.5	monitor performance relevant to its purpose and remit, and establish working groups relevant to its remit;	To allow committees to establish working groups.
General Delegations to Committees 8.8	undertake scrutiny of the risks, policies and performance relevant to its remit, to ensure that the Council operates in compliance with the law and within relevant statutory, regulatory and professional frameworks.	In fulfilment of Audit Scotland recommendation, to make explicit reference to this requirement which sits with all committees.
Communities, Housing & Public Protection 1.1	The Committee will, for the Housing Cluster, the Governance Cluster (relating to Public Protection), the Operations Cluster (subject to the exclusions noted above) and the Council housing functions described above, and for the	For consistency with the “Purpose of Committee” wording.

REFERENCE	CHANGE	RATIONALE
	<p>promotion of the health and wellbeing of the residents of Aberdeen and inclusive, equal communities:</p> <p>1.1.1 oversee, and make decisions relating to, service delivery;.....</p>	
1.4.4	agree policy and monitor performance and service delivery in relation to resettlement programmes and library provision; and	To expressly mention these matters.
2	<p>The Committee will receive, amongst other reports relating to the Council's statutory and regulatory duties for public protection, reports:.....</p> <p>2.5 on any work undertaken by the Council to tackle underage sales in the city;</p>	Clarification
Finance & Resources 1.1.14	consider numbers and values of debts (including Council Tax, Non-Domestic Rates, Housing Benefit overpayments and Rent) considered by the relevant Chief Officer to be made unrecoverable, as required in terms of the Financial Regulations, and approve Non-Domestic Rates write-offs of such debts where the relevant Chief Officers do not have delegated power to do so, all in terms of the Financial Regulations;	Clarification
Anti-Poverty and Inequality Committee 3.2	<p>The Committee may make recommendations to the appropriate Committee(s) or Sub-Committee(s) on matters affecting its own remit where the authority to approve sits within the remit of that other body (or those other bodies) another Committee or Sub-Committee. In particular, the Committee may call for reports on policy or strategy decisions taken by other Committees or Sub-Committees which appear likely to have a significant impact on poverty or equality issues and may make recommendations to those bodies in relation to such decisions.</p>	To elaborate upon this term of reference.
Staff Governance Committee	provide a decision-making forum for the resolution of staffing matters that cannot be resolved through normal processes	To remove this example which does have a normal process (the Appeals Sub-Committee).

REFERENCE	CHANGE	RATIONALE
1.2	including but not restricted to conditions of service (except teachers 1); and	
2.5	approve all staff policies, these being policies where the predominant factor affects the expected behaviour and actions of staff which govern or impact the employment relationship, including policies relating to disciplinary and grievance, staff welfare and employee rights, and work planning and practices, and policies which set out expected standards of attendance, behaviour and performance.	Clarification.
Guildry and Mortification Funds Committee 1.1 9 (with Purpose amended accordingly)	consider applications and requests for payments and make recommendations to the Council on the appropriate level of payments (including allowances) to be made.	Clarification.

STANDING ORDERS

REFERENCE	CHANGE	RATIONALE
NEW 7.4	Where an item is deferred or referred to another meeting of the Council, a Committee or a Sub-Committee then, unless otherwise expressly specified, this will be to an ordinary meeting thereof.	Clarification that this cannot be an item of business for a requisitioned meeting.
8.2.1	In such instances a special meeting will be held within fourteen 14 days of a written request (requisition) being received by the Chief Officer - Governance. For the avoidance of any doubt, such a meeting may be adjourned by the convener and the date to which it is adjourned may be within or after that 14 day period.	Clarification.

REFERENCE	CHANGE	RATIONALE
8.2.2	The written request should specify the business proposed to be transacted at the meeting and must be signed by at least a quarter of the Members of the Council, Committee or Sub-Committee. Members should use any template form which may from time to time be provided for this purpose by the Chief Officer – Governance. If the written request does not specify the business of the meeting, then the Members must, at least three Ce lear Dd ays before the meeting, provide the Chief Officer – Governance with a notice signed by those Members which specifies the business proposed to be transacted at the meeting. Irrespective of when such specification of business is provided, no other items of business may be transacted at the meeting.	To refer to the template form.
NEW SO8.3	It will be within the discretion of the Convener of the Council, a Committee or a Sub-Committee to cancel, or advance or postpone to another date and/or time, a special meeting called in terms of Standing Order 8.1 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.	To provide for the cancellation or rescheduling of special meetings <u>called by the Convener.</u>
NEW SO8.4	It will be within the discretion of the Convener of the Council, a Committee or a Sub-Committee to cancel, or advance or postpone to another date and/or time, a special meeting called in terms of Standing Order 8.2 if in his/her opinion, acting reasonably, there is a good reason for so doing and provided that each member who signed the written request in terms of Standing Order 8.2.2 has indicated their agreement to this course of action and that the reason is communicated to the relevant membership as soon as reasonably practicable. Any such decision to advance or postpone is subject to the 14 day time period in Standing Order 8.2.1.	To provide for the cancellation or rescheduling of special meetings <u>requisitioned by members.</u>
8.5	The date and time of a special meeting called under Standing Order 8.1 or 8.2 will be fixed by the Chief Officer – Governance following consultation with the relevant Convener.	To reflect current practice.

