

# **The Highland Council**

## **Scheme of Delegation and Administration to Committees and Sub-Committees and to Officers**

**October 2025**

# Scheme of Delegation and Administration

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# Scheme of Delegation and Administration

## Introduction

This Scheme was made by the Highland Council on 30 October 2025 under Section 56 of the Local Government (Scotland) Act 1973.

It sets out the terms of reference of business of the Council's Committees and Sub-Committees, throughout the authority, as well as defining the decisions which Committees and Sub-Committees and Officers can make without any further reference to Committees or to the Council.

The Council will review the Scheme each year, normally in the Autumn.

- (1) The Scheme provides the framework and guidance for and the powers given to Committees and Sub-Committees and to Officers.
- (2) There are limits to the powers which can be delegated by the Council. There are also certain decisions which the Council must (by law) take itself e.g. setting the Council Tax or making this Scheme. Others it may choose to keep to itself e.g. approving the formulation of major policies.
- (3) Throughout this Scheme, reference is made to delegated powers and to full delegated powers. The difference between the two is:-
  - (i) Where a decision is taken with **delegated powers**, the Council's Standing Orders Relating to the Conduct of Meetings (see Paragraphs 13 and 14) allow for that decision to be looked at again, provided a Notice of Amendment is sent to the Chief Officer - Legal & Corporate Governance within 3 working days of the meeting when the decision was taken and by 5pm on the final day. No action will be taken on the decision until it has been considered again by the full Council. If the 3 working days pass without submission of such a Notice, the decision will be implemented as a final decision.
  - (ii) Where a decision is taken with **full delegated powers** that is a final decision which will be implemented after the meeting and cannot be affected by the Notice of Amendment procedure.

The Chief Officer - Legal & Corporate Governance also has powers to refer for further consideration by the Council any item of business on which a decision has been made but which he may consider as being a contravention of law or any Code of Practice under any enactment, or maladministration leading to injustice. (Notice of Referral – See Paragraph 15 of Standing Orders)

- (4) A Member may bring any matter before the Council by way of a Notice of Motion in accordance with the procedure set out in Standing Order 12.

## **Part I**

### **Powers Reserved to The Highland Council**

#### **1. The following powers are reserved to the Council:-**

- 1.1 To define the Council's Goals and Values and main objectives and decide on its priorities.
- 1.2 To allocate resources between the functions and activities of the Council to reflect its priorities.
- 1.3 To approve the annual Revenue and Capital budgets, and to set the Council Tax.
- 1.4 To approve the Council's Programme including its contribution to the Highland Outcome Improvement Plan.
- 1.5 To make policies or substantially extend or modify any policies not otherwise delegated to Committee.
- 1.6 To make Schemes to regulate the work and performance of the Committees and Sub Committees.
- 1.7 To evaluate, co-ordinate and review the work and performance of all Committees.
- 1.8 To elect the Convener, Leader of the Council, Depute Leader of the Council and both Vice Conveners.
- 1.9 To fix the constitution, membership, functions and powers of the Council's Committees, to amend them from time to time, to appoint the Chairs and Vice-Chairs of Committees and to confirm the appointment of the Leader of the Opposition following nomination by the largest political group in opposition to the Administration.
- 1.10 To establish, and appoint Members to represent the Council on, Companies and/or other bodies and to oversee their operation, including the receipt of Financial Reports and Accounts, where such power is not expressly delegated to a Committee or Sub Committee.

- 1.11 To incur expenditure, including capital expenditure, not otherwise budgeted for.
- 1.12 To promote or oppose Parliamentary Bills.
- 1.13 To consider and respond to proposed amendments to the Authority's boundaries or boundaries of the Electoral Wards of the Council.
- 1.14 To deal with all matters relating to the election of Members to the Council.
- 1.15 To make Schemes for Members' Allowances and for Approved Duties.
- 1.16 To change the name of the Council.
- 1.17 To authorise the use of the Common Seal and any Coat of Arms or logo.
- 1.18 To admit honorary Freemen.
- 1.19 To make, amend or revoke this Scheme, the Standing Orders relating to the Conduct of Meetings, the Financial Regulations and the Contract Standing Orders.
- 1.20 All elected members of the Highland Council are responsible for the management of Common Good funds and to act as Trustees for the Charities and Trust Funds in relation to determining and delivering investment policy, including purchase and disposal of assets, subject to administration of these funds being delegated to City/Area Committee or to Officers in terms of this Scheme.
- 1.21 To approve the Treasury Management Policy Statement, Annual Strategy Statements and Out-Turn Reports.
- 1.22 To adopt the Council's Decentralisation Scheme and to amend it as required.
- 1.23 In relation to the Infrastructure, Environment and Economy Service  
—

- (a) to approve the Evidence Report for, approve the Proposed Plan and Proposed Plan Delivery Programme for and to adopt Local Development Plans under the Town and Country Planning (Scotland) Act 1997 (as amended); and
  - (b) to make schemes for Simplified Planning Zones under the Town and Country Planning (Scotland) Act 1997 (as amended).
- 1.24 To make formally Byelaws, Regulations, Management Rules and Schemes where not otherwise dealt with by Strategic Committees and/or City/Area Committees.
- 1.25 To make Compulsory Purchase Orders, recommended by Committees.
- 1.26 To make Resolutions under Section 9 of the Civic Government (Scotland) Act 1982.
- 1.27 To appoint and fix the salary of the Chief Executive, Assistant Chief Executives and Chief Officers unless any of these powers are specially delegated to any Committee or Officer.
- 1.28 To hear misconduct issues up to, and including, dismissal raised by, and in relation to, the Chief Executive and Assistant Chief Executives.
- 1.29 To approve any review of staffing structures at Assistant Chief Executive and Chief Officer level.
- 1.30 To appoint the Proper Officer of the Council for specified roles and the Council's Monitoring Officer.
- 1.31 To appoint the Parliamentary Returning Officer.
- 1.32 To consider any report prepared by the Council's Monitoring Officer under Section 5 of the Local Government and Housing Act 1989 and to comply with the requirements of that Section.
- 1.33 To agree the delegation of functions in line with Requests from Local Committees based on statements of intent and risk assessments (including criteria for improvement, targets, financial management, resources and governance).

- 1.34 To oversee and approve any changes to the Scheme of Establishment for Community Councils.
- 1.35 To receive the Council's Annual Accounts and approve these for audit (annually by 30 June).
- 1.36 To approve the Redesign of Council services as progressed and delivered through the Redesign Board and to receive the minutes of the Redesign Board.
- 1.37 To consider the Audit Committee Annual Report.
- 1.38 That updates on progress against the Highland Outcome Improvement Plan be considered by the Council annually.

## 2. Delegation to Committees and Sub Committees

There shall be delegated to the Committees and Sub Committees of the Council the powers and duties set out in this Scheme subject to the limitations and conditions stated. Decisions taken by Committees and Sub Committees exercising powers delegated to them shall be deemed to be actings and proceedings of the Council, except as otherwise provided by Statute or by this Scheme.

## 3. Right of Reference to Committees and Council

Nothing shall prevent a Committee, Sub Committee, Chair, Vice Chair or an Officer from referring any matter to the Council or any Committee for decision where that matter could otherwise be dealt with under delegated powers in terms of this Scheme.

## 4. Interpretation

In any situation of uncertainty, it is for the Chief Officer – Legal and Corporate Governance to determine which Committee is empowered to exercise authority which has been delegated (to a Committee) by the Council.



## **Part II**

### **Terms of Reference of Headquarters Committees (and Sub Committees Acting with Full Delegated Powers)**

## **Strategic Committees**

### **General**

The following powers/duties shall be exercisable by all the Headquarters Strategic Committees.

1. To develop and review a Service Plan and associated policies and strategies for the delivery and promotion of the services within the Committee's remit and to scrutinise performance in implementation of the Service Plan.
2. To review the effectiveness of the standard and level of services provided in accordance with the Council's commitment to Best Value and continuous improvement.
3. To enter into liaison and partnership and consult with other agencies and organisations, including the Voluntary Sector, as appropriate to achieve a co-ordinated approach to the provision of services.
4. To scrutinise the management of the Revenue and Capital Budgets for the Services included in the Committee's remit and monitor and control these budgets, including dealing with over- expenditure.
5. To decide grant applications of Highland wide significance to outside bodies/agencies.
6. To consider issues relevant to the operation of the Council's Contracts Standing Orders.
7. To consider significant staffing structure issues for the Service(s) covered by the Committee's remit for referral to the Corporate Resources Committee.
8. To deal with representations, consultations, etc from Government and statutory bodies and to make representations to Ministers and those bodies regarding services included in the Committee's remit.
9. To respond to Green Papers, Parliamentary Bills, Statutory Instruments and pre-legislative consultation by a Scottish Parliamentary Committee, as appropriate.

10. To act as client in relation to any activities within the Committee's remit being submitted to competitive tendering with particular regard to the level of service to be provided.
11. To promote sustainable development in the conduct of Council business and the provision and delivery of services.
12. To consider the impact of policies and decisions on communities, specifically taking into consideration the issues of equality poverty and rurality and ensure that in carrying out Council functions due regard is given to:-
  - i) the needs of the Public Sector Equality Duty to eliminate discrimination, advance equality of opportunity and promote good relations and
  - ii) the Fairer Scotland Duty to reduce inequalities in outcomes caused by socio-economic disadvantage
13. To have regard to island communities and the Islands (Scotland) Act 2018 in carrying out Council functions.
14. Ensure that all decisions take into account the resource, legal, community (equality, poverty, rural and island), climate change/Net Zero, Health and Safety, Gaelic and Risk implications that need to be considered.
15. Ensure all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.

## **Corporate Resources Committee**

### **1. General**

The powers/duties set out in Section C, Part II on pages 11-12 shall be exercisable by all the Headquarters Strategic Committees.

### **2. Specific**

#### **Responsibility for:-**

- 2.1 All financial affairs of the Council including corporate monitoring of the Revenue and Capital Budgets.
- 2.2 Treasury management (including the scrutiny of policy and strategy statements, outturn and performance monitoring reports and practices).
- 2.3 Charges, rebates and allowances not linked to the functions of any other Committee.
- 2.4 Applications for loans and grants, not linked to the functions of any other committee and which are included in the budget.
- 2.5 Local Government Pension Scheme discretionary policies in respect of the Council's role as an employer within the Pension Fund.
- 2.6 All matters relating to the administration of local taxation, including Council Tax and non-domestic rates, and Council Tax reduction and all welfare-related matters.
- 2.7 Collection and recovery of debts owed to the Council.
- 2.8 Determination of appeals against non-domestic rates assessments and the disposal under any enactment of all other claims or applications for relief.
- 2.9 Procurement and the review and monitoring of compliance with Contract Standing Orders.
- 2.10 The review and monitoring of the superannuation of employees under the Local Government Superannuation (Scotland) Acts but excluding the management and investment of the superannuation and other funds.
- 2.11 Matters relating to the workforce including equal opportunities in employment, employee learning and development, human resource management and the health, safety and well-being of employees.

- 2.12 Improving employee engagement and partnership working, ensuring good relations through effective consultation and communication in partnership with the trade unions.
- 2.13 Digital and Strategic Improvement to support efficient and effective design, transformation and access to the Council and services.
- 2.14 ICT Services (corporate and curriculum) including services delivered in-house and those delivered in partnership and through contractual arrangements with external organisations.
- 2.15 A financial strategy which focuses on service outcomes and performance standards which are linked to the Council's strategic priorities and target operating models.
- 2.16 Budget governance and accountability to further improve annual performance and to support earlier identification of budget opportunities.
- 2.17 Investment including a robust commercial investment strategy enabling self-funding projects to be fast tracked for approval.
- 2.18 Funding/Funds Governance to maximise the reach and spread of funding.
- 2.19 Effective administration of, and to ensure appropriate resources for, the licensing function including the Highland Licensing Committee and Board.
- 2.20 To oversee the fulfilment of the Council's obligations under the requirements of the Islands (Scotland) Act 2018.
- 2.21 Responsibility for consumer protection, including Trading Standards, Consumer Advice and the enforcement of Civic Government Licensing.
- 2.22 Functions of the Council, as the statutory authority, in relation to Weights and Measures and Consumer Safety, storage of petrol and explosives. (Ref Health and Safety at Work Act 1974/ Petroleum (Consolidation) Regulations 2014& Explosives Regulations 2014 respectively); all year round supply of fireworks (Ref. Fireworks Regulations 2004 made under the Fireworks Act 2003 and by sections 11(3) and 27(2) of the Consumer Protection Act 1987).

- 2.23 Responsibility for ensuring there are effective arrangements in place for the administration of insurance. This will include receiving annual reports on the management and operation of the Insurance Fund, and annual activity reports detailing the number, type and outcomes of the claims covered by the Council's appointed Insurer.
- 2.24 Appointments to Committees/Sub-Committee with the remits detailed below, acting with full delegated powers, to deal with Appeals, Disputes and Early Retirement. \*\*

### **3. Other General Business**

Relating to the effective and legal operation of the Council and not covered by other Committees.

#### **Powers and Duties Delegated to the Committee**

All of the powers and duties detailed above other than those specifically reserved under Part 1 of the Scheme and those fully delegated to the following -

##### **\*\* (a) Appeals and Disputes Committee**

To conduct formal Appeals Hearings in accordance with Council policy relating to dismissals, disciplinary sanctions taken by an Assistant Chief Executive or his/her nominated representative.

To conduct formal hearings in accordance with procedures laid down by the Council to enable the settlement of differences and disputes between the Council and its employees.

##### **\*\* (b) Employment Release Sub-Committee**

To agree early retirement or redundancy for any post which is considered to be out-with the authority delegated to the Chief Executive and relevant Assistant Chief Executive.

To consider exceptional circumstances applying to transfers into the Local Government Pensions Scheme from occupational pension schemes or personal pension schemes.

##### **\*\* (c) Non Domestic Rates Appeal Committee**

To consider and determine appeals by ratepayers on non-Valuation aspects of rates administration".

\*\* Full delegated powers

## Education Committee

### 1. General

The powers/duties set out in Section C, Part II on pages 11-12 shall be exercisable by all the Headquarters Strategic Committees.

### 2. Specific

#### Responsibility

for:-

2.1 \*\* Carry out the functions of the Council as the statutory authority in relation to the following:-

- Additional Support for Learning; Children's Services Planning;
- Community Learning and Development;
- Early Learning and Childcare;
- Gaelic Education;
- Educational Psychology;
- Primary and Secondary Education;
- Getting it right for every child;
- Quality Improvement in Schools;
- Statutory School Consultations;
- Additional school services such as Gypsy Traveller Education;
- Home Education
- Health and Nutrition
- Culture and Leisure

2.2 Carry out the functions of the Council in delivering services relating to the following:

- Learning and Teaching Strategy;
- Play strategy;
- Early intervention and preventative services for children;
- Developing the young workforce; skills for learning, life and work;
- School counselling and family wellbeing services supporting and working with parent/carers; and
- Professional learning and development including careers, professional update and review and employee review and development.

2.3 Set service standards and approve policy and overall priorities for the delivery of Education Service functions to comply with the Council's legal, regulatory and financial responsibilities.

### **3. Education and Learning – Specific Duties:**

- 3.1. Overview of curriculum rationale and design (ages 2-18)
- 3.2. Monitoring attainment and achievement for all young people, including Looked After Children and individuals from deprived backgrounds
- 3.3. Ensuring inclusion through monitoring of key outcomes especially the most vulnerable children
- 3.4. Scrutinise, support and monitor educational KPIs.
- 3.5. Make recommendations to the Council on the outcomes of statutory consultation on school provision.
- 3.6. Undertake consultation with relevant agencies and organisations, including the voluntary sector, to achieve a co-ordinated approach to the provision of services within the Committee's remit.
- 3.7. Scrutinise and agree a 3 year plan for delivering Community Learning and Development provision.
- 3.8. Scrutinise and provide oversight of local area Children's Plans developed by Community Partnerships.

### **4. Sport, Youth Development and Culture Strategy**

- 4.1 Receive reports on the performance and activity of High Life Highland and Eden Court.
- 4.2 Agree the Service Delivery Contract with High Life Highland.
- 4.3 Agree the Service Delivery Contract with Eden Court (Highlands) Limited.



## **Housing & Property Committee**

### **1. General**

The powers/duties set out in Section C, Part II on pages 11-12 shall be exercisable by all the Headquarters Strategic Committees.

### **2. Specific**

**Housing Services:-** To make decisions relating to the functions of the Council in delivering services relating to the following:-

- 2.1 Determining Local Housing Strategy.
- 2.2 Approving Housing Management, Homelessness and Housing Repairs and Maintenance Policies.
- 2.3 Approving HRA Estimates and HRA Capital and Revenue budgets and associated rents and service charges (excluding garages which are determined at Local Committee).
- 2.4 Consider applications for housing development loans and grants and oversee the operation of the land bank fund (if not at E&I committee)
- 2.5 Consider applications for Scottish Government Infrastructure Loans Fund (if not at E&I committee)

**Property & Facilities Management Services:-** To make decisions relating to the functions of the Council in delivering services relating to the following:-

- 2.6 Capital Design and Delivery, Industrial Investment, Catering, Cleaning and Facilities Management, Corporate Landlord, Corporate Property Asset Management, School Hostels, Countryside Facilities, Estates Strategy & Capital Planning, Estates and Tenancy Management, PPP Contract Management, Property Maintenance, Property Management, Project Management and Quantity Surveying.
- 2.7 To set service standards and approve policy and overall priorities for the delivery of Housing & Property Service functions to comply with the Council's legal, regulatory and financial responsibilities, approve the distribution of operational budgets to Local Committees, scrutinise expenditure against local budgets and agree corrective action to ensure a balanced Service budget.

- 2.8 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.
- 2.9 To take over (at the request of any Committee) the management and maintenance of any land or property while it is not required by that Committee. To approve terms and conditions negotiated by the appointed Assistant Chief Executive for the acquisition, disposal or lease of land and property and to monitor the status of building projects appearing in the capital works and maintenance programmes.
- 2.10 To set policy for the management and maintenance of property and countryside facilities, including all facility lets.
- 2.11 To provide the Corporate Landlord/Property Client role to ensure that statutory compliance obligations of the Council for property related legislation are met and physical changes to Property/Built Environment Assets are effectively managed and controlled.
- 2.12 To agree and monitor the project management arrangements for Public Private Partnership schemes relating to building construction or maintenance programmes and the Service's role as Client and Principal Designer under the Construction (Design and Management) Regulations 2015 (CDM Regulations).
- 2.13 To monitor the purchase of fuels and energy (and agree such contracts), approve and maintain contracted framework arrangements for minor and major works contracts and decide on grants of national significance which relate to the Service's responsibilities.
- 2.14 To approve policy and make decisions relating to the functions of the Council in delivering services relating to:

Community Asset Transfers where the market value exceeds £100,000 and scrutiny of quarterly monitoring and statutory annual reporting. Decisions on transfers where the market value of the asset is:

- Below £10,000 will be delegated to officers in consultation with Ward Members; and
- Between £10,000 and £100,000 will be delegated to Local Committees.

**Housing Development, Estates and Investment:-** To make decisions relating to the functions of the Council in delivering services relating to the following:-

- 2.15 The management, lease and disposal of land including land held on the Housing Revenue Account and property of a capital value exceeding £250,000 or £50,000 pa: investigating and formulating proposals for joint venture utilising Council property assets.
- 2.16 The acquisition and lease of land including land held on the Housing Revenue Account and property of a capital value exceeding £250,000 for acquisitions or £20,000 pa for leases.
- 2.17 The disposal of land including land held on the Housing Revenue Account at less than the best consideration than can reasonably be obtained with a market value of £10,000 or over or where marginal differences between proposed prices and best consideration prices is 25% or less and the marginal difference exceeds £10,000.
- 2.18 To consider all applications for housing development loans and grants and to oversee the operation of the Council's Landbank Fund
- 2.19 To consider all applications for the Scottish governments Ever-green Infrastructure Loans Fund and to oversee the operation of the loan fund.

## **Economy & Infrastructure Committee**

### **1. General**

The powers/duties set out in Section C, Part II on pages 11-12 shall be exercisable by all the Headquarters Strategic Committees.

### **2. Specific**

- 2.1 To carry out the functions of the Council as the statutory authority in relation to the following – Access, Building Standards, Coast Protection, Development Planning, Development Management, Environmental Protection, Flood Risk Management, Harbours, Trees and High Hedges, Planning Enforcement, Roads, Public and School Transport.
- 2.2 To make decisions relating to the functions of the Council in delivering services relating to Countryside Facilities, Economic Development and Regeneration, Energy, Europe, Ferries, Land Reform and Environment, Oil Pollution, Parking Enforcement and Management, Recycling, Road Safety, Roads Network Management, Purchasing and Logistics, Town & Country Planning, Traffic Management, Transport Infrastructure, Bus Service Improvement Partnership, Safe Routes To School and Road Safety, and Winter Maintenance.
- 2.3 To set service standards and approve policy and overall priorities for the delivery of service functions to comply with the Council's legal, regulatory and financial responsibilities, approve the distribution of operational budgets to Local Committees, scrutinise expenditure against local budgets and agree corrective action to ensure a balanced Service budget.
- 2.4 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.

### **Specific**

#### **3. Infrastructure and Environment**

##### **Land Reform and Environment**

- 3.1 To oversee the Council's duties and responsibilities under the Countryside Act 1967, the Land Reform (Scotland) Act 2003 (in terms of access) and the Nature Conservation (Scotland) Act 2004, where

such duties and responsibilities are not delegated to Officers (or where Officers have declined to exercise their delegated powers) or to the Planning Applications Committee.

