

Agenda Item	4
Report No	CP/1/20

HIGHLAND COUNCIL

Committee: **Communities and Place Committee**

Date: **26 February 2020**

Report Title: **Role and Remit of the Communities and Place Committee**

Report By: **Executive Chief Officer Performance and Governance**

1. Purpose/Executive Summary

- 1.1 In December 2019 the Council approved the establishment of a new strategic committee structure and associated changes to the Scheme of Delegation. This is the first meeting of the newly established Communities and Place Committee and the following report details the role and remit of the committee for Members' consideration.
- 1.2 Whilst this report sets out what every strategic committee will consider as standard, the first meetings of the new committees will be slightly different and are primarily establishing meetings: considering and agreeing the membership, roles and remit of each Committee and the sub-committee structure. In addition, each committee will consider items that require Member decisions that cannot wait until the next cycle of meetings. The full remit of the committees, including scrutiny of budgets, service plans and performance will come forward once the new organisational structure has come fully into effect from April 2020.

2. Recommendation

- 2.1 Members are asked to consider the following report.

3. Implications

- 3.1 There are no resource, legal, community, climate, risk or Gaelic implications arising from this report.

4. Summary

4.1 The following list summarises the areas that every Strategic Committee will consider as a matter of course at each committee cycle:

- Budget monitoring and scrutiny
- Service performance/quarterly reporting and statutory reporting requirements
- Review of external audits and inspections
- Policy Development and Service Planning
- Specific committee functions as set out in the Scheme of Delegation
- Responses to external consultations
- Responses to Legislative/Regulatory changes

5. Budget Monitoring and Scrutiny

5.1 As was the case previously, one of the key roles of the Strategic Committees will be to monitor the budgets for the Council services that fall under their remit. In the case of this committee, this will comprise the Communities and Place Service. The revenue budgets for the new Services are in the process of being established under the 8 Executive Chief Officers and will come into effect at the beginning of the 2020/21 financial year. Quarter 1 reporting will come to the Communities and Place Committee for consideration in August 2020. Quarter 3 & 4 monitoring of the 2019/20 Service revenue budgets will be reported to the Corporate Resources Committee.

6. Scrutiny of Performance

6.1 Another critical role of Strategic Committees is to scrutinise performance. Every Committee will have a number of common measures of performance that will come to each committee cycle. These are: staff absence; payment of invoices; complaints handling and Freedom of Information Requests (FOI). In addition, each Service will report their Service Plan performance which will include Statutory Performance Indicators (SPIs); national benchmarking data; Corporate Plan measures and service-specific performance measures relevant to their functional remits. The Communities and Place Service Plan will come to Committee for approval in April 2020.

6.2 The Committee will also have the opportunity to consider on an ad hoc basis all external audits and inspections relevant to its remit and to monitor progress against the implementation of any recommendations arising.

6.3 The Committee will support the Place-Based approach by hearing first hand from community groups providing services of interest to the Committee and to help inform the Committee on how the Council can work with communities to achieve better outcomes.

7. Specific committee functions as set out in the Scheme of Delegation

7.1 The Scheme of Delegation, approved by the Council in December 2019, set out the remits for all of the new strategic committees and the powers delegated to officers. The following section details the specific remit for the Communities and Place Committee.

7.2 Functions of the Council as the statutory authority: To set policy and carry out the functions of the Council in relation to the following: Registration of Births, Deaths and Marriages and the licensing of approved places for Civil Marriages; Burials and Cremations; Weights and Measures and Consumer Safety, storage of petrol and

explosives and all year round supply of fireworks; Environmental Health; Street Cleaning; Waste Strategy, Collection and Disposal; and Reporting against the Public Sector Equality Duty.

7.3 Functions of the Council in delivering services:

- Community Asset Transfer;
- Environmental Health – public health, health and safety at work, pollution control, private water supplies, animal health and welfare, contaminated land, enforcement of Civic Government Licensing and food safety;
- Public Conveniences;
- Fleet Management including compliance with the Operator Licence and Purchasing and Logistics;
- Grounds Maintenance and Amenity Services;
- Street Cleansing;
- Consumer Protection (including trading Standards);
- War Memorials;
- Customer Services;
- Employability;
- Developing Scotland's Young Workforce

7.4 Functions of the Committee:

- To approve policy relating to poverty and child poverty, benefits and welfare;
- To approve and monitor progress on the Council's Equalities Outcomes and BSL Plan;
- To approve the local plans for Police and Fire Services every three years and to provide annual strategic scrutiny and engagement of these plans on the basis that regular scrutiny and engagement related to their delivery will be undertaken locally;
- To provide strategic direction and oversight of the Council's Place Based Approach and to approve the Council's Place Based Strategy;
- To provide strategic direction and oversight for the Council's participation, contribution and engagement to Community Planning, including the Council's contribution to the Local Outcome Improvement Plan;
- To approve policy relating to the work and development of Community Councils;
- To approve policy relating to community participation, engagement and empowerment;
- To set charges for relevant services, unless delegated to Local Committees;
- To scrutinise and approve the distribution of funds to external parties to assist in community-based projects, unless delegated to Local Committees;
- To approve the distribution of any operational budgets to Local Committees, scrutinise expenditure against local budgets and agree corrective action to ensure a balanced Service budget;
- To monitor budgets, approve any variations (including those functions and budgets delegated to Local Committees) and consider changes to local service delivery arrangements proposed by Local Committees where these would have an impact on more than one Local Committee area.

8. **Sub Committees and Working Groups**

- 8.1 As agreed at Council in December 2019, any formal working groups or boards that report to Strategic Committees or to the Council must have an agreed purpose, remit, and terms of reference as well as a proposed duration. In addition to submitting minutes to the parent committee, all formal sub groups must submit an annual report to Council.

8.2 The new governance arrangements approved in December 2019 included the creation of a Wellbeing Joint Sub-Committee comprising members of this Committee as well as members of the Health Social Care and Wellbeing Committee, the Education Committee, the Housing and Property Committee and the People and Place Committee. Membership of the Wellbeing Joint-Committee will be agreed at the meeting of the Council on 12 March 2020.

9. Amendments to the role and remit of Strategic Committees

As the Strategic Committees are newly established, there will be an opportunity to submit changes to Council's Scheme of Delegation to Council in March 2020 and also in June 2020, to provide Members and officers time to reflect on the operation of the new Committees and make any adjustments deemed appropriate.

Designation: Executive Chief Officer Performance and Governance

Date: 17 February 2020

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