REFERENCE	CHANGE	RATIONALE
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. References elsewhere in these Standing Orders to Members being “present” at a meeting, and to meeting rooms, are to be read in light of section 43 and the kinds of remote or online participation which it permits.	Clarification.
10.1	At least six seven 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.	To ensure agendas are published a day earlier to enable motions/amendments to be submitted a day earlier in terms of Standing Order 29.1
14.1	Every request for a deputation must be in writing and received by the Clerk at least two Clear w Working d Days before the meeting to which it relates, and followed up in writing if the request is made verbally.	Clarification to reflect 14.1.1 and to permit deputation requests to be made verbally, e.g. over the phone, provided it is then followed up in writing.
14.2	In the event that a report has not been published in time to enable a deputation request to comply with the deadline set out in Standing Order 14.1, deputation requests may still be submitted and put on to the agenda.	Clarification
14.5	The following deputation requests are not competent:- 14.5.6 Deputations which relate to matters that have alternative formal or statutory procedures for representation (which may include, but are not restricted to, the Council’s proposed sale or let of a property which has been subject to a closing date and the Council’s proposed tendering of goods, services or works).	Clarification.

REFERENCE	CHANGE	RATIONALE
14.5	<p>The following deputation requests are not competent:-</p> <p>14.5.7 Deputations which relate to a Notice of Motion which has not yet been moved which does not have an accompanying report.</p> <p>14.5.8 Deputations which contain or relate to complaints or allegations against officers, individual elected members or identifiable members of the public.</p>	To clarify that deputations are permitted on Notices of Motion but only where they are the subject of a report; and to specify that deputations are not permitted in relation to complaints or allegations. There are other processes for complaints or allegations.
16.1	<p>Subject to Standing Orders 12.14, 16.2 and 16.3, any Member will be entitled to attend any Committee or Sub-Committee meeting of which they are not a member and will be entitled to ask questions or and address the meeting prior to motions and amendments being moved, such address to be for a maximum of 5 minutes.</p> <p>16.1.1 The Member may not propose or second any motion or amendment, enter the debate or vote.</p>	Clarifications.
16.5 - NEW	Prior to sitting as a member or a substitute of any Committee or Sub-Committee, a Councillor must have undergone any necessary checks under the Protecting Vulnerable Groups scheme or such equivalent or replacement scheme as may apply from time to time.	Clarification and meets internal audit recommendation.
24.2	To promote the effective management of the meeting, Members should must (wherever reasonably possible) seek clarification or advice on any points from officers, and submit questions, in advance of the meeting.	To allow officers greater opportunity to prepare for questions. "Wherever reasonably possible" allows a degree of latitude to be exercised by the Convener.
26.2	<p>Any Member wishing to speak at any meeting will address the Convener and restrict their remarks to the item of business before the meeting through:-</p> <p>26.2.1 Asking questions, which can include asking questions of officers on a motion or amendment before it is moved, except</p>	To make it clear that questions should not be asked on budgets.