### Planning and Building Standards

- 3.2 To oversee the functions of the Council as the Planning Authority under the Town and Country Planning (Scotland) Act 1997 (as amended) and as the Buildings Authority under the Building (Scotland) Act 2003 (as amended).
- 3.3 Excepting the powers reserved to The Highland Council under Part 1, to approve the Development Plan Scheme for Highland and planning policy and guidance but only in so far as that policy or guidance is strategic in its content or application. In this context strategic is defined as policy or guidance affecting two or more City/Local committee areas. Within the parts of the Council area covered by the Cairngorms National Park Authority, responsibility for preparation of such documents is reserved to that authority.
- 3.4 To exercise all functions available to the Council under the High Hedges (Scotland) Act 2013, unless otherwise reserved to The Highland Council or delegated to Planning Applications Committees or Officers.
- 3.5
  - i) to agree to commence formal process with the evidence gathering and consultation to establish Short Term Let Control Areas under the Town and Country Planning (Scotland) Act 1997 (as amended);
  - ii) to consider and have regard to the evidence and feedback gathered at (i) above to decide on whether or not to continue with the process;
  - iii) to designate a Short Term Let Control Area under the Town and Country Planning (Scotland) Act 1997 (as amended); and
  - iv) to vary, amend or remove a Short Term Let Control Area designation.
- 3.6 To respond to consultations from Scottish Ministers on energy developments under the Electricity Act 1989 (including those relating to s36 and s37 applications) referred to the Committee under the Council's Notice of Amendment (Planning) procedures in respect of applications first considered at a Planning Applications Committee.

- 3.7 To fulfil the functions of the Council under the terms of the Ancient Monuments and Archaeological Areas Act 1979 (as amended) and the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) where such functions are not delegated to Officers (or where Officers have declined to exercise their delegated powers) or to Planning Applications Committee.
- 3.8 Planning etc (Scotland) Act 2006 – to determine under Part 9 (Business Improvement Districts) whether the Council should exercise its power of veto over a ballot held into a BID proposal.
- 3.9 Coast Protection – to set policy for the maintenance of existing coast protection schemes and the implementation of new schemes.
- 3.10 Ferries, Harbours, Piers and Slipways - To set policy for the management and maintenance of ferries, harbours, piers and slipways and to approve the scale of charges for those in Council control, to promote Harbour Orders and to receive the Minutes of the Harbours Management Board meetings.
- 3.11 Roads - To set policy for the management and maintenance of roads and bridges and to approve the scale of charges required under Roads legislation.

#### **4. Economy**

- 4.1 Carry out the functions of the Council in delivering services relating to the following:
- Economic Development and Regeneration
  - Tourism
  - Europe
  - City Region Deal
  - Employability
  - Developing Scotland's Young Workforce
  - Inverness and Cromarty Firth Green Freeport

#### **Powers and Duties Delegated to the Committee**

All the powers and duties listed above - other than those specifically reserved under Part I of this Scheme and those fully delegated to the following:-

**The Northern Roads Collaboration Joint Committee** – following recommendation by the Northern Roads Collaboration Joint Committee, to consider and make recommendations to the Highland Council proposals for participation in Roads Collaboration activities.

## **Health, Social Care & Wellbeing Committee**

### **1. General**

The powers/duties set out in Section C, Part II on pages 11-12 shall be exercisable by all the Headquarters Strategic Committees.

### **2. Specific**

#### **Responsibility**

#### **for:-**

- 2.1 Carry out the functions of the Council as the statutory authority in relation to the following: Adult Social Care (Lead Agency Model); Allied Health (Children); Chief Social Work Officer; Child Protection; Children's Services Social Care; Corporate Parenting; Justice Social Work; Fostering and Adoption; Getting It Right For Every Child (GIRFEC); Health Visiting; Children's Rights; Kinship Care; Looked after Children; Mental Health Officers; NHS Commissioned Services; Out-of-hours Social Work; Residential Care; Scrutiny of Adult Social Care Services; Self Directed Support; Throughcare and Aftercare; Violence Against Women; Transitions; and Young Carers.
- 2.2 Carry out the functions of the Council in delivering services relating to the following: Prevention and Early Intervention services for children; Public Protection arrangements; School Nursing; Third Sector Interface; Provision of Justice social work services in accordance with the National Objectives and Standards, Dental Hygiene Strategy, Healthy Living and Lives Strategies relating to children eg healthy weight and diet.
- 2.3 Set service standards and approve policy and overall priorities for the delivery of Health and Social Care Service functions to comply with the Council's legal, regulatory and financial responsibilities.

### **3. Health, Social Care and Wellbeing – Specific Duties:**

- 3.1. Make recommendations to the Council on the outcomes of statutory consultation on Children's Services.
- 3.2. Undertake consultation with relevant agencies and organisations, including the voluntary sector, to achieve a co-ordinated approach to the provision of services within the Committee's remit.



- 3.3. Contribute to the development and delivery of the strategic plan relating to Highland's provision of Community Justice Services, including appointing a member to the Highland Community Justice Partnership.
- 3.4. Contribute to the development and delivery of the strategic plan relating to Highland's provision of Mental Health Officers
- 3.5. Scrutinise and provide oversight of the integrated Children's Service Plan developed by the integrated Children's Services Board.
- 3.6. Oversee the scrutiny of Adult Social Care services delegated to NHS Highland.
- 3.7. Scrutinise and provide oversight of inspections, inspection reports and improvement action plans.
- 3.8. Contribute to the Strategic Plan for Adult Services which is overseen by the Joint Monitoring Committee.

## **Communities & Place Committee**

### **1. General**

The powers/duties set out in Section C, Part II on pages 11-12 shall be exercisable by all the Headquarters Strategic Committees.

### **2. Specific**

#### **Responsibility**

**for:-**

- 2.1 To set service standards, approve policy and overall priorities for the delivery of Communities and Place service functions to comply with the Council's legal, regulatory and financial responsibilities.
- 2.2 To set policy and carry out the functions of the Council as the statutory authority in relation to the following: Registration of Births, Deaths and Marriages and the licensing of approved places for Civil Marriages; Burials and Cremations; Environmental Health; Harbours; Street Cleaning; Waste Strategy, Collection and Disposal; and Reporting against the Public Sector Equality Duty.
- 2.3 To approve policy and make decisions relating to the functions of the Council in delivering services relating to the following:
  1. 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, Firework Exclusion Zones and food safety;
  2. Council owned/operated Public Conveniences (with decisions on local provision delegated to Local Committees);
  3. Fleet Management including compliance with the Operator Licence and Purchasing and Logistics;
  4. Grounds Maintenance and Amenity Services;
  5. Street Cleansing;
  6. War Memorials (with decisions on individual Ward Memorials delegated to local committees);
  7. Customer Services (Service Point Network, Service Centre and Registration);
  8. Community Food Growing;

9. Burials and Cremations under the Civic Government (Scotland) Act 1982 to make Management Rules regulating the use and general conduct of persons within burial grounds and the crematorium.
- 2.4 To approve policy relating to poverty and child poverty.
- 2.5 Approve and monitor progress on the Council's Equalities Outcomes, equality mainstreaming reports and BSL Plan.
- 2.6 To approve the local plans for Police and Fire Services every three years and to provide twice yearly strategic scrutiny and engagement of these plans on the basis that regular scrutiny and engagement related to their delivery will be undertaken locally.
- 2.7 To provide strategic direction and oversight of the Council's Place Based Approach and to approve the Council's Place Based Strategy.
- 2.8 To provide strategic direction and oversight for the Council's participation, contribution and engagement to Community Planning, including the Council's contribution to the Highland Outcome Improvement Plan.
- 2.9 To approve policy relating to the work and development of Community Councils.
- 2.10 To approve policy relating to community participation, engagement and empowerment.
- 2.11 To set charges for relevant services, unless delegated to Local Committees or to Officers as set out in the Scheme of Delegation.
- 2.12 To scrutinise and approve the distribution of funds to external parties to assist in community-based projects, unless delegated to Local Committees.
- 2.13 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.
- 2.14 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.

2.15 That interim progress reports against the Highland Outcome Improvement Plan be presented to the Committee.

## **Audit Committee**

### **General**

- 1.1 The Audit Committee is a formal Committee of Highland Council and reports to the Council.
- 1.2 The Committee's purpose is to provide an independent and high-level focus on the adequacy of governance, risk and control arrangements. Its role in ensuring there is sufficient assurance over governance, risk and control gives greater confidence to all those charged with governance that those arrangements are effective.
- 1.3 The Committee has oversight of both internal and external audit, together with the financial and governance reports, helping to ensure there are adequate arrangements in place for both internal challenge and public accountability.
- 1.4 To advise the Council on matters relating to the programme of internal and external audit work and findings and recommendations arising from audit reports.
- 1.5 To perform a scrutiny role through the work of the Committee and to deal with matters referred by the Council for scrutiny purposes, including continuous improvement, achievement of outcomes and value for money.
- 1.6 To advise the Council on matters arising from complaints to the Ombudsman and other complaints systems relevant to Council services.
- 1.7 To advise the Council on the implementation of, and matters arising from the Code of Conduct of Councillors and matters arising from the Ethical Standards in Public Life Etc (Scotland) Act 2000 and other relevant legislation.
- 1.8 To scrutinise actions agreed by Strategic Committees in response to the findings and recommendations arising from national reports by scrutiny bodies.
- 1.9 To co-opt on a temporary basis non-voting Member(s) to support the work of the Committee where skills or knowledge gaps are identified.

## Specific

- 2.1 To consider the annual Audit Plan and programme of internal audit work, including any revisions to the Audit Plan during the year. To also consider, in this context, any impairments to the independence or objectivity of the Chief Auditor Executive arising from additional roles or responsibilities outside of internal auditing and to approve and periodically review safeguards to limit such impairments.
- 2.2 To consider (for the Committee's interests) the outcomes and action plan arising from internal audit reports together with assurance that audit recommendations are satisfactorily implemented.
- 2.3 To consider all matters relating to anti-fraud activities including Whistleblowing.
- 2.4 To consider the annual Action Plan produced by the External Auditor in respect of The Highland Council.
- 2.5 To consider (for its interests) the management and audit reports produced by the External Auditor.
- 2.6 To consider (for its interests) the implications, outcomes and action plans, for the Highland Council of reports produced by Audit Scotland and other inspection and scrutiny bodies.
- 2.7 To consider and advise the Council on the review of Financial Regulations.
- 2.8 To identify any special investigations required in relation to matters of particular concern relating to internal controls, risk management, corporate governance or value for money.
- 2.9 To oversee the Council's risk management policies and strategies and receive reports, including an update on the Corporate Risks Register at every Committee meeting.
- 2.10 To deal with matters referred to the Committee by the Council or Strategic Committees for scrutiny purposes in relation to internal controls, risk management, corporate governance or value for money.
- 2.11 To receive an annual update on the Council's Code of Corporate Governance.

- 2.12 To advise the Council on matters arising from the annual report on Ombudsman's complaints, from any formal investigations carried out by the Ombudsman or from any other complaints system relevant to Council Services.
- 2.13 To advise the Council on matters arising from any formal investigations carried out by the Ombudsman or from any other complaints system relevant to Council services.
- 2.14 To receive reports on the Corporate Complaints process on a six monthly basis.
- 2.15 To advise the Council on matters arising from the Ethical Standards in Public Life Etc (Scotland) Act 2000, including the implementation and observance of the Code of Conduct for Councillors, and other relevant legislation.
- 2.16 To undertake an annual self-assessment of effectiveness in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance.
- 2.17 To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, including the head of internal audit's annual opinion. And to also consider whether the annual evaluation for the Annual Governance Statement fairly concludes that governance arrangements are fit for purpose, supporting the achievement of the authority's objectives.
- 2.18 To receive and agree the Audited Accounts and Auditor's Report to Members.
- 2.19 To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.
- 2.20 To report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.
- 2.21 To publish an annual report on the work of the Committee, including a conclusion on the compliance with the CIPFA Position Statement.

## **Powers and Duties Delegated to the Committee**

All of the powers and duties detailed above other than those specifically reserved under Part 1 of the Scheme.



## **Pensions Committee**

### **1. General**

To exercise on behalf of the Council all the powers and duties of the Council in relation to its functions as Administering Authority of The Highland Council Pension Fund (the Fund) except where they have been specifically delegated by the Council to another Committee or to an officer(s).

### **2. Specific**

2.1 To ensure that the Fund complies with best practice.

2.2 To ensure that the Fund complies with the relevant Local Government Pension Scheme Regulations and all other legislation governing the administration of the Fund.

2.3 To review the Annual Report and Accounts of the Fund

2.4 To review the results of the Triennial Actuarial Valuation of the Fund

2.5 To set the Funds' objectives and ensure appropriate strategies, policies and procedures are put in place and kept up to date with a view to achieving these objectives including:

- a) To set the Investments Strategy (including strategic asset allocation) and associated policies for the Pension Fund, Common Good, Charitable and Trust Funds, and oversee the Investment Sub-Committee in the implementation of Investment Strategy and policies;
- b) To set the Funding Strategy and associated policies, and to set the policy on funding matters for employers joining and leaving the Fund;
- c) To ensure consistency between the Fund's Investment Strategy and Funding Strategy and the implementation of those strategies;
- d) To set the Administration Strategy ensuring appropriate arrangements for the administration of benefits are in place and demonstrate the operational efficiency of the administration of benefits through the use of key performance indicators;
- e) To set the strategy for communicating with Scheme employers and employees in the Fund; and
- f) To agree the Fund's Governance Policy.

2.6 To ensure the delivery of the Funding Strategy ensuring the ongoing monitoring and management of the liabilities as appropriate.

- 2.7 To review, as appropriate, the Governance Structure of the Pension Scheme to set out the responsibilities of Elected Members, officers, investment managers, advisors, custodians and the actuary to the Scheme, including delegated powers and make recommendations to the Council for changes where necessary.
- 2.8 To ensure appropriate Additional Voluntary Contribution (AVC) arrangements are in place and review investment performance on such contributions.
- 2.9 To set and monitor progress against annual business plans for the Fund.
- 2.10 To develop and maintain a trustee training policy.
- 2.11 To develop and maintain a risk management strategy.
- 2.12 To exercise Pension Fund discretions on behalf of the Administering Authority.
- 2.13 To appoint, dismiss and assess the performance of advisors to the Fund including investment advisers and actuaries.
- 2.14 To agree where appropriate the Administering Authority responses to consultations by Central Government, professional and other bodies in relation to key consultations
- 2.15 The approval of Admitted Bodies.
- 2.16 To monitor and oversee the work of the Investment Sub-Committee and carry out any of that Sub-Committee's responsibilities if appropriate.
- 2.17 To approve the annual Audit Plan and consider the programme of internal audit work during the year.
- 2.18 To consider (for its interests) the outcomes and action plan arising from internal audit reports together with assurance that audit recommendations are satisfactorily implemented.
- 2.19 To consider the annual Action Plan produced by the External Auditor in respect of the Pension Fund.
- 2.20 To consider (for its interests) the management and audit reports produced by the External Auditor.

## **Powers and duties delegated to the Committee**

All of the powers and duties detailed above other than those specifically reserved under Part 1 of the Scheme and those fully delegated to the following –

**\*\* a) Investment Sub-Committee**

**1. To exercise the delegated powers and duties of the Pension Committee in relation to the management and investment of the Fund's assets. This will include the following specific functions:**

- 1.1 To ensure that the management and investment of assets complies with best practice;**
- 1.2 To ensure that the Fund complies with the relevant Local Government Pension Scheme Regulations and all other legislation governing the administration of the Fund as they relate to the management and investment of the Fund's assets;**
- 1.3 To ensure the delivery of the Funds' investment objectives, strategies and policies and that they are kept up to date;**
- 1.4 To appoint, dismiss and assess the performance of investment managers, custodians and other advisers involved with the management and investment of assets and/or funding of liabilities; and**
- 1.5 To undertake any task delegated to it by the Pensions Committee.**

**2. Also to exercise on behalf of the Council all the powers and duties of the Council in relation to the management and investment of the Common Good, Charitable and Trust Funds, except where they have been specifically delegated by the Council to another Committee or to an officer(s). This will include the following specific functions:**

- 2.1 To ensure that the management and investment of assets complies with best practice;**
- 2.2 To ensure that the investment of the Fund complies with the relevant legislation;**
- 2.3 To ensure the delivery of the Funds' investment objectives, strategies and policies, ensuring procedures are put in place and kept up to date; and**
- 2.4 To appoint, dismiss and assess the performance of investment managers, custodians and other advisers involved with the management and investment of assets.**

**\*\* Full delegated powers.**

## **Gaelic Committee**

### **General**

1. To promote and support the indigenous Gaelic language, heritage and culture of the Highlands and to oversee the implementation of the Council's Gaelic Language Plan.

### **Specific**

- 2.1 To monitor, scrutinize, promote and approve the implementation of the Council's Gaelic Language Plan, including the delivery of Gaelic education;
- 2.2 To liaise with Bòrd na Gàidhlig on the strategic development of Gaelic language;
- 2.3 To work with Gaelic development agencies in promoting, developing and sustaining the Gaelic language, heritage and culture in the Highlands;
- 2.4 To work with the Scottish Government and Parliament with regard to legislation relating to Gaelic language;
- 2.5 To monitor the implications of legislation in respect of Gaelic language and advise the Council of its impact across the Highlands;
- 2.6 Budget monitoring and scrutiny of Gaelic specific funding, grants and expenditure.

### **Governance:**

Committee minutes will be reported to Full Council.

### **Powers and Duties Delegated to the Committee**

All of the powers and duties detailed above other than those specifically reserved under Part 1 of the Scheme.

## **Climate Change Committee**

### **1. General**

- 1.1 To provide advice and guidance on the climate, ecological and environmental sustainability agenda, and identify, support and champion climate and ecological progress across the Council whilst providing an appropriate level of critical challenge for the organisation.

### **2. Specific**

- 2.1 Public Bodies Climate Reporting Duties - As set out in The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020 including emissions baselining and monitoring.

- 2.2 Oversight, of the Net Zero Strategy, Action Plan and Programme, including the development of related strategies, policies and approaches, including the setting and scrutiny of performance targets associated with the following Programme workstreams:

- Built Estate and Energy/Asset Management
- Social Housing (HRA)
- Sustainable Staff Travel
- Waste and Circular Economy
- Procurement and Community Wealth Building
- Planning, Land Use and Environment
- Capital Programme
- Net Zero Funding Strategy

- 2.3 Responses to external policies and consultations.

- 2.4 Policy considerations and project progress and achievements in relation to climate and environmental related matters such as Just Transition, Adaptation, Land Reform, Food Growing and Land Use, Biodiversity etc.

- 2.5 To support and champion Highland's high quality environment, air, land, water, food products and renewable energy resources to bring appropriate commercial opportunities, maximise income whilst raising awareness of the need to protect and enhance our critical environmental assets.

- 2.6 Review and monitoring of climate impact of Council policies.

- 2.7 Oversight of internal and external communication and engagement, and partnership building in relation to climate change mitigation and adaptation.

- 2.8 Promotion of Climate Change and Ecological issues and actions through the delivery of presentations at committee and oversight of development of internal and external facing events.

To consider and make recommendations to The Highland Council and / or any other appropriate strategic committee in relation to these matters, including any proposed changes or developments to Highland Council policy & strategy.

### **Membership**

Membership of the Committee will be agreed by The Highland Council. The Chair and Vice Chair of the Committee will be decided by the Highland Council.

### **Governance**

Committee minutes will be reported to Full Council.

### **Powers and Duties Delegated to the Committee**

All of the powers and duties detailed above other than those specifically reserved under Part 1 of the Scheme and those otherwise fully delegated to Strategic Committees.

### **Part III**

**Functions Referred/Powers and Duties Delegated to  
Planning Applications Committees, Highland Licensing Committee,  
Planning Review Body, City of Inverness Area Committee, Local  
Committees and Joint Committees from the Council and  
Headquarters Committees**

**Planning Applications Committees  
from the Economy and Infrastructure Committee and from Council**

1. To exercise delivery of the development management and enforcement functions under the Town and Country Planning (Scotland) Act 1997 (as amended) where such functions and powers: (i) are not reserved to the Highland Council; (ii) are not reserved to the Economy and Infrastructure Committee and (iii) are not delegated to Officers or where Officers have declined to exercise their delegated powers.
2. To receive reports on Proposal of Application Notices for national development (as designated by s3A(4)(b) of the Town and Country Planning (Scotland) Act 1997 (as amended) and major developments (designated as such by s26A(2) of the Town and Country Planning (Scotland) Act 1997 to allow Members to comment on issues related to the proposed developments (but not to discuss the merits or otherwise of the proposed developments).
3. To exercise building standards functions under the Building Standards (Scotland) Act 2003 (as amended) where such functions and powers are not delegated to Officers or where Officers have declined to exercise their delegated powers.
4. To exercise the statutory functions of the Planning Authority as set out in the Planning (Listed Buildings and Conservation Areas)(Scotland) Act 1997 (as amended) and the Planning (Hazardous Substances)(Scotland) Act 1997 (as amended) where such functions and powers are not delegated to Officers or where Officers have declined to exercise their delegated powers.
5. To consider all proposals on behalf of the Council in relation to Part 6 (Enforcement), Part 7 (trees, amenity and advertisements) and Part 12 (Crown Land) all as set out in the Town & Country Planning (Scotland) Act 1997 (as amended).
6. To respond to consultations from Scottish Ministers on energy developments under the Electricity Act 1989 (including those relating to s36 and s37 applications), unless otherwise delegated to Officers as defined under Consultations on s36 and s37 applications on page 104. If, in the opinion of the Assistant Chief Executive – Place, following consultation with the Chairs of the relevant Planning Applications Committees, an application raises strategic and/or cross boundary issues then a joint meeting of the relevant Planning Application Committees will be held to respond to the consultation.



7. To exercise the responsibilities in respect of the repair of buildings under Section 87 of the Civic Government (Scotland) Act 1982 and in respect of planning and building certificates under the Licensing (Scotland) Act 2005.
8. To appoint the Chair and Vice Chair of the Committee.
9. In relation to the High Hedges (Scotland) Act 2013, and unless otherwise reserved by The Highland Council or to the Economy and Infrastructure Committee or delegated to Officers:
  - a. To determine, under Section 6, whether or not to take action following an application for a high hedge notice (and to specify what action, if any, should be taken);
  - b. To determine whether or not to vary and/or withdraw a high hedge notice under Section 10 of the Act;
  - c. To determine, in relation to an application determined by a Planning Applications Committee, whether the Council wishes an appeal to Scottish Ministers to be dealt with by way of Written Submissions, a Hearing or by Public Local Inquiry (or any means of determination available to Scottish Ministers);
  - d. To instruct the reporting of any offence under the High Hedges (Scotland) Act 2013 to the Procurator Fiscal;
  - e. To exercise any power normally delegated to Officers but where Officers have declined to exercise their delegated powers in relation to a particular matter or application.
10. To determine all applications for planning permission relating to 'national developments' (designated as such under s3A(4)(b) of the Town and Country Planning (Scotland) Act 1997 (as amended) irrespective of the recommendation. If, in the opinion of the Assistant Chief Executive - Place, following consultation with the Chairs of the relevant Planning Applications Committees, an application raises strategic and/or cross boundary issues then a joint meeting of the relevant Planning Application Committees will be held to determine the application.
11. To determine all applications for planning permission relating to 'major developments' (as designated by s26A(1)(b)&(2) of the Town and Country Planning (Scotland) Act 1997 (as amended) which are considered to be significantly contrary to the development plan irrespective of the recommendation. If, in the opinion of the Assistant Chief Executive - Place, following consultation with the Chairs of the relevant Planning Applications Committees, an application raises strategic and/or cross boundary issues then a joint meeting of the relevant Planning Application Committees will be held to determine the application.

All of the powers and duties of the Economy and Infrastructure Committee contained in 1 - 11 above, the powers in 7 being fully delegated.

## Highland Licensing Committee

### 1. General

- a) To oversee the functions of the Council as licensing authority under the Civic Government (Scotland) Act 1982 (the '1982' Act)
- b) To carry out consultations on behalf of the Council under the 1982 Act
- c) To formulate and approve policy and approve standard conditions to which licences granted under the 1982 Act will general be subject.
- d) To set fees and charges applicable to applications for licences under the 1982 Act.
- e) To approve or otherwise on behalf of the Council proposals in relation to contracts for service in relation to the Council's obligations in terms of the 1982 Act.
- f) To oversee the functions of the Council as the authority responsible for preparing and maintaining a register of private landlords under Part 8 of the Antisocial Behaviour etc (Scotland) Act 2004 (the 2004 Act).
- g) To oversee the functions of the Council as the authority responsible for the licensing of houses in multiple occupation under Part 5 of the Housing (Scotland) Act 2006 (the '2006' Act).
- h) To formulate and approve standard conditions to which licences under the 2006 Act will generally be subject.
- i) To set fees applicable under Section 161 of the 2006 Act.

### 2. To exercise full delegated powers, where not otherwise delegated to Officers, in respect of the following –

- a) To consider and determine applications for licences and exemptions under the 1982 Act and, in granting such licences (i) to impose the standards conditions approved under Paragraph 1.3 subject to such variations as are considered appropriate and (ii) to impose additional conditions were considered appropriate.
- b) To order the suspension of licences held under the 1982 Act, to determine the duration of any such suspension and to recall suspension orders.
- c) To conduct Hearings in respect of licences under the 1982 Act.
- d) To refuse or remove registration from private landlords or agents under Part 8 of the 2004 Act and to approve the service of rent penalty notices under Part 8 of that Act.
- e) To consider and determine applications for licences, relaxations and exemptions and to refuse to revoke rent suspension orders under Part 5 of the 2006 Act.
- f) To conduct Hearings in terms of Part 5 of the 2006 Act.
- g) To consider and determine applications for Dispensation in terms of the Fireworks (Scotland) Regulations 2004.

3. To grant council assent under Regulation 14 of the Explosives Regulations 2014 (Ref Health and Safety at Work Act 1974/ Explosives Regulations 2014).
4. To hear applications, renewals or transfers of licences, registrations, approvals and other permissions sought (including variation thereof) relating to:-
  - a) The storage of petrol and explosives. (Ref Health and Safety at Work Act 1974/ Petroleum (Consolidation) Regulations 2014 & Explosives Regulations 2014 respectively).
  - b) The all year round supply of fireworks (Ref. Fireworks Regulations 2004 made under the Fireworks Act 2003 and by sections 11(3) and 27(2) of the Consumer Protection Act 1987).

where the Trading Standards Manager is not minded to grant the application.

## 5. From Environmental Health

To exercise full delegated powers, where not otherwise delegated to Officers, in respect of the following:

- To consider and determine applications, renewals or transfers of licences, provisional licences, registrations, approvals and other permissions sought (including variation thereof) relating to legislation listed below;
  - To revoke licences, provisional licences, registrations, approvals and other permissions granted (including variation thereof) relating to legislation listed below;
- a) Animal Boarding Establishments Act 1963
  - b) Breeding of Dogs Act 1973
  - c) Breeding of Dogs Act 1991
  - d) Caravan Sites and Control of Development Act 1960
  - e) Cinemas Act 1985
  - f) Dangerous Wild Animals Act 1976
  - g) Deer (Scotland) Act 1996
  - h) Game Licenses Act 1860
  - i) Guard Dogs Act 1975
  - j) Performing Animals (Regulations) Act 1925
  - k) Pet Animals Act 1951
  - l) Riding Establishments Acts 1964/70
  - m) Theatres Act 1968
  - n) Zoo Licensing Act 1981
  - o) Animal Health and Welfare (Scotland) Act 2006
  - p) The Animal Welfare (Licensing of activities involving animals) (Scotland) Regulations 2021.

## **Planning Review Body Powers Delegated from the Council**

To exercise full delegated powers on behalf of the Council in fulfilment of the provisions of s43A of the Town and Country Planning (Scotland) Act 1997 as amended and regulations made thereunder to review at the request of the applicant:

1. Any application belonging to the category of local developments (as defined in Regulation 2(2) of the Town and Country Planning (Hierarchy of Developments)(Scotland) Regulations 2009 refused by the appointed Officer;
2. Any condition attached to an application belonging to the category of local developments (as defined above) approved by the appointed Officer; or
3. Any application belonging to the category of local developments (as defined above) that has not been determined by the appointed Officer within the period allowed for determination of the application.

## **City of Inverness Area Committee Powers Delegated from the Council**

### **1. General**

- 1.1 To appoint the Provost and Depute Provosts of Inverness and Leader and Depute Leader of Inverness and Area responsible for the running of the Committee and the management of its functions (the Provost and Depute Provosts roles being restricted to Civic Duties only).
- 1.2 To work with partners to achieve the effective promotion and future prosperity of the City/Area, facilitating opportunities for inward investment, regeneration and economic development of the City/Area. This includes the realisation of the “Inverness City Vision.”
- 1.3 To develop appropriate connections with, and ensure Council support for, the local Community Partnership for the area.
- 1.4 To ensure implementation of the Council’s approach to localism and place planning as it relates to the City/Area.
- 1.5 To scrutinise and monitor the local delivery of Council services, within approved resources and strategy.
- 1.6 To scrutinise the performance of, and engage with, Police Scotland and the Scottish Fire and Rescue Service.
- 1.7 To monitor the delivery of Capital Projects within the City/Area as agreed within the Council’s Capital Programme.
- 1.8 To approve delegated local functions e.g. Road Traffic Orders; Road Construction Consents; and Upholding Access Rights such as Notices applying to various sections of Part 1 of the Land Reform (Scotland) Act 2003.
- 1.9 To champion local initiatives which promote and support the traditional languages, heritage, and culture of the Highlands.
- 1.10 To deal with requests for and make nomination / appointments to local outside bodies not covered by the Council or Strategic Committees e.g. Local Access Forums. In the case of Local Access Forums, only where multiple nominations or appointments are necessary.
- 1.11 To agree methods and approaches for community engagement and participation, in relation to City/Area business.
- 1.12 To ensure that all decisions taken are within the terms of the legislation governing the work of the Council and the approved Scheme of Delegation to Committees and Officers and the Council’s Financial Regulations.

- 1.13 To adopt a participatory resourcing approach in order to support the greater involvement of communities in informing service design, delivery, priority setting and, where appropriate, deploying resources.
- 1.14 To consider and promote local initiatives which advance equality under the Equality Act and tackle socio-economic disadvantage.

## **2. Specific**

### **Corporate, cross service and civic powers**

- 2.1 To consider any proposals made by Council Services to review service delivery, other than annual revenue budget proposals, which would have a materially significant impact on the City / Area.
- 2.2 To agree any Bye-Laws and Management Rules etc. and their amendment or review.
- 2.3 To recommend to Council any proposals for Business Improvement Districts.
- 2.4 To encourage productive relations with Community Councils within the City/Area and to agree any Community Council boundary changes.
- 2.5 To support local youth forums and to promote the engagement of young people in local democracy.
- 2.6 To facilitate and, where appropriate, make arrangements in relation to Town Twinning and ceremonial matters.
- 2.7 To consider, and endorse, any Area Place Plan prepared for the area governed by the Committee.
- 2.8 To consider reports from external groups or bodies. Invite groups or local bodies to address the local committee on matters relevant to the local committee.

### **Finance Services**

- 2.9 To allocate and monitor expenditure from any agreed and delegated localised funds and to allocate Ward Discretionary Grants of £10,000 and over (individual awards of up to and including £9,999 are delegated to the Ward Manager following consultation with local Ward members).
- 2.10 To oversee the management of any disposal Fund (CGF) assets for the locality by:

- scrutinising CGF budget monitoring;
  - approving costs, project costs and grant applications for any local CGF as required up to 10% of the value of the CGF;
  - consider and agree the publication and any associated review of the Asset Register for the CGF;
  - as part of any change of use of Common Good assets, consider the outcome of any public consultation; and
  - to purchase and dispose or to the change of use of Common Good assets up to 10% of the value of the CGF. (For the avoidance of doubt, award of grant, project costs, grants and the purchase and disposal of Common Good assets of more than 10% of the value of the CGF is reserved for Highland Council).
- 2.11 To approve any Local Authority Trust costs associated with the locality and to approve grant applications of £10,000 and over as required and agreed within Council policy.
- 2.12 To receive annual reports on the following companies, including financial reports and accounts – Inverness Business Improvement District Ltd, Inverness City Heritage Trust and Loch Ness and Inverness Tourism Business Improvement District Ltd.
- 2.13 From the resources that are agreed to be delegated to the City and Area Committee, for the Committee to agree which resources are to be allocated through participatory budgeting and the methods to use.

## **Communities and Place**

- 2.14 To agree local priorities within area operational budgets for Communities and Place, taking account of statutory requirements and Council policy and priorities.
- 2.15 To agree variations within local budgets between individual functional areas to meet local priorities as specified below.
- 2.16 To agree whether and to what extent non-statutory functions are delivered locally, and how these are funded within local budgets.
- 2.17 To recommend local service delivery arrangements, including whether particular services should be delivered by communities, by in-house staff or through local procurement, for consideration by the Communities and Place Committee in terms of the Council's overall legal duties relating to procurement.
- 2.18 To set and scrutinise local performance standards and monitor expenditure against local Communities and Place budgets.
- 2.19 To decide whether to have Council owned/operated public conveniences within the local area and overall service.



- 2.20 To approve Community Asset Transfers – by lease or sale - where the market value of the asset is between £10k and £100k. To align with the review process, including the ability of Community Bodies to appeal a Council decision to the Scottish Government, where the Local Committee's decision is contrary to officer recommendations, the decision will be referred to the strategic committee. All Common Good assets, regardless of value, will be considered at the relevant Local Committee, subject to paragraph 2.9. Where Council assets to transfer - by lease or ownership - are valued below £10k or the lease is less than 10% of the market sale value, this will be delegated to Officers, in consultation with Ward Members, and those valued above £100k will be delegated to the Strategic Committee.
- 2.21 To approve local priorities for grounds maintenance in accordance with overall Council policy, and to increase or reduce the local service within the overall local budget, in accordance with the Council's policies on grounds maintenance, legislation and good practice guidance.
- 2.22 To agree local priorities for street cleansing in accordance with legislation and Council policy and within the overall local budget.
- 2.23 To approve local initiatives to encourage waste minimisation, reduce litter and increase recycling within the strategy and budget agreed by Communities and Place Committee.
- 2.24 To agree the naming of buildings within the Council's control.
- 2.25 In accordance with the revised procedure for street naming, where no agreement between local Members and Community Councils can be reached, or where a Community Council is not in existence, a decision on street naming will be made by the City Committee.

## **Housing and Property**

- 2.26 To engage with tenants on local housing service standards and priorities and on enabling tenants to have a meaningful input to monitoring service quality.
- 2.27 Declare individual land and property held on the HRA surplus and available for disposal.
- 2.28 Set rents for local HRA garages.
- 2.29 To scrutinise housing service quality, cost and performance and taking into account tenant feedback.
- 2.30 To agree local priorities for housing capital and planned maintenance expenditure in line with overall Council priorities and within the local budget.

## **Economy and Infrastructure**

- 2.31 To approve maintenance programmes for roads and bridges; approve surfacing and surface dressing schemes within the overall local budget; and to increase or reduce the local service within the overall local budget, in accordance with the Council's road maintenance policies, legislation and good practice guidance.
- 2.32 To prioritise between the various reactive and planned cyclic road and bridge maintenance activities in accordance with Council Policy and the national Code of Practice (CoPHMM).
- 2.33 To promote Road Traffic Orders, where there are statutory objections.
- 2.34 To approve the stopping up of roads and private means of access and the deletion of roads from the list of public roads and the adoption of roads (that are not constructed under the Road Construction Consent procedure) onto the list of public roads.
- 2.35 To approve the local winter road maintenance service in accordance with the Council's overall Winter Maintenance Policy and to increase or reduce the local service within the overall local budget, in accordance with the Council's overall Winter Maintenance Policy.
- 2.36 To approve any changes to local Parking Services, including introducing and varying charges, commissioning new car park provision and increasing or reducing the local service – all in accordance with the Council's Parking Policy, approach to engagement and the disaggregated budget for car parking.
- 2.37 In accordance with the Council's Parking Policy, agree the prioritisation of spend of the local allocation of income generated as a result of car parking charges.
- 2.38 To monitor the status of construction projects and environmental works in the agreed Capital and maintenance programmes.
- 2.39 Excepting the powers reserved to The Highland Council under Part I and delegated to the Economy and Infrastructure Committee under Part II, to approve planning policy and guidance but only in so far as that policy or guidance is place-specific in content or application. In this context, place-specific is defined as policy or guidance affecting only the City of Inverness Area or a community within that area.
- 2.40 To review the Core Path Plan and approve amended and/or modified plans for public consultation. Adopt core path changes into the plan where there are no objections, to recommend modifications or to accept Scottish Government recommendations following a PLI. To make recommendations to the Economy and Infrastructure Committee where there are outstanding objections to an amended or modified amended core path plan.

- 2.41 To identify property which is non-operational or which may be declared surplus to requirements for referral to Asset Management Project Board.
- 2.42 To approve Section 11 orders of 6 days or more for advertisement as required by Section 11(2)(b) of the Land Reform (Scotland) Act 2003 and where there are no outstanding objections to confirm such orders. Where objections are outstanding to a proposed order the area/local committee shall make a recommendation to the Economy and Infrastructure Committee.
- 2.43 To allocate all revenue to local projects and initiatives according to the criteria determined by the relevant strategic committee and delegated to the City/Area Committee.
- 2.44 To approve local Safer Routes to Schools projects within the strategy and budget agreed by Economy and Infrastructure Committee.
- 2.45 To consider and propose the introduction of Short Term Let Control Areas under the Town and Country Planning (Scotland) Act 1997 (as amended) covering all or part of their area.

## **Education**

- 2.46 To monitor the local delivery and outcomes from Curriculum for Excellence, including performance of schools within the City/Area.
- 2.47 To consider an annual report on the attainment of young people from deprived backgrounds.
- 2.48 To scrutinise and monitor area Education Scotland school inspection reports for the City/Area.

## **Local Committees Powers Delegated from the Council**

### **1. General Powers**

- 1.1 To appoint the Chair and, where appropriate, a Vice Chair of the Local Committee, responsible for the running of the Committee and the management of its functions. To appoint a Civic Leader where appropriate.
- 1.2 To work with partners to achieve the effective promotion and future prosperity of the Area, facilitating opportunities for inward investment, regeneration and economic development of the Area.
- 1.3 To develop appropriate connections with, and ensure Council support for, the local Community Partnership for the area covered by the Local Committee.
- 1.4 To support implementation of the Council's place-based approach to service design and delivery, including the involvement and participation of the community and to adopt any place plan as it relates to the area.
- 1.5 To scrutinise and monitor the local delivery of Council services, within approved resources and strategy.
- 1.6 To scrutinise the performance of, and engage with, Police Scotland and the Scottish Fire and Rescue Service.
- 1.7 To monitor the delivery of Council Capital Projects within the local area, as agreed within the Council's Capital Programme.
- 1.8 To approve delegated local functions e.g. Road Traffic Orders; Road Construction Consents; and Upholding Access Rights such as Notices applying to various sections of Part 1 of the Land Reform (Scotland) Act 2003.
- 1.9 To champion local initiatives which promote and support the traditional languages, heritage and culture of the Highlands.
- 1.10 To deal with requests for and make nominations/ appointments to local outside bodies not covered by the Council or Strategic Committees e.g. Local Access Forums. In the case of Local Access Forums, only where multiple nominations or appointments are necessary.
- 1.11 To agree methods and approaches for local community engagement and participation in relation to local resource prioritisation.
- 1.12 To ensure that all local decisions taken are within the terms of the legislation governing the work of the Council and the approved Scheme of Delegation to Committees and Officers and the Council's Financial Regulation.
- 1.13 To adopt a participatory resourcing approach in order to support the greater involvement of communities in informing service design, delivery, priority setting and, where appropriate, deploying resources.

- 1.14 To consider and promote local initiatives which advance equality under the Equality Act and tackle socio-economic disadvantage.

## **2. Specific Powers**

### **Corporate, cross service and civic powers**

- 2.1 To consider any proposals made by Council Services to review service delivery, other than annual revenue budget proposals, which would have a materially significant impact on the Locality.
- 2.2 To agree any Bye-Laws and Management Rules etc. and their amendment or review.
- 2.3 To recommend to Council any proposals for BusinessImprovement Districts.
- 2.4 To ensure productive relations with Community Councils within the locality and to agree any Community Council boundary changes.
- 2.5 To support local youth forums and to promote the engagement of young people in local democracy.
- 2.6 To facilitate and, where appropriate, make arrangements in relation to Town Twinning and ceremonial matters.
- 2.7 To consider reports from external groups or bodies. To invite groups or local bodies to address the local committee on matters relevant to the local committee. To develop productive working relations with local community bodies in public service delivery.
- 2.8 For the Local Committee to consider how to adopt a participatory budgeting approach in order to support the greater involvement of communities in informing service design, delivery, priority setting and, where appropriate, deploying resources.

### **Finance Services**

- 2.9 To allocate and monitor expenditure from any agreed and delegated localised funds and to allocate Ward Discretionary Grants of £10,000 and over (individual awards of up to and including £9,999 are delegated to the Ward Manager following consultation with local Ward members).
- 2.10 To oversee the management of any Common Good Fund (CGF) assets for the locality by:
  - scrutinizing CGF budget monitoring;
  - approving costs, project costs and grant applications for any local CGF as required up to 10% of the value of the CGF;

- consider and agree the publication and any associated review of the Asset Register for the CGF;
- as part of any change of use of Common Good assets, consider the outcome of any public consultation; and
- to purchase and dispose or to change the use of Common Good Fund assets up to 10% of the value of the CGF. (For the avoidance of doubt award of grant, project costs and disposal of CGF assets of more than 10% of the value of the CGF is reserved to the Highland Council.)

2.11 To approve any Local Authority Trust costs associated with the locality and to approve grant applications of £10,000 and over as required and agreed within Council policy.

2.12 To allocate all revenue to local projects and initiatives according to the criteria determined by the relevant strategic Committee and delegated to the Area Committee.

## **Communities and Place**

2.13 To agree local priorities within area operational budgets for Communities and Place, taking account of statutory requirements and Council policy and priorities.

2.14 To agree variations within local budgets between individual functional areas to meet local priorities as specified below.

2.15 To set and scrutinise local performance standards and monitor expenditure against local Communities and Place budgets.

2.16 To decide whether to have Council owned/operated public conveniences within the local area and overall service.

2.17 To approve local priorities for grounds maintenance in accordance with overall Council policy, and to increase or reduce the local service within the overall local budget or other local resources, in accordance with the Council's policies on grounds maintenance, legislation and good practice guidance.

2.18 To approve local priorities for play areas in accordance with overall Council policy and to increase or reduce the local service within the overall local budget or other local resources, in accordance with the Council's policies on play areas, legislation, health and safety and good practice guidance.

2.19 To agree local priorities for street cleansing in accordance with legislation and Council policy and within the overall local budget.

2.20 To approve local initiatives to encourage waste minimisation, reduce litter and increase recycling within the strategy and budget agreed by Communities and Place Committee.