REFERENCE	CHANGE	RATIONALE
	where these are proposing budgets.	
29.1	Where a motion and amendments are proposed in relation to a Council, Committee or Sub-Committee meeting, Members must provide a copy of the proposed wording to the Clerk by 12 noon on the second working day prior to the meeting (i.e. by 12 noon on the preceding Thursday in the case of a Monday meeting):	To bring forward the deadline to enable finalised motions/amendments to be circulated on the working day before the meeting – see Standing Order 29.4.
29.1.1	Where motions and amendments relate to reports which have been circulated with less than 3 days' notice, Members should must provide a copy of the proposed wording to the Clerk as soon as reasonably practicable and, if possible, by 12 noon on the second working day prior to the meeting.	To make this SO more consistent with 29.1.2 which refers to compliance with 29.1.1.
29.1.2	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. But for the avoidance of any doubt, a motion or amendment to the effect that the report recommendations be approved in their entirety, or that no action be taken on the item of business, is permitted at any time prior to (or during) the meeting without requiring to provide proposed wording to the Clerk beforehand and without requiring the consent of the Convener.	To expressly reflect that approving the recommendations (and, usually, taking no action on an item) is an obvious option open to members and that giving prior notice of such a proposal will generally not be as important as in the case of proposals to take positive action.
29.2	Any motion or amendment in respect of the budget must be submitted to the Chief Officer – Finance (section 95 officer) and dealt with in accordance with the Budget Protocol or the Housing Revenue Account Budget Protocol, which Protocols is are deemed to be incorporated herein.	To expressly mention the HRA Budget Protocol which has been prepared and submitted for approval.
29.3	The Clerk will then be responsible for collating the views of the following	To expressly mention that motions and amendments are checked for accuracy.

REFERENCE	CHANGE	RATIONALE
	officers, in terms of competency, accuracy and any other relevant feedback, and presenting these to the Member:	
29.4	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) by 4pm on the working day at least one hour prior to the relevant meeting, providing they have been finalised and determined by the Convener to be competent.	To clarify that the deadline in 29.4 does not apply to budgets submitted in accordance with 29.2 as different deadlines are set out in the Budget Protocol. Also, to enable motions and amendments to be circulated the day before the meeting rather than one hour before the meeting.
29.13	29.13 The Convener will determine whether a motion or amendment is competent and relevant, and may seek advice from officers in this regard. If an officer's advice to a member on the competency (which, for the avoidance of any doubt, includes lawfulness, relevancy and accuracy) of a motion or amendment submitted by that member is not accepted by that member, the Clerk will send the motion or amendment to the Convener for the Convener to determine competency and will inform the Convener that such advice has not been accepted.	To clarify and confirm the process if such advice on competency is not accepted.
32.1	Votes will be taken by means of the electronic voting system at Council, and by roll call at Committees or Sub-Committees. If a Member is participating remotely (online) in terms of Standing Order 9.2, they should have their camera on to vote by roll call. Subject to Standing Orders:	To support the integrity of voting via remote participation.

REFERENCE	CHANGE	RATIONALE
33.1	Where the Council, Committee or Sub-Committee is required to determine an item of business which is of a Quasi-Judicial nature, a Member must be present in the meeting room for the duration of the item. If a Member is participating remotely (online) in terms of Standing Order 9.2, they must leave their camera on for the duration of the item so that they can be seen by the other meeting participants for such duration.	To support the integrity of quasi-judicial proceedings.
40.2	Meetings will not last longer than six hours (said duration does not include ing , for the avoidance of doubt, any break(s) in proceedings). For example, if a meeting begins at 10.00am, and has one break of 30 minutes, it shall not continue beyond 4.30pm. irrespective of the number and duration of any breaks.	To provide greater flexibility with regard to the length of meetings but still enable breaks to be provided, however they do not count towards the 6 hour time limit.
40.3	If the meeting is adjourned to another date, the Convener, following consultation with the Clerk, will determine the time and date that the meeting will resume. For the avoidance of any doubt, the adjournment of a meeting does not extend the original deadlines (e.g. for submitting motions, amendments or deputation requests) applicable to that meeting.	For efficiency in conducting business.
42.3 - NEW	Where a Notice of Motion, a motion or an amendment seeks suspension of Standing Order 42.1, the procedural motion seeking such suspension will be determined first. Only if the procedural motion is successful will the proposal to alter or reverse the decision in question be subject to further consideration at that meeting.	For efficiency in conducting business.
46.1	The additional rights of access to documents for Members are as set out in Appendix 4 to the Standing Orders, in the Member-Officer Relations	To highlight that this is also covered in other governance documents.

REFERENCE	CHANGE	RATIONALE
	Protocol and in the Procedure Note for Elected Members Accessing Information.	
47.9	The Council will set the membership for each Committee and, in doing so, should have regard to the political composition of the Council. Where there is a change to the political composition of the Council during a local government election term, the Chief Officer–Governance will bring a report on Committee places to the next ordinary Council meeting and this report will form the first item of business at that meeting. Such a report will recommend that the Council set the membership for each Committee but will not recommend any particular compositions or numbers for Committees.	To reflect current practice.
Glossary	CLEAR DAYS For example, where notice is given on a Monday of a meeting to take place on the following Tuesday, this amounts to seven Clear Days’ notice (i.e. Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday and Monday) if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days’ notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.	Substituting a more relevant example.
Glossary	CLEAR WORKING DAYS To be construed in accordance with the above definition of Clear Days. Saturday, Sunday and public holidays are not Working Days.	Clarification.
Glossary	COMPETENCY For the avoidance of any doubt, references in this document to competency include considerations of lawfulness, relevancy and accuracy.	To further define what is meant by competency.

REFERENCE	CHANGE	RATIONALE
Housing Revenue Account Protocol	New document.	To make provision for approval of the Housing Revenue Account as part of the protocol.
General Fund Protocol	Public engagement will be undertaken in one round. Some additional learning from the process in 2024/25 has led to other minor changes to the process for updating the Medium Term Financial Strategy and preparation of budget options.	To account for lessons learned following the budget meeting in March 2025. All,

SCHEME OF GOVERNANCE AS A WHOLE

REFERENCE	CHANGE	RATIONALE
Cross-party working groups	Confirm the following cross-party groups: <ul style="list-style-type: none"> • Governance Reference Group • Voids Sub-Group • Members' Services Working Group • Future Libraries 	To respond to a recommendation from Audit Scotland's best value reports, overdue since 2021.
Councillors' Rights of Access to Information Framework	<p>Introduction of a process for elected members to request and receive information from officers, over and above that contained in committee reports or shared as part of members' enquiries.</p> <p>Members have 1) legislative rights in relation to documents linked to committee decision-making and 2) common law rights when the elected member can demonstrate that they "need to know" the information in order to perform their duties. There are exceptions in relation to exempt or confidential information.</p> <p>The framework will consist of –</p>	A process for requesting information will support both officers and members.

REFERENCE	CHANGE	RATIONALE
	<ul style="list-style-type: none"> • guidance for members' on their rights of access to information; and • a form for members to complete. 	

PROCUREMENT REGULATIONS

REFERENCE	CHANGE	RATIONALE
4.1.2	Exceeding Approved Contract Value Contract extensions and variations	
4.1.2.1	<p>This Regulation applies to contracts equal to or greater than £50,000 for Goods and/or Services or with a Contract Value of equal or greater than £4.5m for concessions. Where a Contract Value has been previously approved by the relevant Chief Officer, or committee and it becomes apparent to the Chief Officer of the Procuring Cluster that the indicative total Contract Value of the contract as previously reported is likely to be exceeded by the thresholds set out in 4.1.2.2, or a contract is approaching an option to extend (including where the value of the extension has previously been approved),no further action shall be taken under 4.1.2.2 or 4.1.2.3 until the relevant Chief Officer has sought the approval of the Chief Officer - Commercial & Procurement Services. The Chief Officer - Commercial & Procurement Services shall consult with the Demand Management Control Board, and a report (conforming to a template approved by the Chief Officer - Commercial & Procurement</p>	<p>Green text relocated from 4.1.2.2.</p> <p>Changes to reflect new practice that proposed contract extensions must be reported to Demand Management Control Board to determine whether the proposed extension is justified before being approved under delegated powers or reported to committee for approval (as applicable).</p>

	Services) shall be submitted by the Delegated Procurer to the Chief Officer - Commercial & Procurement Services for this purpose.	
4.1.2.2	<p>Where the Contract Value of a supplies/ services or concession contract:</p> <ul style="list-style-type: none"> i. is likely to exceed the Contract Value that has previously been approved; and ii. the additional cost is more than either the lesser of £100,000 or 50% of the approved Contract Value, in the case of supplies/services, or the additional turnover from the contract is more than the lesser of £4.5m and 10% of the original Contract Value in the case of a Concession Contract; <p>the indicative previously agreed total Contract Value cannot be exceeded without the relevant approval being received as set out below:</p> <p>Having received approval from the Chief Officer - Commercial & Procurement Services under 4.1.2.1, the relevant Chief Officer shall ensure that the report on the matter is then submitted for consideration to either:</p> <ul style="list-style-type: none"> i. the next appropriate meeting of the relevant Committee; ii. the next appropriate meeting of the IJB; or iii. the Executive Director of Corporate Services where the original Contract Value was approved by the Executive Director of Corporate Services and there is an identified budget to cover the additional expenditure, 	Administrative changes to reflect changes to 4.1.2.1.