- 2.21 To approve Community Asset Transfers – by lease or sale - where the market value of the asset is between £10k and £100k. To align with the review process, including the ability of Community Bodies to appeal a Council decision to the Scottish Government, where the Local Committee's decision is contrary to officer recommendations, the decision will be referred to the strategic committee. All Common Good assets, regardless of value, will be considered at the relevant Local Committee, subject to paragraph 2.9.
- Where Council assets to transfer - by lease or ownership - are valued below £10k or the lease is less than 10% of the market sale value, this will be delegated to Officers, in consultation with Ward Members, and those valued above £100k will be delegated to the Strategic Committee.
- 2.22 To decide any changes in the arrangements for individual War Memorials.
- 2.23 To scrutinise an annual report on burial grounds in the locality.
- 2.24 To scrutinise an annual report on Environmental Health activity in the locality.
- 2.25 To agree the naming of buildings within the Council's control.
- 2.26 In accordance with the revised procedure for street naming, where no agreement between Local Members and Community Councils can be reached or where a Community Council is not in existence a decision on street naming will be made by the Local Area Committee.

## **Housing and Property**

- 2.27 To engage with tenants on local housing service standards and priorities and on enabling tenants to have a meaningful input to monitoring service quality.
- 2.28 Set rents for local HRA garages.
- 2.29 To scrutinise housing service quality, cost and performance and taking into account tenant feedback.
- 2.30 To agree local priorities for housing capital and planned maintenance expenditure in line with overall Council priorities and within the local budget.

## **Economy and Infrastructure**

- 2.31 To approve maintenance programmes for roads and bridges; approve surfacing and surface dressing schemes within the overall local budget; and to increase or reduce the local service within the overall local budget, in accordance with the Council's road maintenance policies, legislation and good practice guidance.
- 2.32 To prioritise between the various reactive and planned cyclic road and bridge maintenance activities in accordance with Council Policy and the national Code of Practice (CoPHMM).
- 2.33 To promote Road Traffic Orders, where there are statutory objections.

- 2.34 To approve the stopping up of roads and private means of access and the deletion of roads from the list of public roads and the adoption of roads (that are not constructed under the Road Construction Consent procedure) onto the list of public roads.
- 2.35 To approve the local winter road maintenance service in accordance with the Council's overall Winter Maintenance Policy and to increase or reduce the local service within the overall local budget, in accordance with the Council's overall Winter Maintenance Policy.
- 2.36 To approve any changes to local Parking Services, including introducing and varying charges, invitation to pay parking schemes, and commissioning new car park provision and increasing or reducing the local service – all in accordance with the Council's Parking Policy, approach to engagement and the disaggregated budget for car parking.
- 2.37 To approve Section 11 orders of 6 days or more for advertisement as required by Section 11(2)(b) of the Land Reform (Scotland) Act 2003 and where there are no outstanding objections to confirm such orders. Where objections are outstanding to a proposed order the area/local committee shall make a recommendation to the Economy and Infrastructure Committee.
- 2.38 In accordance with the Council's Parking Policy, agree the prioritisation of spend of the local allocation of income generated as a result of car parking charges.
- 2.39 To monitor the status of construction projects and environmental works in the agreed Capital and maintenance programmes.
- 2.40 Excepting the powers reserved to The Highland Council under part I and those delegated to the Economy and Infrastructure Committee under Part II, to approve planning policy and guidance but only in so far as that policy or guidance is place specific in content or application. In this context, place specific is defined as policy or guidance affecting only a single City/Local committee area or community within that area.
- 2.41 To review the Core Path Plan and approve amended and/or modified plans for public consultation. Adopt core path changes into the plan where there are no objections, to recommend modifications or to accept Scottish Government recommendations following a PLI. To make recommendations to the Economy and Infrastructure Committee where there are outstanding objections to an amended or modified amended core path plan.
- 2.42 To identify property which is non-operational or which may be declared surplus to requirements for referral to Asset Management Project Board.
- 2.43 To approve local Safer Routes to Schools projects within the strategy and budget agreed by Economy and Infrastructure Committee.



- 2.44 To consider and propose the introduction of Short Term Let Control Areas under the Town and Country Planning (Scotland) Act 1997 (as amended) covering all or part of their area.

## **Education**

- 2.45 To monitor the local delivery and outcomes linked to the National Improvement framework in line with local school improvement plans and standards and quality annual reports, including performance of schools within the locality.
- 2.46 To scrutinise secondary school leavers data within the locality and in relation to:-
- Percentage of leavers attaining literacy;
  - Percentage of leavers attaining numeracy;
  - Attainment for All across the 3 cohorts (Highest 20%, Middle 60% and Lowest 20%);
  - Leaver Initial Destinations; and
  - Breadth and Depth analysis (Percentage of pupils achieving SCQF level awards)
- 2.47 To monitor area Education Scotland school inspection reports.
- 2.48 To monitor and scrutinise ASG attainment over time in relation to numeracy, literacy and positive destinations.

## **The Northern Roads Collaboration Joint Committee**

The Northern Roads Collaboration Joint Committee is a Joint Committee established by Aberdeen City Council, Aberdeenshire Council, Angus Council, Argyll and Bute Council, Comhairle nan Eilean Siar, The Highland Council, and The Moray Council (the “Constituent Authorities”) under sections 56 and 57 of the Local Government (Scotland) Act 1973.

The Joint Committee undertakes to appoint two named representatives from each Constituent Authority to its membership.

The creation of the Joint Committee represents the joint commitment of the Constituent Authorities to work collaboratively for the joint discharge of road and road-related functions, including ports and harbours (the “Roads Collaboration”).

In particular it shall have the following powers:

1. To identify suitable projects and initiatives for Roads Collaboration and to make recommendations to Constituent Authorities.
2. To make recommendations to Constituent Authorities in respect of resource contribution, funding arrangements and budget setting for projects and initiatives for Roads Collaboration.
3. To manage resources and approve operational expenditure within agreed Joint Committee budgets for Roads Collaboration.
4. To monitor the effectiveness of the Roads Collaboration and to identify potential improvements and efficiencies.
5. To approve an annual performance report and financial statement for the reporting year on Roads Collaboration.
6. To approve and amend Standing Orders for the Joint Committee and any of its Sub-Committees.
7. To appoint the Chair and Vice Chair of the Joint Committee and any of its Sub-Committees.
8. To make arrangements for the provision of business support services for the Joint Committee and any of its Sub-Committees.

## **NHS Highland/Highland Council Joint Monitoring Committee**

This Joint Committee has oversight of both Integrated Adult Services and Integrated Children's Services.

### **Role and Function**

- To monitor the carrying out of integrated functions (both delegated and conjoined).
- In the above connection, to receive reports from the Integration Authorities on such aspects of integrated service delivery, and in such form, as the Joint Committee may direct from time to time.
- To report to the Integration Authorities on any aspect of the carrying out of integrated functions, which may include recommendations as to how those functions should be carried out in the future.
- To receive and, as it sees fit, publishing, its reports to the Integration Authorities and the Integration Authorities written responses to it.
- To receive and consider quarterly performance reports from the Integration Authorities.
- To receive and consider performance exception/early warning reports and remedial plans.
- To receive and consider proposals to change performance targets.
- To consider the application of relevant local performance indicators and outcomes.
- To receive and consider annual performance reports from the Integration Authorities.
- To receive and consider complaints monitoring reports from the Integration Authorities.
- To ensure recommendations, and responses from the Integration Authorities, relating to performance reporting are considered, appropriately acted upon and progressed.
- To receive and consider reports from the Project Board on workstreams that have been developed.
- To oversee the continuing implementation of the Integration Scheme and associated risks.

- To review the Integration Scheme including financial commitments, delegated and conjunction services, and make recommendations to THC and NHSH.
- To consider, within 14 days of receipt, disputes regarding the Integration Scheme that have been escalated to it, with a view to resolving such disputes.
- To ensure that the participation and engagement strategies of the Integration Authorities deliver the required involvement of stakeholders throughout the development and review process for their Strategic Plans.
- To make and amend from time to time as it sees fit, Standing Orders, for the regulation of its procedure and business, in line with applicable regulations.
- To agree annually a forward schedule of meeting dates for the following calendar year, which meetings shall be a minimum frequency of quarterly.

## **Membership**

Membership of the Committee is set out within the Public Bodies (Joint Working) (Integration Joint Monitoring Committees) (Scotland) Order 2014, and comprises:-

- 4 elected members nominated by THC and 4 members nominated by NHSH (2 Non-Executive Directors and 2 other appropriate persons).
- officers of both THC and NHSH, who are members by virtue of the statutory roles that they perform:
  - THC's Chief Social Work Officer and s95 Officer;
  - NHSH's Director of Finance;
  - A registered medical practitioner whose name is included in the list of primary medical services performers prepared by the Health Board, and nominated by the Health Board;
  - A registered nurse who is employed by the Health Board or by a person or body with which the Health Board has entered into a general medical services contract, and nominated by the Health Board;
  - A registered medical practitioner employed by the Health Board and not providing primary medical services, and nominated by the Health Board;
- staff (both local authority and health board), third sector, carer and service user representatives, recruited by the Committee, following Scottish Government Guidance, and ensuring representation in relation to both children's and adults' services.
- such additional members appointed by the Committee as it sees fit.

- additional officers nominated by both THC and NHSH:
  - THC's Chief Executive and Assistant Chief Officer - People.
  - NHSH's Chief Executive and Director of Adult Social Care.

## **Chairperson**

The Chair of the Joint Monitoring Committee will be rotated on an annual basis so that it shall be held in alternate years by:

- a. The Chair of the Highland Council's Health, Social Care and Wellbeing Committee; and
- b. The Chair of NHS Highland

Whilst the Chair of the Joint Monitoring Committee is held by the Chair of the Council's Health, Social Care and Wellbeing Committee the Vice Chair shall be the Chair of NHS Highland and vice versa.

## **Deputies**

If a nominated member is unable to attend a meeting, the Health Board or local authority which nominated the member, is to use its best endeavours to arrange for a suitably experienced deputy, who is either a councillor or, as the case may be, a member of the Health Board, to attend the meeting.

If any other member is unable to attend a meeting, that member may arrange for a suitably qualified deputy to attend the meeting.

## **Administrative Support**

This will be provided by THC. This will include preparation and arrangement of all meetings and reports, taking and circulation of minutes and settling of expenses.

## **Part IV**

### **Powers Delegated to Officers**

## **Delegation to Officers General Issues**

### **Principles of Delegation:**

Delegation to an Executive Chief Officer includes delegation to Officers designated by the Executive Chief Officer for the purpose of the function concerned.

Any delegated function may be exercised by an Officer senior to the Officer to whom the function is delegated.

In the absence of the Officer to whom a function is delegated, the function may be exercised by the Officer responsible for performance of their duties during such absence.

Executive Chief Officers have authority to act in all operational matters not expressly reserved to Committees, Sub-Committees or to the Council, notwithstanding that such matters may not be specifically identified in this Scheme.

In exercising authority delegated to them, Officers must have regard to, and must act in accordance with, the policy of the Council, its Committees and Sub-Committees and in accordance with the Council's Contract Standing Orders and Financial Regulations.

Officers may refer any delegated matter to the appropriate Committee in the event of difficulty or contention.

### **Local Government and Housing Act 1989 (Section 5) – Statutory Officers**

The Statutory Officers of the Council have specific duties as set out in legislation and discharge these roles as part of their wider responsibilities within the Council. They have an important, independent role in promoting and enforcing good governance and for making sure that the Council complies with legislation as follows –

#### **(i) Head of Paid Service**

It shall be the duty of every relevant Authority –

- to designate one of their Officers as the Head of Paid Service; and
- to provide that Officer with such staff, accommodation and other resources as are, in their opinion, sufficient to allow their duties under this Section to be performed.

It shall be the duty of the Head of Paid Service, where they consider it appropriate to do so in respect of any proposals in regard to any of the matters specified below, to prepare a report to the Authority setting out their proposals.

Those matters are –

- (a) the manner in which the discharge by the Authority of their different functions is co-ordinated;
- (b) the number and grades of staff required by the Authority for the discharge of their functions;
- (c) the organisation of the Authority's staff; and
- (d) the appointment and proper management of the Authority's staff.

The Head of Paid Service in Highland Council is the Chief Executive.

## **(ii) Monitoring Officer**

It shall be the duty of every relevant Authority –

- (a) to designate one of their Officers (to be known as the Monitoring Officer) as the Officer responsible for performing the duties imposed by this Section and
- (b) to provide that Officer with such staff, accommodation and other resources as are, in their opinion, sufficient to allow those duties to be performed

and the Officer so designated may be the Head of Paid Service but shall not be the Chief Finance Officer.

It shall be the duty of a relevant Authority's Monitoring Officer, if it at any time appears to them that any proposal, decision or omission by the Authority, by any Committee, Sub Committee or Officer of the Authority or by any Joint Committee on which the Authority is represented, constitutes, has given rise to or is likely to or would give rise to -

- a contravention by the Authority, by any Committee, Sub Committee or Officer of the Authority or by any such Joint Committee of any enactment or rule of law or of any Code of Practice made or approved by or under any enactment; or
- any such maladministration or injustice as is mentioned in Part III of the Local Government Act 1974 (Local Commissioners) or Part 11 of the Local Government Act 1975 (which makes corresponding provision for Scotland).

to prepare a report to the Authority with respect to that proposal, decision or omission.

It shall be the duty of the Monitoring Officer –

- (a) in preparing a report under this section to consult as far as practicable with the Head of Paid Service and the Chief Finance Officer; and



- (b) as soon as practicable after such a report has been prepared, to arrange for a copy of it to be sent to each Member of the Authority.

The Monitoring Officer in Highland Council is the Head of Legal and Governance.

### **(iii) Officer Responsible for Financial Administration**

The Council shall – under this Act and also under Section 95 of the Local Government (Scotland) Act 1973 -

- (a) make arrangements for the proper administration of such of its financial affairs as relate to it in its capacity as a Local Authority, Police Authority or Port Health Authority; and
- (b) secure that one of its Officers has responsibility for the administration of those affairs.

The Officer Responsible for Financial Administration in Highland Council is the Head of Corporate Finance.

## **Social Work (Scotland) Act 1968**

### **Chief Social Work Officer**

The Council shall, for the purposes of their functions under this Act and the enactments contained in Section 5(1B), appoint an Officer to be known as the Chief Social Work Officer.

The overall objective of the Chief Social Work Officer is to ensure the provision of effective, professional advice to Local Authorities – Elected Members and Officers – in the delivery of Social Work Services.

The Chief Social Work Officer in Highland Council is the Executive Chief Officer – Health and Social Care and in their absence the duties will lie with Head of Service (Children, Young People and Families).

## **Local Government (Scotland) Act 1973**

### **Proper Officer**

The Council shall – for the purposes of implementing the provisions of Section 43 (Schedule 7) – Meetings and Proceedings of the Council, Committees and Sub Committees – and Section 197 – Inspection and Deposit of Documents (Minutes, Reports, etc) – appoint a Proper Officer.

The Proper Officer in Highland Council is the Head of Legal and Governance.

## **UK General Data Protection Regulation and Data Protection Act 2018**

The Council shall designate a Data Protection Officer.

The Data Protection Officer is the Performance and Information Governance Manager.

### **Senior Information Risk Owner**

The Assistant Chief Executive - Corporate is the Senior Information Risk Owner.

### **Delegated Powers for all Chief Officers, Assistant Chief Executives and Chief Executive:**

1. Contracts
  - 1.1 Subject to the requirements of the Council's Contract Standing Orders and procurement legislation, the undernoted powers will enable all Chief Officers, Assistant Chief Executives and Chief Executive to manage ongoing contracts tendered by the Section 95 Officer or their delegated Procurement Officer within their area of operation. In the case of Works Contracts as defined by the Public Contracts (Scotland) Regulations 2006, the reference to 'Directors' will refer to the Assistant Chief Executive – Place, the Chief Officer – Property and Assets and the Chief Officer – Housing and Communities.
  - 1.2 All procurement must be conducted in accordance with Contract Standing Orders and subject to approval of the Procurement Approval Group prior to the procurement commencing or, in its absence, the Section 95 Officer. Subject to the thresholds identified in Contract Standing Orders all proposed capital procurement must be reviewed and approved by the Commissioning Approval Group.
  - 1.3 The award of contracts must be in accordance with the Contract Standing Orders and approval of an award report by the Chief Officer of the procuring service.
  - 1.4 Approval of terms and conditions recommended by the Assistant Chief Executive – Place, the Chief Officer – Property and Assets and the Chief Officer – Housing and Communities for their Services' projects contained within the approved Capital Programme, subject to a maximum value as prescribed from time to time.
  - 1.5 Power to submit tenders for the provision of contract work pursuant to the Local Authorities (Goods and Services) Act 1970, or under other relevant powers.

- 1.6 Power to tender for contract work in consultation with the Chief Officer - Corporate Finance /Section 95 Officer, pursuant to the Local Authorities (Goods and Services) Act 1970 or under other relevant powers.

## 2. Staffing:

The following powers which will enable Executive Chief Officers, Depute Chief Executive and Chief Executive to manage the staff within their Services should be exercised in accordance with legislation and the People policies adopted by the Council.

- 2.1 Appointment of employees within the approved establishment other than appointments to posts which have been specifically designated by the Council to be appointed by Elected Members (namely ECO level and above).
- 2.2 Conduct of disciplinary and grievance proceedings in respect of employees within the terms of the Council's approved disciplinary and grievance procedures.
- 2.3 Approval of employees' attendance at training courses, conferences, seminars etc., within appropriate budgets. Approval for attendance at conferences, seminars or other business outwith the UK will require the agreement of the Chief Executive.
- 2.4 Determination of applications for leave of absence for special purposes, in accordance with Council policy and in consultation with the Head of People as required.
- 2.5 Approval of planned overtime for staff in accordance with any relevant scheme of the Council and subject to finance being available within budgets.

## 3. Construction (Design and Management) Regulations 2015.

- 3.1 To ensure compliance with the Construction (Design and Management) Regulations 2015 as appropriate.

In this Part IV, unless the context otherwise requires, references to Executive Chief Officers include the Chief Executive and Depute Chief Executive in respect of their service areas.

**List of Statutory Powers and Duties of the Council which are Exercisable by Officers of the Authority**

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer to whom/level of post to which delegated</b>
Local Government (Scotland) Act 1973	Section 84 - to authorise expenditure of an emergency nature, in consultation with the Executive Chief Officer, Corporate Resources-/Section 95 Officer, provided that the authorization is reported to the first following meeting of the appropriate Committee; and otherwise to exercise the Council's powers in emergency situations, in consultation with appropriate Officials and/or Members.	Chief Executive
Health and Safety at Work, etc Act 1974	To ensure that the Council has a Health and Safety Policy and that appropriate management arrangements are in place.	Chief Executive
Local Government (Scotland) Act 1975	To resolve Ombudsman complaints by agreed settlement, where this falls within the terms of Council's policy.	Chief Executive
Representation of the People Act, 1983	To act as Returning Officer for Parliamentary and Local Government elections.  To make amendments to polling places of the Council approved Polling Scheme outside the compulsory review period.	Chief Executive/ Depute Chief Executive
Regulation of Investigatory Powers (Scotland) Act 2000	To authorise the use of a covert human intelligence source where that source is a vulnerable person or a juvenile; and also in cases where knowledge of confidential information is likely to be acquired under the Regulation of Investigatory Powers (Scotland) Act 2000.	Chief Executive or, in their absence, the Executive Chief Officer for Performance and Governance
Regulation of Investigatory Powers (Scotland) Act 2000	To designate and authorise officers to authorise action to undertake directed surveillance or the use of covert human intelligence sources.	Chief Executive and ECOs with relevant training

<b>Non-Statutory Powers – Chief Executive</b>	
To take such action as may be necessary to protect the interests of the Council in relation to a) emergencies arising from industrial action by employees or groups of employees of the Council, in consultation with the Head of Legal and Governance and b) any other emergency which, in the opinion of the Chief Executive, requires such action, in consultation with the appropriate officers and elected Members.	Chief Executive
To agree voluntary redundancy for any post where there are no impacts on essential functions, or they are considered manageable, or there is considered to be scope for restructuring, redesign and redeployment.	Chief Executive and Head of - People
To agree voluntary redundancy for any post which is aligned with a decision taken by Highland Council (e.g. change in policy, reduction in service, cessation of service, reduction in budget).	Chief Executive and Head of People
To agree voluntary redundancy for any teaching post (i.e. on teaching terms and conditions) where the removal of that post would reduce a budget pressure.	Chief Executive and Head of People
To agree voluntary redundancy only when the business case represents value for money and gives a pay-back period of no more than 3 years.	Chief Executive and Head of People
To undertake the administration of Community Council elections and the scheme of administration for Community Councils.	Chief Executive and ECO Communities and Place and Elections Manager

Statute	Description of Power or Duty	Title of Officer to whom/level of post to which delegated
<b>Performance and Governance</b>		
Civic Government (Scotland) Act 1982	To agree, in consultation with the Chair of the Highland Licensing Committee, the specific dates over the Christmas and New Year period which comprise the festive period for the purposes of applications, dispensations, exemptions or variations of licences.	Head of Legal and Governance, Solicitor (Regulatory Services) and Principal Solicitor (Regulatory Services)
“	Sections 24-27 and Schedule 1 – to approve requests, subject to any additional conditions deemed appropriate, from licensed second hand dealers seeking to operate as both a pawnbroker and a second hand dealer, provided there are no relevant objections or adverse representations.	Head of Legal and Governance, Solicitor (Regulatory Services) and Principal Solicitor (Regulatory Services)
“	Section 42 – to approve requests for either exemption from the requirement to hold a licence, or variation of licence in respect of hours either within or outwith policy, in relation to festive periods and for the period of any other significant event or occasion.	Head of Legal and Governance, Solicitor (Regulatory Services) and Principal Solicitor (Regulatory Services)
”	Sections 62 and 63 - to make Orders (and to decide not to make an Order) in respect of public processions, following consultation with the Chair of the Communities and Place Committee, the Chief Constable and Local Members.	Head of Legal and Governance and Principal Solicitor (Regulatory Services)

"	Section 119 - to grant (but not refuse) applications for permission for, and to otherwise regulate, charitable collections.	Head of Legal and Governance and Principal Solicitor (Regulatory Services) and Solicitor (Regulatory Services)
Roads (Scotland) Act 1984	Section 59 - to allow use of roads (including footways) for charitable collections, following consultation with Head of Roads and Transport.	Head of Legal and Governance and Principal Solicitor (Regulatory Services) and Solicitor (Regulatory Services)
Civic Government (Scotland) Act 1982 Gambling Act 2005, Housing (Scotland) Act 2006 – Part 5	<p>To grant, but not refuse, applications, exemptions, renewals or transfer of licences where:-</p> <ul style="list-style-type: none"> <li>(a) the application has attracted no relevant objection or relevant adverse representation;</li> <li>(b) no Member of the Council has requested that the application be decided by a Committee;</li> <li>(c) the application is one, which the Officer concerned considers should be granted, either without conditions, or with conditions which are of a straightforward nature, and</li> <li>(d) in the case of applications and renewal applications for taxi driver or private hire car driver licences, the applicant has demonstrated that he/she is not disqualified by reason of his/her immigration status from driving a taxi or private hire car.</li> </ul>	Head of Legal and Governance, Principal Solicitor (Regulatory Services) and Solicitor (Regulatory Services)
	To refuse applications and renewal applications for taxi driver or private hire car licences where the applicant has failed to demonstrate that he/she is not disqualified by reason of his/her immigration status from driving a taxi or private hire car and this has been verified by the Home Office.	