	<p>unless competition is absent for technical or economic reasons, in which case para 4.1.3 shall apply.</p> <p>The Chief Officer - Commercial & Procurement Services shall keep a register of all reports made under this regulation to be available for inspection for monitoring and audit purposes.</p> <p>This Regulation applies to contracts equal to or greater than £50,000 for Goods and/or Services or with a Contract Value of equal or greater than £4.5m for concessions.</p>	
4.1.2.3	<p>Where the Contract Value of a works contract is likely to exceed the indicative total Contract Value of that contract that has previously been approved, Chief Officer – Capital or Chief Officer - Corporate Landlord (as appropriate) may approve further expenditure provided it is affordable within the assigned budget including any contingency allowances following consultation with the Convener of the Finance and Resources Committee... The requirement to obtain the prior approval of the Chief Officer - Commercial & Procurement Services in accordance with regulation 4.1.2.1 must be observed sought in all cases unless unforeseeable events occurring at a works site require an immediate decision. Chief Officer Capital and Chief Officer - Corporate Landlord shall keep a record of contract change notices/ contract variations that increase the price of a works contract procured by their cluster, and</p>	<p>Consultation with Convener of Finance and Resources Committee removed for consistency with the Chief Officer – Capital power no.11 in the Powers Delegated to Officers. Other deletions are administrative to reflect changes to the rest of 4.1.2.</p>

	report them to the next scheduled Finance and Resources Committee.	
8.2.1	<p>Second hand goods up to a Contract Value of £50,000 may be acquired by the Council without a competitive quotation being obtained provided that:</p> <ul style="list-style-type: none"> a. The relevant Chief OfficerExecutive Director of the relevant Service can demonstrate that the purchase is necessary to facilitate service delivery; b. The relevant Chief OfficerExecutive Director of the relevant Service can demonstrate that the purchase represents best value, having given due consideration to the cost of an equivalent new purchase and estimated life of the asset both from new and current age; c. The goods have been subject to inspection to ascertain their physical condition, with a record kept of the outcome of the inspection; d. The Council has clear title to the goods; and e. The relevant Chief OfficerExecutive Director obtains in writing (which may be by e-mail) the prior agreement of the Chief Officer - Commercial & Procurement Services before effecting the purchase. 	A more proportionate arrangement, to align with arrangements for purchasing brand new goods (which can be approved by a Chief Officer if below £50,000).
8.5 / 8.5.1	<p>8.5 Income-Generation Not Used</p> <p>8.5.1 Where a contract is to be entered into by the Council for income generation</p>	As this relates to the selling of goods and services rather than procuring them, this has been moved to Powers Delegated to Officers, Chief Officer – Commercial and Procurement Services.

	purposes and there will be no expenditure by the Council outwith approved budgets, the Chief Officer – Commercial & Procurement Services, following consultation with the Convener of the Finance and Resources Committee, shall approve the decision to enter into the contract and the Terms and Conditions of Contract to be utilised and there shall be no requirement for committee approval.	
15.2	The degree and method of competition required approving expenditure will depend on the total estimated expenditure for the contract as follows:	Correction

FINANCIAL REGULATIONS

REFERENCE	CHANGE	RATIONALE
4.4 Risk Management	It has an open cautious appetite for longer term capital and financial investments provided that the risks are well managed and demonstrate realisable future benefits for delivering the Council's outcomes and commissioning intentions.	To reflect current Risk Appetite Statement
5.2.12 Faster Payments	Add in a policy for Faster Payments	To reduce the ability to commit fraud.
5.3.5 Rent Assistance Fund	Add in details of the Rent Assistance Fund and the decision-making process detailing approvals required as these are different from the debt write off process listed at 5.3.4	To reduce the burden of approvals (this has been reviewed by Internal Audit who are comfortable with the suggestions)
5.8 Disposal of Surplus Assets	In addition there is a policy for Historic Building Downtaking	Added in links to new policy on Historic Building Downtaking as relevant to this section.

5.14.2 Value Added Tax (VAT)	If the sum of errors in any one VAT period is greater than £50,000, the Council must tell HMRC, also over £10,000 if the sum is more than 1% of the total value of sales. You can correct errors in returns for the preceding 4 years, as long as the net value of the errors is either £10,000 or less or between £10,000 and £50,000 but less than 1% of the total value of your sales.	To reflect the most up to date guidance from HMRC
5.15.3	Reference to General Delegation 25 of the Powers Delegated to Officers, and minor adjustments.	To align with that General Delegation and otherwise to clarify.
General	Job Titles	Changed to match organisational structure
General	Document links	Amended to reflect the current document links

LOCAL CODE OF GOVERNANCE – no changes proposed by officers