<p>Civic Government (Scotland) Act 1982</p>	<p>To temporarily immediately suspend licences granted, in the interests of a serious threat to public order or public safety, following consultation with the Chief Officer – Legal and Corporate Governance, the Chief Constable, the Chief Fire Officer or a medical professional (as appropriate).</p> <p>To recall an immediate suspension, prior to the request being heard by the Highland Licensing Committee, where either the Chief Constable, the Chief Fire Officer or a medical professional has confirmed the request can be withdrawn.</p>	<p>Chief Officer - Legal and Corporate Governance (Regulatory Services) and Principal Solicitor (Regulatory Services)</p>
<p>Civic Government (Scotland) Act 1982</p>	<p>To decide whether or not to accept applications for renewal made up to 28 days after the expiry of a licence.</p>	<p>Head of Legal and Governance, Solicitor (Regulatory Services) and Principal Solicitor (Regulatory Services)</p>
<p>Civic Government (Scotland) Act 1982</p> <p>(Short term let licensing only)</p>	<p>Paragraph 2A of Schedule 1 - to refuse to consider an application if there would be a breach of planning control.</p>	<p>Head of Legal and Governance, Principal Solicitor (Regulatory Services), Solicitor (Regulatory Services)</p>
<p>Civic Government (Scotland) Act 1982</p> <p>Housing (Scotland) Act 2005</p>	<p>To refuse applications for the grant or renewal of a licence reaching their statutory determination date where:</p> <ol style="list-style-type: none"> <li>1. the applicant/agent has failed to return a certificate of compliance in respect of the display of the notice of their licence application or in relation to a mobile food unit;</li> <li>2. the application premises has a gas supply and the applicant/agent has failed to deliver a gas safety inspection certificate on terms satisfactory to The Highland Council's Environmental Health Service;</li> </ol>	<p>Chief Officer - Legal and Corporate Governance, Principal Solicitor (Regulatory Services), Solicitor (Regulatory Services)</p>



	<p>3. the application premises has electrical fittings or items within the parts of the premises which are for use by, or to which the guests/tenants are permitted to have access, and the applicant/agent has failed to deliver an Electrical Installation Condition Report or an Electrical Installation Certificate dated within the last five years and on terms satisfactory to The Highland Council's Environmental Health Service;</p> <p>4. the applicant/agent has not produced a Portable Appliance Testing/Electrical Equipment Testing report on terms satisfactory to The Highland Council's Environmental Health Service for all moveable appliances to which guests/tenants have access within the property, where requested;</p> <p>5. the applicant/agent has failed to deliver evidence of valid buildings insurance for the application premises;</p>	
(Short term let licensing only)	<p>6. the application premises are in a short term let control area (for the purposes of section 26B of the Town and Country Planning (Scotland) Act 1997 ("the 1997 Act")) and where the use of the premises as a short term let requires planning permission under the 1997 Act, the applicant/agent has failed to provide evidence that either</p> <p>a) an application has been made for planning permission under the 1997 Act and has not yet been determined, or</p> <p>b) planning permission under the 1997 Act is in force;</p>	
(Houses in multiple occupation only)	<p>7. the applicant/agent is not the owner of the application premises or the land on which the premises are located and the applicant/agent has failed to deliver a declaration from the owner (or, as the case may be, each owner), or a person authorised to act on the owner's behalf confirming that they consent to the application; or</p> <p>8. the applicant/agent has not provided a written occupancy/tenancy agreement for all the tenants which meets the Council's standards for houses in</p>	

	multiple occupation.	
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<p>Housing (Scotland) Act 2006 – Part 5</p>	<p>Section 133 – to grant requests to relax conditions where no objections have been received</p> <p>Section 135 – to postpone the expiry date of an existing HMO licence for the same premises for a period of up to four months and extend this period until any appeal or review of a decision to refuse planning permission is known</p> <p>Section 137 – to extend the period that a licence is deemed granted to the licence holder's executor following consultation with the Chair of the Highland Licensing Committee</p> <p>Sections 142 and 143 – to grant or revoke a Temporary Exemption Order after consultation with the appropriate Officials and Agencies</p> <p>Section 144 – to revoke a rent suspension order (i) if an HMO licence has subsequently been granted to the owner of the living accommodation concerned, or (ii) if satisfied, on the application of any person, that the living accommodation concerned is no longer an HMO, or (iii) in the case of a rent suspension order made in respect of breach of an HMO licence condition, if satisfied that the condition is no longer being breached or that the living accommodation concerned is no longer an HMO</p> <p>Section 144 – to make rent suspension orders, in consultation with the Chair or Vice Chair of the Highland Licensing Committee, in respect of properties which are not licensed as HMO (Houses in Multiple Occupation) but which have been identified by the Environmental Health Service as being occupied as HMO.</p>	<p>Head of Legal and Governance, Principal Solicitor (Regulatory Services). Solicitor (Regulatory Services)</p>
<p>Local Government (Scotland) Act 1973</p>	<p>Section 189(1) - to defend or appear or to instruct a defence or appearance in Legal or other proceedings brought against the Council.</p>	<p>Head of Legal and Governance and practising Solicitors</p>

		authorised by them
"	Section 189(2) - to authorise Officers to conduct litigation in Courts of Summary jurisdiction, although not practising Solicitors.	Head of Legal and Governance
"	Section 82 - to adjust draft private legislation promoted by the Council.	Head of Legal and Governance
Antisocial Behaviour etc (Scotland) Act 2004, Part 8 (Registration of Landlords)	To register, but not refuse to register, relevant persons in the register of private landlords. To revoke rent penalty notices under Section 95 where satisfied that the conditions for service specified in Section 94 are no longer met and to refuse applications for revocation of rent penalty notices, where satisfied that those conditions still apply.	Head of Legal and Governance and Principal Solicitor (Regulatory Services) and Solicitor (Regulatory Services)
Fireworks (Scotland) Regulations 2004	To grant, but not refuse, applications for dispensation where:- (a) the application has attracted no relevant objection or relevant adverse representation, (b) no Member of the Council has requested that the application be decided by a Committee and (c) the application is one which the Officer concerned considers should be granted, either without conditions or with conditions which are of a straightforward nature.	Head of Legal and Governance, Solicitor (Regulatory Services) and Principal Solicitor (Regulatory Services)
Licensing (Scotland) Act 2005, Sections 14 and 15	To issue notices and make review applications under Section 14 and to exercise the powers of entry and inspection of licensed premises conferred by Section 15.	Licensing Standards Officers
Smoking, Health and Social Care (Scotland) Act 2005, Section 7	To exercise the powers of entry and search of no-smoking premises and the power to require identification conferred by Section 7	Licensing Standards Officers
Gambling Act 2005, Part 15	By virtue of authorisation to exercise statutory functions under Section 7 of the Smoking, Health and Social Care (Scotland) Act 2005 to exercise the powers of an authorised person under Part 15 of the Gambling Act 2005	Licensing Standards Officers

The Proceeds of Crime Act 2002 and the Money Laundering Regulations 2003	(1) to report to the Serious Organised Crime Agency (SOCA) any suspicion someone is benefiting financially from dishonest activities.	Strategic Lead Corporate Audit and Performance
Gaelic Language Plan	To report progress on the delivery of the Council GLP to the Gaelic Committee	Executive Chief Officer
Gaelic Committee	To provide reports and support to the Committee as set out in the Committee's Terms of Reference	Executive Chief Officer
Climate Change Committee	To provide reports and support to the Committee as set out in the Committee's Terms of Reference	Executive Chief Officer
<b>Trading Standards</b>		
Aerosol Dispenser Regulations 2009 Agricultural Produce (Grading and Marking) Acts 1928 –1931; Agriculture Act 1970; Antisocial Behaviour etc (Scotland) Act 2004 [Part 10 Sale of Spray Paint to Children]; Biocidal Products Regulations 2001 Biocidal Products and Chemicals (Appointment of Authorities and Enforcement) Regulations 2013 Children and Young Persons (Protection from Tobacco) Act 1991; Civic Government (Scotland) Act 1982; Clean Air Act 1993; Construction Products Regulations 2013 Consumer Credit Act 1974; Consumer Credit Act 2006; Consumer Protection Act 1987; Consumer Protection (DistanceSelling) Regulations 2000; Consumer Protection from Unfair Trading Regulations 2008; Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013; Consumer Rights Act 2015 Control of Asbestos Regulations 2012 Control of Pollution Act 1974; Copyright, Designs and Patents Act 1988; Cosmetic Products Enforcement Regulations 2013 Classification, Labelling and	Subject to any restriction set out below, to carry out the functions of the Council, as Local Weights and Measures Authority; Local (Consumer Safety) Authority; Enforcement Authority and otherwise, including (without prejudice to the foregoing generality) to exercise the enforcement powers referred to in the Regulations and Acts listed, and any other Regulations made thereunder.	Enforcement Officer(Trading Standards); Assistant Trading Standards Officer

Packaging of Substances 6 and Mixtures (Amendment and Consequential Provision) Regulations 2023 Detergents Regulations 2010 Digital Markets, Competition and Consumers Act 2024 Education Reform Act 1988; Electrical Equipment (Safety) Regulations 2016 Electromagnetic Compatibility Regulations 2016; Energy Act 1976; Energy Conservation Act 1981; Enterprise Act 2002; Environmental Protection Act 1990 Environmental Protection (Microbeads) (Scotland) Regulations 2018 Environmental Protection (Cotton Buds) (Scotland) Regulations 2019 Environmental Protection (Single - use Plastic Products) (Scotland) Regulations 2021; Environmental Protection (Single - use Vapes) (Scotland) Regulations 2024; Estate Agents Act 1979; European Communities Act 1972; European Union (Withdrawal) Act 2018; European Union (Withdrawal Agreement) Act 2020; Explosives Acts 1875 & 1923; Fireworks Act 2003; Fireworks and Pyrotechnic Articles (Scotland) Act 2022; Fireworks (Scotland) Miscellaneous Amendments Regulations 2021; Fireworks (Scotland) Regulations 2004; Food & Environment Protection Act 1985; Food Imitation (Safety) Regs 1989; Furniture and Furnishings (Fire)(Safety) Regulations 1988; Gas Appliances (Enforcement) and Miscellaneous Amendments Regulations 2018; GB Biocidal Products Regulation (BPR) 2020; Hallmarking Act 1973; Health & Safety At Work Etc. Act 1974; Housing Scotland Act 2006; Knife Dealer (Licence Conditions) Scotland Order 2013;		
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<p>Medical Devices Regulations 2002;  Medicines Act 1968;  Motor Cycle Noise Act 1987;  Motor Cycle (Eye Protectors) Regulations 1999;  Motor Cycle (Protective Helmets) Regulations 1989;  Motor Vehicle Tyre (Safety) Regulations 1994;  Oil Heater (Safety) Regulations 1977;  Pedal Bicycle (Safety) Regulations 2010;  Personal Protective Equipment (Enforcement) Regulations 2018;  Pesticides (Fees and Enforcement) Act 1989;  Petroleum (Regulation) Acts 1928 - 36;  Poisons Act 1972;  Pressure Equipment (Safety) Regulations 2016;  Prices Acts 1974 and 1975;  Property Misdescriptions Act 1991;  Pyrotechnic Articles (Safety) Regulations 2015;  Radio Equipment Regulations 2017;  Recreational Craft Regulations 2017;  Regulation (EU) 2017/625 (Official Controls Regulation)  Retained CLP Regulation (EU) No. 1272/2008 as amended for Great Britain;  Retained EU Law (Revocation and Reform) Act 2023;  Road Traffic Act 1988;  Road Traffic Offenders Act 1988;  Road Vehicle (Brake Linings Safety) Regulation 1999;  Simple Pressure Vessel (Safety) Regulations 2016;  Standardised Packaging of Tobacco Products Regulations 2015;  Supply of Machinery (Safety) Regulations 2008;  Telecommunications Act 1984;  Textile Products (Labelling and Fibre Composition) Regulations 2012;  Timeshare Act 1992;  Tobacco Advertising &amp; Promotion Act 2002;  Tobacco and Primary Medical Services (Scotland) Act 2010;</p>		
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<p>Tobacco and Related Products Regulations 2016;  Toys Safety Regulations 2011;  Trade Descriptions Act 1968;  Trade Marks Act 1994;  Video Recordings Acts 1984 and 1993;</p>		
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General Product Safety Regulations 2005	Regulations 21 to 23 - Test purchases; Powers of entry and search etc.	Enforcement Officer (Trading Standards)
General Product Safety Regulations 2005	Regulation 11- Issue of Suspension Notice	Trading Standards Officer
General Product Safety Regulations 2005	Regulation 12, 13 and 14 – Issue of Notice to Mark, to Warn and to Withdraw	Trading Standards Team Leader
General product Safety Regulations 2005	Regulation 15 - Issue of Recall Notice and all other enforcement duties and responsibilities assigned by the regulations to the council as the enforcement authority	Trading Standards Manager
Weights and Measures Act 1985 Measuring Container Bottles (EEC Requirements) Regulations 1977 Measuring Equipment (Capacity Measures and Testing Equipment) Regulations 1995 Measuring Instruments Regulations 2016 Measuring Instruments (EEC Requirements) Regulations 1988 Non-automatic Weighing Instruments Regulations 2016 Weights and Measures (Packaged Goods) Regulations 2006	Those responsibilities, duties and powers assigned by the act to an Inspector	Trading Standards Officer
Weights and Measures Act 1985	Those responsibilities, duties and powers assigned by the act to the Chief Inspector	Trading Standards Manager
Trade in Animals and Related Products (Scotland) Regulations 2012 REACH Enforcement Regulations 2008 REACH etc. (Amendment etc.) (EU Exit) Regulations 2019	Subject to any restriction set out below, to carry out the functions of the Council, as Local Weights and Measures Authority; Local (Consumer Safety) Authority; Enforcement Authority and otherwise, including (without prejudice to the foregoing generality) to exercise the enforcement powers referred to in the Regulations and Acts listed, and any other Regulations made thereunder	Trading Standards Officer
Tobacco and Primary Medical Services (Scotland) Act 2010;	Schedule 1 Paragraph 8 – Authority to withdraw a Fixed Penalty Notice	Trading Standards Manager

Civic Government (Scotland) Act 1982	Section 94 and 99 – to serve notices on occupiers or owners of premises or land on which disused petrol tanks are situated.	Enforcement Officer (Trading Standards)
Civic Government (Scotland) Act 1982	In respect of taxi and private hire car licensing, to carry out the duties and exercise the powers of Civic Licensing Standards Officers under sections 45G and 45H of the Act	Trading Standards Team Leader Trading Standards Officer Enforcement Officer (Trading Standards) Assistant Trading Standards Officer
Various Acts	To increase fees and charges as follows:-  a) fees payable under the Health & Safety at Work Etc Act 1974 in relation to the storage of Explosives and keeping of Petrol to the statutory maximum, set out in the current version of the Health and Safety (Fees) Regulations b) fees and charges payable under the Poisons Act 1972 and Weights and Measures Act 1985, according to the Council's Charging Policy.	Trading Standards Manager
Manufacture and Storage of Explosives Regulations 2005; Explosives Regulations 2014; Petroleum (Regulation) Acts 1928 and 1936; Petroleum (Consolidation) Regulations 2014; Poisons Act 1972; Fireworks Regulations 2004	To grant, but not refuse, applications, renewals or transfers of licences, registrations, approvals and other permissions sought (including variation thereof).	Trading Standards Manager
The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020	Power to serve notice	Trading Standards Officer
The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020, Regulation 7(12)(b)	Designate a person for the purposes of the regulations	Trading Standards Manager

<b>Non-Statutory Powers</b>	
<b>Performance and Governance</b>	
To initiate litigation on the Council's behalf, where necessary in the absence of an instruction from the council or any of its committees.	Chief Officer – Legal and Corporate Governance, Legal Managers and Solicitors designated by the Chief Officer – Legal and Corporate Governance
To execute deeds, to sign other formal documents* and to sign and accept non-procurement contracts on the Council's behalf in the manner approved by the council.	Chief Officer – Legal and Corporate Governance, Legal Managers, Solicitors and licensing officers* designated by the Chief Officer – Legal and Corporate Governance
To engage Counsel and other legal agents, whether or not in the course of litigation.	Chief Officer – Legal and Corporate Governance, Legal Managers and Solicitors designated by the Head of Corporate Governance
To negotiate and agree settlement of claims by and against the council.	Chief Officer – Legal and Corporate Governance, Legal Managers and Solicitors designated by the Head of Corporate Governance
To effect small land sales in accordance with the Council's policy.	Legal Managers and Solicitors designated by the Chief Officer – Legal and Corporate Governance
To appoint Parliamentary Agents.	Chief Officer – Legal and Corporate Governance
Housing (Scotland) Act 2006 – Part 5:- Section 144 – Torevoke a rent suspension order (i) if an HMO (house in multiple occupation) licence has subsequently been granted to the owner of the living accommodation concerned, or (ii) if satisfied, on the application of any person, that the living accommodation concerned is no longer an HMO, or (iii) in the case of a rent suspension order made in respect of breach of an HMO licence condition, if satisfied that the condition is no longer being breached or that the living accommodation concerning is no longer an HMO.	Chief Officer – Legal and Corporate Governance and Principal Solicitor (Regulatory Services).
To undertake 'Interviews under Caution' necessary for prevention and detection of crime	Strategic Lead – Corporate Audit and Performance-and delegated Officers

**Resources and Finance Service: Statutory Powers and Duties of the Council which are Exercisable by Officers of the Authority**

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer to whom/level of post to which delegated</b>
<b><u>Resources &amp; Finance Service</u></b>		
Local Government (Scotland) Act 1947	Administer Non Domestic Rates	Head of Revenues and Business Support
Trustee Investments Act 1961	Subject to the discretion vested in relevant Investment Managers, and any Committee decision, arrange for the making of investments of Charitable and Trust Funds vested in the Council and other funds of the Council.	Head of Corporate Finance
Local Government (Financial Provisions) (Scotland) Act 1962; Local Government (Scotland) Act 1966	Determine applications for mandatory and discretionary non domestic rates relief in accordance with the Council's policy; also applications for all other rates reliefs and exemptions.	Head of Revenues and Business Support
Local Government (Scotland) Act 1973	Schedule 3 – To make the necessary arrangements for the duly authorised borrowing and lending of the Council	Head of Corporate Finance
Local Government (Scotland) Act 1973	Section 95 - To act as proper officer for the administration of the financial affairs of the Council	Head of Corporate Finance
Local Government (Scotland) Act 1973.	Section 96 – To prepare in accordance with proper accounts practice the Council's Financial Statement in respect of each financial year.	Head of Corporate Finance
Local Government (Scotland) Act 1973	Section 191 - power to authorise signature on behalf of the Council of claims in sequestrations, etc.	Head of Revenues & Business Support
Housing Benefit (General) Regulations 1987 Welfare Reform Act 2013	Administer the Scheme in respect of Housing Benefit and successor arrangements, including support services for Universal Credit etc.	Head of Revenues & Business Support
Local Government Finance Act 1992	Administer Council Tax including discounts, exemptions, and relief.	Head of Revenues & Business Support
Council Tax Reduction (Scotland) Regulations 2012	Administer the Scheme in respect of Council Tax Reduction and Legacy Scheme for Council Tax Benefit.	Head of Revenues & Business Support

Local Government Pension Scheme (Scotland) Regulations 1998	Subject to the discretion vested in the Council's Pension Funds Investment Managers, and in accordance with investment policies approved by the Resources Committee, arrange for the making and in-house administration of Pension fund investments	Head of Corporate Finance
Local Government Pension Scheme (Scotland) Regulations 1998	To administer the Local Government Pension Scheme in accordance with the Regulations and agreed policy	Head of Corporate Finance
Licensing (Scotland) Act 2005 (previously referred to as 1976 Act)	Under S22 (previously referred to as S16) to lodge objections to Liquor Licensing applications	Executive Chief Officer, Resources & Finance/Section 95 Officer/Heads of Service
The Proceeds of Crime Act 2002 and the Money Laundering Regulations 2003	(1) to report to the Serious Organised Crime Agency (SOCA) any suspicion someone is benefiting financially from dishonest activities; (2) to report to SOCA any unusual cash payments; (3) establish internal procedures to help forestall and prevent money laundering; and (4) to make those staff and Members most likely to be exposed to, or suspicious of, money laundering situations, aware of the requirements and obligations of the regulations.	Revenues Manager and delegated officers
The Local Government and Rating Act 1997	To determine applications for mandatory and discretionary non-domestic rates rural relief in accordance with the Council's policy	Head of Revenues & Business Support
Debtors (Scotland) Act 1987	Administration and collection of sundry debts due to be paid to the Council.	Head of Revenues & Business Support
Act of Sederunt (Summary Cause Rules) 2002	To pursue sundry debts due to be paid to the Council where the value is no more than £5,000.	Head of Revenues & Business Support
Act of Sederunt (Sheriff Officer Court Ordinary Cause Rules) 1993	To pursue sundry debts due to be paid to the Council where the value is greater than £5,000.	Head of Revenues & Business Support
The Business Improvement Districts (Scotland) Regulations	Administer and collect Business Improvement Districts	Head of Revenues & Business Support

2007 Planning Etc. (Scotland) Act 2006		
<b>Related Administrative Powers – Resources &amp; Finance Service</b>		
Take such action to implement the powers and duties as detailed in the Council's Financial Regulations and Contract Standing Orders		Heads of Service
Sign cheques or authorise payments on behalf of the Council in respect of authorised expenditure, and to operate such Bank Accounts in relation to the Council's income and expenditure		Heads of Service
Provide in-house financial management for the Council's PPP and Joint Venture initiatives.		Head of Corporate Finance
The execution and administration of treasury management decisions in accordance with the Council's Treasury Management Policy Statement and Treasury Management Practices and, if he/she is a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management		Executive Chief Officer, Resources & Finance/Section 95 Officer
Operate the Council's Salary Sacrifice Schemes		Head of People
Sign summary warrant petitions for the collection of unpaid council tax, non-domestic rates and Business Improvement Districts		Head of Revenues & Business Support
Impose civil penalties for the non return or false return of requested information in connection with council tax and non-domestic rates		Head of Revenues & Business Support
Certify Summary Warrant Exceptional Attachment Certificates		Revenues Manager
Certify Summary Warrant Attachment Certificates		Revenues Team – Revenues Officer
Instruct sale of Attached Goods at auction		Head of Revenues & Business Support in consultation with the Chair of the Corporate Resources, the Local Member and (in domestic situations), the Executive Chief Officer, Health and Social Care**
Sign Statutory Demands, instruct attachments and exceptional attachments		Revenues Manager
Swear oath as to the facts regarding Council initiated insolvency/bankruptcy actions.		Revenues Team – Revenues Officer
Instruct the sequestration or liquidation of a debtor		Head of Revenues & Business Support after consultation with the Chair of the Corporate Resources Committee and the Local Member
Instruct Court Action for the recovery of Sundry Debt		Revenues Manager
Write-off irrecoverable debt (all categories including local taxation) for individual debts not exceeding £1,000		Relevant Revenues Managers
And for individual debts not exceeding £5,000		Head of Revenues & Business Support

Write off irrecoverable Housing Revenue Account (HRA) related individual debt not exceeding £1,000	Housing Policy Manager
And for individual debts not exceeding £5,000	Head of Housing and Property Maintenance
Write-off all accounts which are subject to actions involving sequestration, liquidation, administration or receivership following notification by Trustee/Accountant in Bankruptcy or via Edinburgh Gazette. Write-off actions will also include accounts that are subject to insolvency actions, those subject to dissolution and those debts subject to prescription in accordance with the Prescription and Limitation (Scotland) Act 1973 and 2018.	Head of Revenues Business Support and delegated Officers
To establish debt payment plan arrangements on behalf of debtors under Debt Arrangement (Scotland) Regulations 2004	Head of Revenues & Business Support and delegated Officers
To provide supporting financial evidence on behalf of Money Advice clients at Court hearings	Head of Revenues & Business Support and and delegated Officers
To represent clients where necessary at DWP Tribunals and Social Security reviews	Head of Revenues & Business Support and and delegated Officers
To write on debt previously written off	Head of Revenues & Business Support and and delegated Officers
Subject to the requirements of the Council's Standing Orders and applicable procurement legislation to sign any contract, variation, extension or termination of any contract or agreement in circumstances where, following consultation with the relevant Executive Chief Officer (or his/ her deputy or nominee), he/she is satisfied that it is competent and in the interests of the Council to do so	Executive Chief Officer, Resources & Finance/Section 95 Officer, Head of Finance, Head of Commercial and Procurement Shared Service and Strategic Commercial Manager
Develop, issue and monitor procurement guidance, procurement templates, terms and conditions, any other associated documentation and procurement training modules in accordance with the requirements of Scottish Procurement Legislation and the Council's Contract Standing Orders.	Executive Chief Officer, Resources & Finance/Section 95 Officer Head of Finance Head of Commercial and Procurement Shared Service and Strategic Commercial Manager
All procurement authority to officers (to be known as "Procuring Officers") and maintain a register of Procuring Officers	Executive Chief Officer, Resources & Finance/Section 95 Officer, Head of Finance Head of Commercial & Procurement Shared Service, Strategic Commercial Manager, Procurement Specialists and Senior Procurement Analysts

To agree voluntary redundancy for any post where there are no impacts on essential functions, or they are considered manageable, or there is considered to be scope for restructuring, redesign and redeployment.	Executive Chief Officer, Resources & Finance/Section 95 Officer and Chief Executive
To agree voluntary redundancy for any post which is aligned with a decision taken by Highland Council (e.g. change in policy, reduction in service, cessation of service, reduction in budget).	Executive Chief Officer, Resources & Finance/Section 95 Officer and Chief Executive
To agree voluntary redundancy for any teaching post (i.e. on teaching terms and conditions) where the removal of that post would reduce a budget pressure.	Executive Chief Officer, Resources & Finance/Section 95 Officer and Chief Executive
To agree voluntary redundancy only when the business case represents value for money and gives a pay-back period of no more than 3 years.	Executive Chief Officer, Resources & Finance/Section 95 Officer and Chief Executive
<b>HR Services</b>	
Implementation of amendments to National or Local Conditions of Service and National Salary Awards in consultation with the Executive Chief Officer, Corporate Resources.	Head of People
Authorisation of payment to employees temporarily undertaking higher duties in accordance with the relevant conditions of Service, in consultation with the appropriate Executive Chief Officer.	Head of People
Authorisation of <u>ex gratia</u> payments up to £1000 to employees arising out of claims for compensation or for reimbursement, in consultation with the appropriate Executive Chief Officer and the Executive Chief Officer, Resources & Finance/Section 95 Officer.	Head of People
Establishment of new posts and deletion of posts, Changes to existing post designations, hours, work locations or other amendments. Authorisation to agree grades for new posts and amended posts in accordance with the Job Evaluation Scheme and in consultation with the Executive Chief Officer, Corporate Resources. Note: significant changes in structures would require approval from the relevant Strategic Committee	Head of People and Executive Chief Officer, Resources & Finance/Section 95 Officer
Authorisation to second staff to other organisations or for training purposes for periods not exceeding 24 months, in consultation with the appropriate Executive Chief Officer.	Head of People
Authorisation of post-entry training assistance for employees.	People Development Manager
Authorisation to retire employees on the grounds of permanent ill health, in consultation with the appropriate Executive Chief Officer	Head of People



## Education: Statutory Powers and Duties of the Council which are Exercisable by Officers of the Authority

Statute	Description of Power or Duty	Title of Officer to whom/level of post to which delegated
<b><u>Education</u></b>		
Standards in Scotland's Schools, etc Act 2000		
	Section 2 and 2A - to secure that Education is directed to development of a child or young person to their fullest potential	Executive Chief Officer Education
"	Section 3 - to endeavour to secure improvements in the quality of school education.	Executive Chief Officer Education
"	Section 5 - preparation of annual statement of education improvement objectives and annual report on meeting objectives.	Executive Chief Officer Education
"	Section 6 - preparation of school development plans.	Headteachers
"	Section 6 - Report on implementation of school development plans.	Area Education Managers/EQIM/Quality Improvement Officer/ Headteachers
"	Section 7 - Report on measures and standards of performance.	Executive Chief Officer Education
"	Section 8 - preparation of scheme of delegation to Headteachers.	Executive Chief Officer Education
"	Section 37 - decisions concerning transport of children attending nursery classes or schools.	Head of Resources
"	Section 38 - admission of child under school age to primary school.	Area Education Managers
Education (Scotland) Act 1980	Section 14 - to provide education elsewhere than at an educational establishment.	Heads of Service /Area Education Managers
"	Section 18 - to do work to improve pupils' safety.	Heads of Service; Area Education Managers; Headteachers

"	Section 23 - to provide education for pupils belonging to area of another Education Authority.	Head of Service; Area Education Manager
"	Section 28A - determination of placing requests.	Area Education Manager
"	Section 28H - exclusion of pupils from school.	Area Education Manager or Headteachers
"	Section 34 - to grant exemption from school attendance.	Area Education Manager
"	Sections 36-39, 41, 43 – exercise of powers in respect of non-attendance (where not otherwise delegated to or exercised by Parent Council	Area Education Manager
"	Section 49 - to assist persons to take advantage of educational facilities.	Headteachers or Area Education Manager
"	Section 50 - powers in respect of education of pupils in exceptional circumstances.	Head of Service; Area Education Manager
"	Section 51 - arrangements for provision of transport and other facilities.	Head of Service; Area Education Manager
"	Section 52 - power to recover costs of board and lodging.	Area Education Manager
"	Section 53 - duty to provide free school meals in certain circumstances	Area Education Manager
"	Sections 54, 55 and 56 - powers in respect of provision of clothing for pupils.	Area Education Manager
"	Section 58 - power to ensure cleanliness of pupils.	Headteachers
"	Sections 60, 61, 62, 65A, 65B, 65C and Schedule A2 - functions in respect of special educational needs.	Executive Chief Officer Education Area Education Manager
"	Section 65G - to arrange attendance at establishments outside UK for persons with special educational needs.	Executive Chief Officer Education

"	Section 87 - suspension of	Area Education Managers,
	teaching and non-teaching staff from exercise of their duties.	Headteacher
"	Sections 87, 89 - appointment of teachers to non-promoted posts and to certain promoted posts.	Headteachers; Education Officer; EQIM
Scottish Schools (Parental Involvement) Act 2006	Section 11(2) – advice to Parent Council	Headteacher
Children and Young Persons (Scotland) Act 1937	Section 34 - grant, revocation and variation of licences in respect of children under 12 undergoing training to take part in dangerous performances.	Area Education Manager
Children's and Young Persons Act 1963	Sections 37-39 - determination of applications for licences to perform in public.	Area Education Manager
Education (Scotland) Act 2016	Sections 7 -15 – duty to promote and support Gaelic medium education and learning and to carry out assessments where required.	Head of Service
"	Section 25 – duty to appoint a Chief Education Officer	Executive Chief Officer Education or CEO
Highland Council Employment of Children Byelaws	Exercise of powers under the Byelaws.	Area Education Manager

<b>Culture and Sport</b>		
Local Government, etc (Scotland) Act 1994	Section 53 - to arrange for the preservation and management of records transferred to or vested in the Council or created or acquired by the Council.	Head of Service
"	Section 53(2) - to dispose of records not considered worthy of preservation.	Executive Chief Officer Education Archivist
Local Government and Planning (Scotland) Act 1982	Sections 14-19 – to award grants in accordance with Council policies, not exceeding £1,500 per application.	Head of Resources
Children Act 1989	Section 27 – to provide day care for children in need who are aged 5 or under and who have not yet started school, and to provide care for school children in need outside school hours or during school holidays.	Head Teachers
Children and Young People (Scotland) Act 2014	Section 33 – To prepare a Child's Plan where appropriate	Head Teachers

<b>Non-Statutory Powers</b>	
<b>Education</b>	
To promote the welfare of children residing in school residences.	Area Education Manager EQIM Education Officer Residences Manager
Liaison with and submission of an annual report on the performance of High Life Highland	Executive Chief Officer- Education
Liaison with and submission of an annual report on the performance of Eden Court	Executive Chief Officer – Education

## Housing and Property Services

### Statutory Powers and Duties of the Council which are Exercisable by Officers of the Authority

Statute	Description of Power or Duty	Title of Officer to whom/level of post to which delegated
<b>Housing</b>		
Housing (Scotland) Act 1987	Section 17 – to undertake the general allocation and management of Council housing in terms of Council policy.	Area Housing Managers
Housing (Scotland) Act 1987, Housing (Scotland) Act 2006	Sections 28-35 - to perform the Council's duties in respect of applicants who claim to be homeless or threatened with homelessness.	Area Housing Managers
"	Section 36 - to authorise Officers to enter premises and to deal with moveable property of homeless persons or persons threatened with homelessness; to decline to take action, and to impose conditions.	Area Housing Managers
"	Section 39 - to give assistance to voluntary organisations concerned with homelessness within agreed budget.	Head of Housing and Building Maintenance
"	Parts XIII-XV – of the Housing Scotland Act - to determine applications for – (i) improvement grants, (ii) repairs grants and (iii) improvement grants relating to works for a disabled occupant, in accordance with Council policy	Housing Development Manager
"	To determine applications for miscellaneous grants - fire escapes, improvement of amenity, thermal insulation, reinstatement, etc, in terms of the legislation.	Housing Development Manager
"	Section 317 - to authorise entry for survey, inspection and valuation.	Housing Development Manager
Housing (Scotland) Act 2001, as amended by Housing (Scotland) Act 2014	Section 11 – to determine applications for assignation, sublet and joint tenancy of Scottish Secure Tenancies in terms of legislation and Council policy	Area Housing Managers
Housing (Scotland) Act 2001	Section 14 – to instruct court action for recovery of possession of Secure Tenancy	Area Housing Managers
	Section 17-21 – to act in respect of abandoned tenancies	Area Housing Managers
	Section 27 – to implement regulations issued under the “Right to Repair” scheme	Area Repairs Managers
	Section 28-29 – to consent or withhold consent to tenants’ repairs and improvements, and to determine whether, and if so to what extent, the	Area Repairs Managers

	cost of works should be reimbursed	
	Section 35 – to serve Conversion Notices in the event of anti-social behaviour.	Area Housing Managers
“	Section 53(3) – to keep a Register of Tenant Housing Organisations	Housing Policy Manager
Antisocial Behaviour etc. (Scotland) Act 2004	Section 4-8 - to instruct legal action to obtain an Antisocial Behaviour Order or Interim Antisocial Behaviour Order	Area Housing Managers
	Section 68 – to instruct legal action to serve an Antisocial Behaviour Notice	Area Housing Managers
Tenements (Scotland) Act 2004	Section 4 – to implement provisions relating to Tenement Management Schemes	Area Repair Managers
Housing (Scotland) Act 2014	Sections 7-11 – to manage the creation, extension, conversion and termination of Short Scottish Secure Tenancies	Area Housing Managers

### Non-Statutory Powers

Description of Power or Duty	Title of Officer to whom/level of post to which delegated
<b>Housing</b>	
To undertake the strategic and operational responsibilities of the Council including enabling the provision of housing in the social sector.	Head of Housing and Building Maintenance
To manage the Council's sites for Gypsy/Travellers and to work with other services and agencies to address Gypsy/Traveller issues.	Service Lead Housing & Homelessness
To manage the Council's HRA housing and associated properties and also housing leased from other owners.	Service Lead Housing & Homelessness
To implement Council policy and undertake the Council's legal duties in relation to Homelessness, including dealing with appeals against decisions on homeless applications.	Service Lead Housing & Homelessness
To manage the repairs and maintenance of Council housing and related HRA land and property	Service Lead Housing Investment & Building Maintenance
To determine applications for grants to outside bodies where the principle of support to the organisation has been accepted by the Council, where there is budget provision and where there are no circumstances which would require the Council to reassess its support.	ECO Property and Housing
To authorise officers of the Housing and Property Service to enter and inspect any property held on the Housing Revenue Account.	ECO Property and Housing
To authorise payment of compensation to tenants and maintain a register of such payments	Head of Housing and Building Maintenance
To determine applications under the Council's small land sales policy in relation to land held on the Housing Revenue Account	Area Housing Managers

To submit an annual report to the Corporate Resources Committee on the Highland Housing Alliance	ECO Economy. Infrastructure and Environment.
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Description of Power or Duty	Title of Officer to whom/level of post to which delegated
<b>Property</b>	
To authorise immediate repairs to property which has become damaged, in order to mitigate any loss, damage or injury to property or persons.	Head of Property & Facilities Management
To authorise minor works of a repair, maintenance, construction or alteration nature subject to provision having been made within the approved estimates of expenditure and in accordance with the Council's Contract Standing Orders.	Head of Property & Facilities Management
To authorise the placing of property related servicing contracts in accordance with the Council's Contract Standing Orders.	Head of Property & Facilities Management
To authorise works contained within approved capital improvement and revenue maintenance programmes for the Council's land and property assets, funded through the approved capital programme and revenue budgets.	Assistant Chief Executive - Place
To act as the Council's Project Manager in relation to building construction works, as prescribed by Contract Standing Orders, entered into by the Council.	Head of Property & Facilities Management
To appoint all consultants and contractors involved in building construction works as prescribed by the Council's Contract Standing Orders.	Head of Property & Facilities Management
Authorised for operational and other property projects in terms of the Construction (Design & Management) Regulations 2015, in cases where the Council is appointed as Client's Agent, Designer or CDM Co-ordinator to carry out the duties appropriate to each such appointment.	Head of Property & Facilities Management
Authorised to grant the use of Council accommodation to outside bodies for the purpose of lets, holding meetings and functions etc., providing same complies with the Council's policies and is within the scope of any relevant approved scheme.	Head of Property & Facilities Management
To determine, in relation to Property, Building, Catering and Cleaning operations, the following matters:- <ul style="list-style-type: none"> <li>tendering strategies;</li> <li>provision of vehicles and materials; and</li> <li>provision of plant and equipment.</li> </ul>	Head of Property & Facilities Management
Authorised to relocate services/occupiers of Council owned/occupied property in pursuit of Council corporate aims, objectives and strategies.	Head of Property & Facilities Management
To investigate and formulate proposals for joint venture schemes utilising Council property assets.	Head of Property & Facilities Management
To investigate and formulate proposals for disposal of General Fund property interests.	Head of Property & Facilities Management
To prepare and maintain a Central Land and Property Register.	ECO Property & Housing
To ensure the proper application of the Council Asset Management Strategy with respect to property including space standards etc.	ECO Property & Housing
To prepare a Corporate Asset Management Plan and manage the Council's property assets by taking a strategic overview.	ECO Property & Housing

Authorised to apportion property accommodation amongst Council services (Corporate Landlord) and to arrange for any necessary alterations or adaptations to such accommodation.	ECO Property & Housing
To act as the Council's Project Manager where the required facility will be procured under a Public Private Partnership or Joint Venture agreement.	ECO Property & Housing
In consultation with the Chairman and the Vice-Chairman of the Housing and Property Committee to enter Service Level Agreements with external bodies requiring a property and construction service.	ECO Property & Housing
To grant wayleaves, servitudes and rights over Council owned land or property and to vary lease terms.	ECO Property & Housing
To undertake valuations of land and buildings for all purposes.	ECO Property & Housing
To act on the Council's behalf in relation to rating revaluations and appeals.	ECO Property & Housing
To determine applications for variation or waiver of feuing conditions (after consultation with the Ward Members) at a consideration to be determined by himself.	ECO Property & Housing
Where concessionary leases are proposed for properties with a capital market value of £10,000 or less or where the marginal difference between the proposed price and the best consideration is 25% or less, subject to a maximum marginal capital difference of £10,000, approve the let, subject to consultation with the Corporate Manager and Ward Members.	ECO Property & Housing
To investigate and formulate proposals for disposal of General Fund property interests.	ECO Property & Housing
To approve, negotiate and undertaken by disposal, sale, lease, assignation, sub-letting, lease surrender, licence or excambion of property interests up to a value not exceeding £250,000 or £50,000 pa, subject to the sale price/rent not being below market value and consultation with Ward Members.	ECO Property & Housing
In consultation with the Chairman and the Vice-Chairman of the Corporate Resources Committee to enter Service Level Agreements with external bodies requiring a property and construction service.	ECO Property & Housing



**Infrastructure, Environment and Economy - Statutory Powers and Duties of the Council  
which are Exercisable by Officers of the Authority**

Statute	Description of Power or Duty	Title of Officer to whom/level of post to which delegated
<b>Applications, Notifications and Opinions</b>		
<p>Town and Country Planning (Scotland) Act 1997 (as amended)</p> <p>Planning etc. (Scotland) Act 2006</p> <p>Planning (Scotland) Act 2019</p> <p>Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended)</p> <p>Planning (Hazardous Substances) (Scotland) Act 1997 (as amended)</p>	<p><b>1. To determine</b> all applications<sup>1</sup> <b>within</b> the Highland Council area, apart from the following:</p> <p>a) planning applications<sup>2</sup> for “national developments”<sup>3</sup> irrespective of the recommendation [<b>report to PAC</b>];</p> <p>b) planning applications for “major developments”<sup>4</sup> that are significantly contrary to the development plan<sup>5</sup> irrespective of the recommendation [<b>report to PAC</b>];</p> <p>c) subject to b) above, planning applications for “major developments”<sup>6</sup> that are recommended for approval [<b>report to PAC</b>];</p> <p>d) planning applications for “local developments”<sup>7</sup> recommended for approval where Scottish Ministers have directed, under s26A(3) of the Town and Country Planning (Scotland) Act 1997 (as amended), that they are to be dealt with as if they were “major developments” [<b>report to PAC</b>];</p> <p>e) planning applications for the use of properties as short-term lets <sup>1</sup>, irrespective of recommendation, where: (i) at least 2 Members of the Highland Council for the Ward in which the development is proposed, having been given prior notification of the recommendation of approval/refusal, request in writing within 5 working days of such notification that the application be referred to the relevant Planning Applications Committee or (ii) applications submitted by or in the name of a Member of the Highland Council or a Senior Official of the Highland Council in their personal capacity or acting as an agent for an applicant (for the purposes of this subsection, the definition of ‘Senior Official’ includes the Chief Executive, the Executive Chief Officers, Heads of Service and Area Managers) or (iii) applications where the Appointed Officer exercises his/her discretion not to determine the application and requests that a decision is instead made by the relevant Planning Applications Committee [<b>report to PAC</b>];</p>	<p>ECO / APM / DMTL / PP</p>

<sup>1</sup> defined with reference to the criteria contained in Reg 2 of The Town and Country Planning (Short-term Let Control Areas) (Scotland) Regulations 2021 and any amendment thereof

Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 (as amended)	f) planning applications for “local developments” recommended for approval where there have been timeous objections on material planning grounds which cannot be addressed by conditions from members of the public, businesses or organisations residing at, or having their principal place of business at, <b>5 or more separate addresses</b> . Where there has been the timeous submission of a petition raising objections on material planning grounds which cannot be addressed by conditions, the petition shall count as 1 objection [ <b>report to PAC</b> ];	
Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 1975 (as amended)		
Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended)	g) planning applications for “local developments” recommended for approval where there are unresolved objections from a statutory consultee and where such objections cannot be addressed by conditions [ <b>report to PAC</b> ];	
The Environmental Impact Assessment	h) planning applications where the development plan is not sufficiently clear or where there is no relevant policy framework within which to determine the application [ <b>report to PAC</b> ];	

<sup>1</sup> See Definitions & Interpretation

<sup>2</sup> See Definitions & Interpretation

<sup>3</sup> Designated as such under s3A(4)(b) of the Town and Country Planning (Scotland) Act 1997 (as amended)

<sup>4</sup> Designated as such under s26A(2) of the Town and Country Planning (Scotland) Act 1997 (as amended)

<sup>5</sup> See Definitions & Interpretation

<sup>6</sup> For the purposes of this paragraph c), under exception of housing developments, “major developments” are those designated as such under s26A(2) of the Town and Country Planning (Scotland) Act 1997 (as amended). For housing developments, “major developments” means: (a) the development comprises 30 or more dwellings; or (b) the area of the site is or exceeds 2 hectares.

<sup>7</sup> Designated as such under s26A(2) of the Town and Country Planning (Scotland) Act 1997 (as amended)

<p>(Scotland) Regulations 1999 (as amended)</p> <p>The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011 (as amended)</p> <p>Electricity Act 1989 (as amended)</p> <p>The Conservation (Natural Habitats, &amp;c.) Regulations 1994 (as amended)</p> <p>Local Government (Scotland) Act 1973 (as amended)</p> <p>The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013 (as amended)</p>	<p>i) applications where the Appointed Officer exercises his/her discretion not to determine the application and requests that a decision is instead made by the relevant Planning Applications Committee. This discretion cannot be exercised in respect of applications recommended for refusal that have been notified to Members under (i) below.</p> <p>j) applications recommended for refusal for reasons which do not include:</p> <ul style="list-style-type: none"> <li>the non-submission of further particulars, documents, materials or evidence requested under Regulation 24 of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013 (as amended); and/or</li> <li>the failure to submit an Environmental Statement in support of an EIA application and/or the non-submission of further information or evidence requested under Regulation 23 of The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011 (as amended); and/or</li> <li>non-submission of further information requested under Regulation 3(2) of the Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) (Scotland) Regulations 1987 (as amended); and/or</li> <li>the failure to conclude a Section 75 Obligation or Section 69 Agreement within 4 months of the Council writing to the applicant advising of the decision to grant planning permission subject to such an obligation or agreement; and/or</li> <li>the failure to pay a developer contribution (under the Council's supplementary guidance in force at the time of the determination) within 28 days of being invoiced by the Council;</li> </ul> <p>where at least 2 Members of the Highland Council for the Ward (or at least 2 Members for each Ward in the case of cross boundary applications) in which the development is proposed, having been given prior notification of the recommendation of refusal, request in writing within 5 working days of such notification that the application be referred to the relevant Planning Applications Committee <b>[report to PAC]</b>;</p> <p>k) applications submitted by or in the name of a Member of the Highland Council or a Senior Official of the Highland Council in their personal capacity or acting as an agent for an applicant (for the purposes of this sub-section, the definition of 'Senior Official' includes the Chief Executive, the Executive Chief Officers, Heads of Service and Area Managers) <b>[report to PAC]</b>;</p> <p>l) any application where at least 2 Members of the Highland Council for the Ward (or at least 2 Members for each Ward in the case of cross boundary applications) in</p>	
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which the development is proposed, having requested, in writing within 14 working days of the application having been published in the Weekly List of Planning Applications, that the application be referred to the relevant Planning Applications Committee **[report to PAC]**. For the avoidance of any doubt, this paragraph k) applies only to Members of the Ward(s) within which the application is located and, having called in the application to the relevant Planning Applications Committee, the Members concerned may, at any time prior to determination of the application, confirm in writing that they no longer wish the application to be referred to the relevant Planning Applications Committee.

**2. To respond to** all consultations on applications **out with** the Highland Council area, apart from the following:

a) planning applications for “national developments” irrespective of the recommendation **[report to PAC]**;

b) planning applications for “major developments” that are significantly contrary to the development plan irrespective of recommendation **[report to PAC]**;

**3. To respond to** all Electricity Act consultations **within** the Highland Council area apart from the following:

a) Electricity Act consultations equivalent in scale to “national development” irrespective of the recommendation **[report to PAC]**;

b) Electricity Act consultations equivalent in scale to “major developments”; where the recommendation is that no objection is to be raised **[report to PAC]**; or, irrespective of the recommendation, are significantly contrary to the development plan **[report to PAC]**.”

c) Electricity Act consultations where objections are to be raised (for reasons which do not include the non-submission of further particulars, documents, materials or evidence requested in writing), where at least 2 Members of The Highland Council for the Ward (or at least 2 Members for each Ward in the case of cross boundary applications) in which the development is proposed, having been given prior notification of the recommendation that an objection is to be raised, request in writing within 5 working days of such notification that the consultation be referred to the relevant Planning Applications Committee **[report to PAC]**;

**4. To respond to** all Electricity Act consultations **out with** the Highland Council area irrespective of the recommendation.

**Definitions & Interpretation:**

Unless otherwise stated, for this Part of the Scheme of Delegation:

	<p>the term “<b>planning applications</b>” means all applications for planning permission; planning permission in principle; planning permission for development already carried out; permission to develop land without compliance with conditions previously attached (s42);</p> <p>the term “<b>applications</b>” means those applications listed in the definition “planning applications” together with applications for: the approval of matters specified in conditions attached to a planning permission in principle, listed building consent, conservation area consent, hazardous substances consent, advertisement consent, aquaculture consent and any other applications made under the statutes listed opposite and not provided for elsewhere in the scheme of delegation to officers;</p> <p>the term “<b>Electricity Act consultations</b>” means applications under Sections 36, 36C and 37 of the Electricity Act 1989 (as amended) on which the Council is consulted.</p> <p>The decision as to whether:</p> <ul style="list-style-type: none"> <li>(i) an application is significantly contrary to the development plan, or otherwise;</li> <li>(ii) An objection is on material planning grounds;</li> <li>(iii) An objection can be addressed by conditions;</li> <li>(iv) The development plan is not sufficiently clear or where there is no relevant policy framework within which to determine the application;</li> </ul> <p>shall be delegated to the Appointed Officer.</p> <p>In sub-section (e) the term “timeous” means a letter of representation (or petition) received by The Highland Council on, or before, the closing date for representations applicable to the application in question. Where a formal closing date does not exist (e.g. where no advert/notification is required), then the closing date shall be taken as being 14 days after the date of validation.</p>	
“	<p>To determine or respond to (as appropriate) all prior notifications; prior approvals (including those relating to agriculture, forestry, demolition, minerals, development by statutory undertakers, telecommunications development, development under local or private Acts or Orders and householder permitted development); applications under Section 62 of The Conservation (Natural Habitats, &amp;c.) Regulations 1994 (as amended); submissions of details required in fulfilment of general development order or permitted development conditions; and other notices of proposed developments not</p>	HPE / APM / DMTL / PP

	provided for elsewhere in this scheme.	
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“	To determine any consent, agreement or approval required by, and to discharge where necessary, a condition imposed on any planning permission or deemed planning permission (other than a condition which must be addressed through an application for the approval of matters specified in conditions attached to a planning permission in principle), listed building consent, conservation area consent, advertisement consent, hazardous substances consent, permission for aquaculture development or prior approval.	HPE / APM / DMTL / PP / PO / PEO / PSO
“	To issue opinions in respect of whether or not a proposed development would fall within the category of ‘national development’ (designated as such under s3A(4)(b) of the Town and Country Planning (Scotland) Act 1997 (as amended) or ‘major developments’ (designated as such under s26A(1)(b)&(2) of the above Act); including those opinions required in response to a notice served on the Planning Authority under s35A of the Town and Country Planning (Scotland) Act 1997 (as amended).	HPE / APM / DMTL / PP / PO
“	To determine if development or work, whether carried out or proposed, is/is not <i>de minimis</i> and/or does/does not require an application for permission, consent or approval, except where, in the opinion of the Appointed Officer, such determination should be made by a Committee of The Highland Council.	HPE / APM / DMTL / PP / PO
“	To issue a direction under s58(2) or s59(5) of the Town and Country Planning (Scotland) Act 1997 (as amended) that the statutory time limit for the implementation of a planning permission/planning permission in principle is not to apply and that another period(s), whether shorter or longer, specified by the Appointed Officer is applied in its place.	HPE / APM / DMTL / PP
“	To specify under Section 16 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) or Regulation 18 of The Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 (amended) that the statutory time limit for the implementation of a listed building or conservation area consent, or the statutory duration of an advertisement consent, is not to apply and that another period(s), whether shorter or longer, specified by the Appointed Officer is applied in its place.	HPE / APM / DMTL / PP
“	To request, under Regulation 24 of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2013 (as amended), the submission of further particulars, documents, materials or evidence which are considered necessary to enable The Highland Council to determine the	HPE / APM / DMTL / PP / PO / PSO / EM*  * Only in relation to aquaculture developments

	application.	
“	To agree/refuse an extended period with an applicant for	HPE / APM / DMTL /

	the determination of their application under s47(2) of the Town and Country Planning (Scotland) Act 1997 (as amended), s18 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended), Regulation 20 of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 (as amended) and/or any other power conferred by any statute listed in this scheme as may be relevant.	PP / PO / PSO / EM*  * Only in relation to aquaculture developments
“	To determine all applications for certificates of lawfulness of existing (s150) or proposed (s151) use or development made under the Town and Country Planning (Scotland) Act 1997 (as amended).	HPE / APM / DMTL / PP
“	To decline to determine an application under s39 of the Town and Country Planning (Scotland) Act 1997 (as amended) or s10A of the Planning (Listed Buildings & Conservation Areas) (Scotland) Act 1997 (as amended).	HPE / APM / DMTL / PP
“	in this context, Planning Officers may only determine Householder, Advertisement Consent and Telecommunication Prior Notification applications which are under consideration by the Small Applications Team and where there are no public representations and where the development proposed is not situated within a Conservation Area or affecting a Listed Building.	PO

#### **Amendments, Modifications and Revocations**

“	To revoke or modify, under s65 of the Town and Country Planning (Scotland) Act 1997 (as amended) or s21 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended), any planning permission or listed building consent where the revocation or modification is unopposed.	HPE / APM / DMTL / PP / CS
“	To determine any application for a non-material variation under s64 of the Town and Country Planning (Scotland) Act 1997 (as amended).	HPE / APM / DMTL / PP
“	To determine any application under s17 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) for the variation/discharge of conditions attached to listed building consent.	HPE / APM / DMTL / PP

#### **Planning Agreements and Obligations**

“	To require the conclusion of an agreement or obligation under s75 through s75G of the Town and Country Planning (Scotland) Act 1997 (as amended) where such an agreement or obligation is deemed necessary in order to restrict or regulate the development or use of land or buildings or for related purposes.	HPE / APM / DMTL / PP / CS
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“	To agree to or refuse the modification or discharge of an agreement or obligation made under s75 through s75G of the Town and Country Planning (Scotland) Act 1997 (as amended) or s50 of the Town and Country Planning (Scotland) Act 1972 (as amended) except where, in the	HPE / APM / DMTL / PP / CS
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	opinion of the Appointed Officer, such a request for modification or discharge should be determined by a Committee of The Highland Council.	
“	To act on behalf of, and represent the views of, The Highland Council in any appeal proceedings relating to an agreement or obligation made under s75 through s75G of the Town and Country Planning (Scotland) Act 1997 (as amended) or s50 of the Town and Country Planning (Scotland) Act 1972 (as amended).	HPE / APM / DMTL / PP / PO / PEO / CS / EM*  * Only in relation to aquaculture developments
“	To require the conclusion of an agreement under s69 of the Local Government (Scotland) Act 1973 (as amended) where such an agreement is deemed necessary in order to secure planning gain, developer contributions or for any other purpose that is calculated to facilitate, or is conducive or incidental to, the discharge of the functions of the Planning Authority; and to exercise all statutory powers consequent upon the conclusion of such an agreement.	HPE / APM / DMTL / PP / CS
“	To agree to or refuse the discharge or modification of any agreement under s69 of the Local Government (Scotland) Act 1973 (as amended) and to exercise all statutory powers consequent upon the discharge or modification of such an agreement; except where, in the opinion of the Appointed Officer, determination should be by a Committee of The Highland Council.	HPE / APM / DMTL / PP / CS
"	To determine whether or not planning policy and/or any material considerations have materially changed between a decision being taken to grant permission subject to the conclusion of a legal agreement or obligation and the agreement or obligation itself being concluded; and where it is determined that there has been a material change, and only where the original decision was made under delegated powers, to determine whether or not that change alters the original decision.	HPE / APM / DMTL / PP

### Appeals, Reviews and Inquiries

“	<p>To determine whether The Highland Council wishes an appeal, or application called-in by Scottish Ministers, to be dealt with by way of Written Submissions, a Hearing or by Public Local Inquiry, unless:</p> <p>i. the appeal or call-in relates to a decision made by a Committee of The Highland Council which was contrary to officer recommendation.</p>	<p>HPE / APM / DMTL / PP / PO / PEO / POL* / FO* / LO*</p> <p>* Only in relation to s169 notices</p>
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“	To act on behalf of, and represent the views of, The Highland Council in any appeal proceedings, hearings, inquiries or following the call-in of an application by Scottish Ministers.	HPE / APM / DMTL / PP / PO / PEO / PSO / CS / POL / FO / LO / CO / EM / Any other Official authorised by HPE.
<b>Consultation Section 36 and 37 application</b>		
	To respond to consultations relating to applications made under section 36 or section 37 of the Electricity Act 1989, following consultation with the Chair and Vice Chair of the relevant Planning Applications Committee, where it is not possible to report the application to the relevant Committee before the expiry of the 4 month, or 2 month deadline (or any other agreed extension).	HPE / APM / DMTL / PP
	To respond to consultations, following consultation with the Chair and Vice Chair of the relevant Planning Applications Committee, where: i. The consultation relates to the submission of Further Environmental Information by the applicant, ii. and does not, in the opinion of the Area Planning Manager: a) Materially increase the scale of the proposed development; and b) Result in any additional significant adverse environmental effects; and c) Does not undermine or remove mitigation which was secured within the Council's previous consultation response on the application.	HPE / APM / DMTL / PP
<b>Environmental Impact Assessment</b>		
“	To issue screening and scoping opinions under The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011 (as amended) and, if required, to determine the scope of any Environmental Statement/Environmental Impact Assessment.	HPE / APM / DMTL / PP / PO / EM*  * Only in relation to aquaculture developments
“	To issue a request for additional information and/or an extension to the period allowed for the adoption of a screening or scoping opinion under Regulations 6 and 14 of The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011 (as amended).	HPE / APM / DMTL / PP / PO / EM*  * Only in relation to aquaculture developments
“	To request, under Regulation 23 of The Town and Country Planning (Environmental Impact Assessment)(Scotland) Regulations 2011 (as amended), the submission of further information or evidence which is considered necessary to enable The Highland Council to determine an EIA Application.	HPE / APM / DMTL / PP / PO / PSO / EM*  * Only in relation to aquaculture developments
“	To serve notice under Regulation 9(1) of The Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2011 (as amended) where an EIA application is made without an Environmental Statement, and to exercise all statutory powers consequent upon the service of such a notice.	HPE / APM / DMTL / PP / PO / EM*  * Only in relation to aquaculture developments

Enforcement		
“	<p>Except where, in the opinion of the Appointed Officer, such determination should be made by a Committee of The Highland Council, to determine:</p> <ul style="list-style-type: none"> <li>i. whether or not there has been a breach of control under any of the statutes listed in this scheme; and</li> <li>ii. having regard to the provisions of the development plan and to any other material considerations, that it is not expedient to take action and/or issue a notice(s) under any of the statutes listed in this scheme.</li> </ul>	<p>HPE / APM / DMTL / PP / POL* / PO</p> <p>* Only in relation to s169 notices</p>
“	To serve notices under s272 of the Town and Country Planning (Scotland) Act 1997 (as amended) requiring the submission of information and to exercise all statutory powers consequent upon service of such a notice.	<p>HPE / APM / DMTL / PP / PO / POL* / PEO</p> <p>* Only in relation to s169 notices</p>
“	To serve Planning Contravention Notices under s125 of the Town and Country Planning (Scotland) Act 1997 (as amended) and to exercise all statutory powers consequent upon the service of such a notice.	HPE / APM / DMTL / PP / PO / PEO
“	To serve Breach of Condition Notices under s145 of the Town and Country Planning (Scotland) Act 1997 (as	HPE / APM / DMTL / PP

	amended) and to exercise all statutory powers consequent upon the service of such a notice.	
“	To serve notices under s33A of the Town and Country Planning (Scotland) Act 1997 (as amended) requiring the submission of a retrospective planning application to remedy a breach of planning control and to exercise all statutory powers consequent upon the service of such a notice.	HPE / APM / DMTL / PP / PO / PEO
“	To serve Temporary Stop Notices under s144A of the Town and Country Planning (Scotland) Act 1997 (as amended) and to exercise all statutory powers consequent upon the service of such a notice.	HPE / APM / DMTL / PP

“	<p>To serve Enforcement Notices under s127, and Stop Notices under s140, of the Town and Country Planning (Scotland) Act 1997 (as amended), with the exception of:</p> <p>i. notices which relate to unauthorised development which does not constitute a breach of planning permission and where Members of The Highland Council for the Ward(s) in which the unauthorised development is located, having been given prior notification of the recommendation to serve such a notice(s), by majority request in writing within 5 working days of such notification that the recommendation to serve the notice be referred to the relevant Planning Applications Committee;</p> <p>and to exercise all statutory powers consequent upon the service of such a notice.</p>	HPE / APM / DMTL / PP
”	<p>To withdraw and/or wave or relax the requirements of an Enforcement Notice under s129 of the Town and Country Planning (Scotland) Act 1997 (as amended), with the exception of:</p> <p>i. notices where the decision to issue was taken by a Committee of the Council and where Members of The Highland Council for the Ward(s) in which the development is located, having been given prior notification of the recommendation to withdraw, wave or relax, by majority request in writing within 5 working days of such notification that the recommendation to withdraw, wave or relax be referred to the relevant Planning Applications Committee;</p> <p>and to exercise all statutory powers consequent upon the exercising of such action.</p>	HPE / APM / DMTL / PP
“	<p>To serve Temporary Stop Notices under s41F of the Planning (Listed Buildings and Conservations Areas) (Scotland) Act 1997 (as amended) and to exercise all statutory powers consequent upon the service of such a notice</p>	HPE / APM / DMTL / PP

“	<p>To serve Listed Building Enforcement Notices under s34, and Stop Notices under s41A, of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended), with the exception of:</p> <p>i. notices which relate to unauthorised works which do not constitute a breach of listed building consent and where Members of The Highland Council for the Ward(s) in which the listed building is located, having been given prior notification of the recommendation to serve such a notice(s), by majority request in writing within 5 working days of such notification that the recommendation to serve the notice be referred to the relevant Planning Applications Committee;</p> <p>and to exercise all statutory powers consequent upon the service of such a notice.</p>	HPE / APM / DMTL / PP
"	<p>To withdraw and/or wave or relax the requirements of an Listed Building Enforcement Notice under s34(7) of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended), with the exception of:</p> <p>i. notices where the decision to issue was taken by a Committee of the Council and where Members of The Highland Council for the Ward(s) in which the listed building is located, having been given prior notification of the recommendation to withdraw, wave or relax, by majority request in writing within 5 working days of such notification that the recommendation to withdraw, wave or relax be referred to the relevant Planning Applications Committee;</p> <p>and to exercise all statutory powers consequent upon the exercising of such action.</p>	HPE / APM / DMTL / PP
“	<p>To serve building preservation notices under s3 and s4 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) where an unlisted building is of special architectural or historic interest and is in danger of demolition or of alteration in such a way as to affect its character as a building of such interest; and to exercise all statutory powers consequent upon the service of such a notice.</p>	HPE / APM / DMTL / PP / CO
“	<p>To serve a notice, under s2(2)(b) of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) on every owner, lessee and occupier of a building, stating that the building has been included in, or excluded from, the List of Buildings of Special Architectural or Historic Interest for Highland Council.</p>	HED

“	To serve notices requiring the proper maintenance of land (Amenity Notices) under s179 of the Town and Country Planning (Scotland) Act 1997 (as amended) and to exercise all statutory powers consequent upon the service of such a notice.	HPE / APM / DMTL / PP
“	To serve Tree Replacement Notices under s168 of the Town and Country Planning (Scotland) Act 1997 (as amended) and to exercise all statutory powers consequent upon the service of such a notice.	HPE / APM / DMTL / PP / POL
“	To instruct the taking of ‘direct action’ under s170 of the Town and Country Planning (Scotland) Act 1997 (as amended) in response to non-compliance with any Tree Replacement Notice (s168).	HPE / APM / DMTL / POL
“	To instruct the taking of ‘direct action’ under s135 of the Town and Country Planning (Scotland) Act 1997 (as amended) in response to non-compliance with any notice requiring the proper maintenance of land (Amenity Notice) served under s179.	HPE / APM / DMTL / PP
“	<p>To take enforcement action and, where necessary, ‘direct action’ under s186 of the Town and Country Planning (Scotland) Act 1997 (as amended) to secure:</p> <ul style="list-style-type: none"> <li>i. the removal, repositioning and/or reconfiguring of any advertisements displayed in contravention of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 (as amended); or</li> <li>ii. the discontinuance of any site for the display of advertisements displayed in contravention of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 (as amended);</li> </ul> <p>and to exercise all statutory powers consequent upon the taking of any such action.</p>	HPE / APM / DMTL / PP
“	To undertake, or instruct, the removal or obliteration of any placard or poster under s187 of the Town and Country Planning (Scotland) Act 1997 (as amended) which is displayed in contravention of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 (as amended).	HPE / APM / DMTL / PP / PO / PEO
“	To issue fixed penalty notices under s145A of the Town and Country Planning (Scotland) Act 1997 (as amended) in response to a failure to comply with the requirements of a Breach of Condition Notice (s145) and to exercise all statutory powers consequent upon the issuing of such a notice.	HPE / APM / DMTL
“	To issue fixed penalty notices under s136A of the Town and Country Planning (Scotland) Act 1997 (as amended)	HPE / APM / DMTL

	<p>in response to a failure to comply with the requirements of an Enforcement Notice (s127), except:</p> <p>i. where the decision to serve the relevant Enforcement Notice was made by a Committee of The Highland Council and that Committee, in deciding to serve the Enforcement Notice, did not at that time give its authorisation to issue a fixed penalty notice in response to non-compliance.</p> <p>and to exercise all statutory powers consequent upon the issuing of such a notice.</p>	
“	<p>To issue fixed penalty notices under s39A of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended) in response to a failure to comply with the requirements of a Listed Building Enforcement Notice (s34), except:</p> <p>i. where the decision to serve the relevant Listed Building Enforcement Notice was made by a Committee of The Highland Council and that Committee, in deciding to serve the Listed Building Enforcement Notice, did not at that time give its authorisation to issue a fixed penalty notice in response to non-compliance.</p> <p>and to exercise all statutory powers consequent upon the issuing of such a notice.</p>	HPE / APM / DMTL
“	<p>To make an application for interdict under s146 of the Town and Country Planning (Scotland) Act 1997 (as amended), in either the Court of Session or the Sheriff Court, where such an application is considered urgent following consultation with the Head of Legal and Democratic Services (or a solicitor acting on his/her behalf).</p>	HPE / APM / DMTL / PP
“	<p>To report and/or instruct the reporting of any planning related offence to the Procurator Fiscal, where it is considered expedient to do so following consultation with the Head of Legal and Democratic Services (or a solicitor acting on his/her behalf).</p>	<p>HPE / APM / DMTL / PP / POL*</p> <p>* Only in relation to s169 notices</p>
	<p>To serve stop notices under Regulation 26A of the Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 (as amended) and to exercise all statutory powers consequent upon the serving of such a notice.</p>	HPE / APM / DMTL / PP
	<p>To authorise the recovery of expenses/costs related to the taking of Direct Action under the Planning Acts and to exercise all statutory powers consequent upon the recovery of such expenses/costs.</p>	HPE / APM / DMTL / PP

<b>The Management of Trees</b>		
<p>Town and Country Planning (Scotland) Act 1997 (as amended)</p> <p>The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 1975, 1981 and 1984 (as amended)</p> <p>The Town and Country Planning (Tree Preservation Order and Trees in Conservation Areas) (Scotland) Regulations 2010 (as amended)</p>	<p>To make, vary or revoke a Tree Preservation Order under s160 of the Town and Country Planning (Scotland) Act 1997 (as amended) and to exercise all statutory powers consequent upon the making of such an order, but not to confirm, under Section 161(1)(b), such an Order if Members of The Highland Council for the Ward(s) in which the tree(s) covered by the Order are located, having been given prior notification of the recommendation to confirm the Order, by majority request in writing within 5 working days of such notification that the recommendation to confirm the Order be referred to the relevant Planning Applications Committee.</p>	<p>HPE / APM / DMTL / PP / POL / FO</p>
“	<p>Affix, under Section 161A, a copy of a Tree Preservation Order to the tree, group of trees or woodland in question.</p>	<p>HPE / APM / DMTL / PP / POL / FO</p>
“	<p>To determine all applications for works (including felling, lopping, topping, pollarding, uprooting etc.) to a tree(s) which is covered by a Tree Preservation Order or is located within a Conservation Area.</p>	<p>HPE / APM / DMTL / PP / POL / FO</p>
<b>High Hedges</b>		
<p>High Hedges (Scotland) Act 2013</p>	<p>To determine whether or not a hedge constitutes a 'high hedge' for the purposes of Section 1 of the High Hedges (Scotland) Act 2013.</p>	<p>HPE / APM / DMTL / PP / POL</p>
”	<p>To dismiss an application for a High Hedge Notice under Section 5 of the High Hedges (Scotland) Act 2013.</p>	<p>HPE / APM / DMTL / PP</p>

“	<p>To determine all applications for a High Hedge Notice, including what initial and/or preventative action may be necessary, under Section 6 of the High Hedges (Scotland) Act 2013, with the exception of:</p> <p>i. applications recommended for approval, the subject of which are high hedges located within a National Park, where unresolved objections have been received from the relevant National Park Authority and where Members of The Highland Council for the Ward(s) in which the high hedge is located, having been given prior notification of the recommendation to approve, by majority request in writing within 5 working days of such notification that the application be referred to the relevant Planning Applications Committee</p>	HPE / APM / DMTL / PP
“	<p>To issue a High Hedge Notice, and to specify what initial and/or preventative action may be necessary, under Section 8 of the High Hedges (Scotland) Act 2013, and to exercise all statutory powers consequent upon the issuing of such a notice.</p>	HPE / APM / DMTL / PP
“	<p>To determine whether or not to vary and/or withdraw a High Hedge Notice under Section 10 of the High Hedges (Scotland) Act 2013, and to exercise all statutory powers consequent upon the issuing of such a notice, with the exception of:</p> <p>i. high hedge notice, the subject of which are high hedges located within a National Park, where unresolved objections to the variation and/or withdrawal have been received from the relevant National Park Authority and where Members of The Highland Council for the Ward(s) in which the high hedge is located, having been given prior notification of the recommendation to vary or withdraw, by majority request in writing within 5 working days of such notification that the application be referred to the relevant Planning Applications Committee</p>	HPE / APM / DMTL / PP
“	<p>To determine whether The Highland Council wishes an appeal to Scottish Ministers under the High Hedges (Scotland) Act 2013 to be dealt with by way of Written Submissions, a Hearing or by Public Local Inquiry (or any means of determination available to Scottish Ministers), unless the appeal relates to a decision made by a Committee of The Highland Council which was contrary to officer recommendation.</p>	HPE / APM / DMTL / PP / PO / PEO / POL



“	To act on behalf of, and represent the views of, The Highland Council in any appeal proceedings, hearings or inquiries held under the High Hedges (Scotland) Act 2013.	HPE / APM / DMTL / PP / PO / PEO / PSO / CS / POL / FO / LO / CO / EM / Any other Official authorised by HPE.
“	To authorise a person or persons (an "authorised person") to take action under Section 22 of the High Hedges (Scotland) Act 2013 and to determine the extent of 'anything else which is reasonably required for the purpose of taking the required action'.	HPE / APM / DMTL
“	To authorise the recovery of expenses under Section 25 of the High Hedges (Scotland) Act 2013 and to exercise all statutory powers consequent upon the issuing of such a notice	HPE / APM / DMTL / PP
“	To apply to register a notice of liability for expenses under Section 25 of the High Hedges (Scotland) Act 2013, and to exercise all statutory powers consequent upon the issuing of such a notice.	HPE / APM / DMTL
<b>Blight and Purchase Notices</b>		
Town and Country Planning (Scotland) Act 1997 (as amended)	To issue Response Notices in respect of Purchase Notices served on The Highland Council under s90, responses to 'Counter-Notices under Section 96' (s97), Counter-Notices in Respect of Blight Notices (s102), Further Counter-Notices in Respect of Blight Notices (s103) and objections to Section 109 notices (s110)	HPE / APM / DMTL / PP
Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended)	To issue Response Notices under s29 in respect of Purchase Notices served on The Highland Council under s28.	HPE / APM / DMTL / PP
<b>Building Standards</b>		
Building (Scotland) Act 2003 (as amended)	To determine all applications for Building Warrants, including staged applications, amendment applications and applications for limited life buildings, and impose Continuing Requirements where required.	BSM / BSTL / PBSS
“	To issue a Refusal Notice where an applicant/agent has failed to respond to an observation letter and 9 months or more have elapsed since the letter was issued.	BSM / BSTL / PBSS / BSS
“	Issue the acceptance or refusal of a Completion Certificate, to issue the Acceptance of a Completion Certificate and discharge the Continuing Requirements.	BSM / BSTL / PBSS / BSS
“	To serve Notice and take all necessary action, including the evacuation of a building(s), in respect of non-conforming buildings or unauthorised building work.	BSM / BSTL / PBSS
“	To serve Notice and take all necessary action in respect of Defective and/or Dangerous Buildings.	BSM / BSTL / PBSS

“	To serve Notice of Intention to enter premises and/or to require the testing of building materials.	BSM / BSTL / PBSS
“	To issue a “Letter of Comfort” for works that pre-date 1 May 2005 in respect of building operations which do not have the benefit of a Building Warrant and/or a Completion Certificate.	BSM / BSTL / PBSS / BSS
“	In respect of verification duties and responsibilities, to issue observation letters in response to Applications for Building Warrants, letters rejecting the submission of a Completion Certificate and letters highlighting non-conformity with the regulations following routine site inspections.	BSM / BSTL / PBSS / BSS
Civic Government (Scotland) Act 1982 (as amended)	To take all necessary action in respect of buildings in need of repair under s87 of the Act.	BSM / BSTL / PBSS
“	To approve and/or respond to consultations in relation to raised structures (stadia) for seated or standing accommodation and to impose conditions under s89 of the Act.	BSM / BSTL / PBSS
“	To approve and/or respond to consultations in relation to the suitability of premises and impose conditions under s41 of the Act.	BSM / BSTL / PBSS
<b>Right to Enter Land (and related powers)</b>		
Town and Country Planning (Scotland) Act 1997 (as amended) Planning etc.(Scotland) Act 2006  Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended)  Planning (Hazardous Substances) (Scotland) Act 1997 (as amended)	To exercise all powers and rights laid down in statute (whether or not listed opposite) and required in order to enter land or property for the purposes of exercising, or assisting in the execution of, any power or function conferred on the Planning Authority.	HPE / APM / DMTL / PP / PO / PEO / POL / FO / LO / PSO / CO / EM
Building (Scotland) Act 2003 (as amended)	To exercise all powers and rights laid down in statute (whether or not listed opposite) and required in order to enter land or property for the purposes of exercising, or assisting in the execution of, any power or function conferred on The Highland Council under the Act.	BSM / BSTL / PBSS / BSS
Land Reform (Scotland) Act 2003 (as amended)	To exercise all powers and rights laid down in statute and required in order to enter land or property for the purpose of exercising, or assisting in the execution of, any power or function conferred on The Highland Council under the Act.	EM / AO / CR

<b>Land Reform and Access</b>		
Land Reform (Scotland) Act 2003 (as amended)	In exceptional circumstances, where there are timing difficulties, to determine any exemption under s11 of the Act for less than 6 days, or to comment on The Highland Council's behalf to Scottish Ministers in relation to an exemption order in excess of 6 days.	ECO I&E / HPE
"	To take such steps as are required to uphold access rights under s13 of the Act.	HPE/ EM/ AO / CS
"	To serve written notice of action to be taken in relation to prohibition signs, obstructions or dangerous impediments under s14 of the Act.	HPE/ EM/ AO / CS
"	To take action in respect of ensuring measures for safety, protection, guidance and assistance to the public and/or to require a landowner to remove any dangerous impediments which restrict access under s15 of the Act.	HPE/ EM/ AO / CS
"	To instruct appropriate action to be taken in respect of maintaining core paths under s19 of the Act.	HPE/ EM/ AO / CS

"	To instruct the landowner to reinstate, or take action to reinstate, ploughed paths or rights of way under s23 of the Act.	HPE/ EM/ AO / CS
"	To appoint non-local authority members to serve on Local Access Forums in accordance with the relevant Guidance. (Section 25)	HPE/ EM/ AO / CS
"	To make, or respond to, summary application to the sheriff, under s28 (or any other applicable section) to obtain judicial determination of the existence and extent of access rights and rights of way.	HPE/ EM/ AO / CS
"	To enter into path agreements, under s21, pursuant to the Council's duties and responsibilities under the Act.	HPE/ EM/ AO / CS
"	In exceptional circumstances, where there are timing difficulties, to make or revoke a 'path order' under s22, subject to the majority agreement of the Members of The Highland Council for the Ward in which the path/land is located.	ECO – I&E
Countryside (Scotland) Act 1967	To agree deviation or total closure of a right of way; except where, in the opinion of the Appointed Officer, such a deviation or total closure should be determined by a Committee of The Highland Council.	ECO – I&E
Town and Country Planning (Scotland) Act 1997 (as amended)	To order the stopping up or diversion of any footpath or bridleway under Section 208 of the Act where such an undertaking is necessary in order to enable a development that has been granted planning permission to be carried out; and to exercise all statutory powers consequent upon the making of such an order.	ECO – I&E

<b>Other Powers, Responsibilities and Functions</b>		
Town and Country Planning (General Permitted Development) (Scotland) Order 1992 (as amended)	To issue in exceptional circumstances, and with the agreement of the Members of The Highland Council for the Ward in which the development is located, an Article 4 Direction to remove permitted development rights where urgent protection requires to be given to sensitive countryside or buildings.	HPE / APM / DMTL / PP
Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended)	To authorise the execution of works urgently necessary for the preservation of a listed building under s49 and, under s50, to authorise the recovery of expenses relating to any such works.	HPE / APM / DMTL / PP / CO
“	To apply to register a Notice of Liability for Expenses, a Notice of Renewal, a Notice of Determination or a Notice of Discharge under s50A to 50G of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 (as amended).	HPE / APM / DMTL / PP / CO
Land Compensation (Scotland) Acts	To determine applications for certificates of appropriate alternative development and to exercise all statutory powers consequent upon the determination of such an application.	HPE / APM / DMTL / PP
Transport Act 1968	To make representations and objections in respect of applications for goods vehicle operators' licences.	HPE / APM / DMTL / PP
Civic Government (Scotland) Act 1982 (as amended)	To issue comments on, and responses to, all consultations on any licensing matters arising from the Act.	HPE / APM / BSM / DMTL / BSTL / PP / PBSS
Licensing (Scotland) Act 2005	To issue Section 50 certificates and issue comments on, and responses to, consultations relating to the suitability of premises for the purposes of a 'premises licence'.	HPE / APM / BSM / DMTL / PP / BSTL / PBSS
The Civic Government (Scotland) Act 1982 (Licensing of Houses in Multiple Occupation) Order 2000	To respond to consultations (including the giving/withholding of approval as necessary) relating to the suitability of premises and, where applicable, impose conditions.	HPE / APM / BSM / DMTL / PP / BSTL / PBSS
Marriage (Scotland) Act 1977 and The Marriage (Approval of Places) (Scotland) Regulations 2002	To approve and/or respond to consultations in relation to the suitability of premises for the purposes of licensing.	HPE / APM / BSM / DMTL / PP / BSTL / PBSS
Local Government (Scotland) Act 2003	To approve grants of up to £10,000 from the Tourism Development and Economic Initiatives Budget.	HPE / ERM
<b>Flood Risk Management</b>		
Flood Risk Management (Scotland) Act 2009	S (1) Responsible Authorities must exercise their flood risk functions (under Part 3) with a view to reducing the overall flood risk.	Hol
“	S17 (1) Duty to prepare maps of bodies of water etc	PE / SE
“	S17 (4) Make available such maps for public inspection	Hol

“	S18 (1a) Duty to assess relevant bodies of water to determine where it gives rise to flood risk and prepare a schedule of clearance and repair works.	PE / SE / E / ST / T / I
“	S18 (4) Duty to make available for public inspection the schedule of clearance and repair works.	Hol
“	S18 (5) Duty to notify neighbouring authorities of flood risks outwith its area.	PE / SE
“	S34 (1) Duty to prepare Local Flood Risk Management Plans	PE / SE
“	S35 (1) Duty to publicise and make publicly available the LFRMP for consultation	Hol
“	S43 (2) Duty to gather and provide information to SEPA relating to flood risk.	PE / SE / E / ST / T / I
“	S44 Power to request information it may reasonably require, to exercise its functions under S34-38.	PE / SE
“	S56 (1ba) General power to reduce flood risk which is likely to occur imminently and have serious adverse consequences	PE / SE
“	S56 (2a) Power to carry out operations which relates to a flood scheme	PE / SE
“	S56 (2b) Power to carry out any other flood protection work	PE / SE
“	S56 (2c) Power to carry out temporary works relating to a flood scheme	PE / SE
“	S56 (2di) Power to enter into agreements / arrangements with any other person where they do work.	Hol
“	S56 (2dii) Power to enter into agreements/ arrangements with any other person which assists in retention of flood waters.	Hol
“	S56 (2e) Power to make contributions towards 3rd party expenditure	Hol
“	S56 (2f) Power to pay compensation relating to 2d	Hol
“	S56 (g) Power to receive contributions towards expenditure incurred by the Authority.	Hol
“	S59 Duty to carry out clearance and repair works	PE / SE
“	S60 Power to implement Flood Protection Schemes	Hol
“	S62 (1) Duty to keep a register of flood protection schemes	PE / SE
“	S67 Power to recover expenses from 3rd parties where work has been carried out.	PE / SE
“	S68 Power to request land ownership details from 3rd parties	PE / SE
“	S69 Power to initiate proceedings against persons who intentionally or recklessly damages any flood defences/ works.	PE / SE
“	S79 (2) Power to enter land for any works required under the Act	PE / SE
“	S81 (3) Duty to provide owner/ occupier of land to be entered with adequate notice period.	PE / SE / E / ST / T / I
“	S82 (2) Power to compensate any persons who has sustained damage by the Authority	Hol
“	S84 Duty to supply SEPA with all relevant information for their role as Reservoirs Enforcement Authority.	PE / SE / E / ST / T / I

<b>Miscellaneous/Non-Statutory Powers</b>	
To respond to Crown Estate shellfish and fish farm lease consultations requiring public consultation, following consultation with the Ward Members.	HPE / EM
To respond to consultations from the Crown Estate as to whether or not an Environmental Statement is needed to accompany an aquaculture lease application and the scope of such Statements.	HPE / EM
To respond to statutory bodies that are required to consult, or it is recommended that they consult, or to give notice of proposals to, the Planning Authority where they relate to archaeological matters.	ARCH
To respond to statutory bodies that are required to consult, or it is recommended that they consult, or to give notice of proposals to, the Planning Authority where they relate to landscape or tree matters.	POL / FO / LO
To respond to Scottish Ministers' consultation papers where matters are of a routine/technical nature and do not require Member involvement.	All Heads of Service
To draw up Service Level Agreements to maintain countryside sites managed by the Service within approved budgets.	HPE
Various Acts: to increase (or decrease) fees and charges and report any such changes to a Committee of The Highland Council on an annual basis.	All Heads of Service
To determine applications for loan finance up to the value of £50,000.	HoDR
To prepare reports and recommendations to the Board of Highland Opportunity Investments Limited in accordance with the loan value and risk thresholds as determined by the HOIL scheme of delegation	HoDR
To determine applications for grant for loan finance in accordance with loan value and risk thresholds as determined by the HOIL Scheme of delegation.	HoDR
To prepare reports and recommendations to the Environment & Infrastructure Committee for applications for grant for business development, land and building regeneration and employability support initiatives over the value of £50,000.	HoDR
To enter into Service Level Agreements with external bodies to deliver business, land and building regeneration and employability activities, projects and programmes.	HoDR
<b>Miscellaneous/Non-Statutory Powers – Housing</b>	
To perform the strategic and budget holding functions of the Council in relation to loans for housing purposes, improvement and repair grants for private houses and care and repair schemes.	ECO – IEE
Under the Housing Loan Scheme to consider and approve home improvement loans up to a maximum of £20,000	ECO – IEE
To manage the Council's land bank fund in accordance with the priorities set out by the Economy & Infrastructure Committee.	HoDR
To agree terms of all land bank fund loans and grants and granting loans for feasibilities.	HoDR
To grant leases of HRA land and non-residential property or approve the assignation (after consultation with Ward Members and subject to formal approval from the Service Lead Housing Investment and Building Maintenance).	HoDR
To approve variation in terms of leases including rent reviews and lease renewals in respect of HRA land and non-residential property (subject to formal approval from the Service Lead Housing Investment and Building Maintenance).	HoDR

To acquire property or land up to a value of £250,000 using HRA funding for the delivery of new Council housing, subject to consultation with Ward Members and Area Community Service Manager and subject to formal approval from the Service Lead Housing Investment and Building Maintenance.	HoDR
To determine applications for purchases of houses subject to formal approval from the Service Lead Housing Investment and Building Maintenance	HoDR
<b>Miscellaneous/Non-Statutory Powers – Property</b>	
To act as the Council's project manager where the required facility will be procured under a Public Private Partnership or Joint Venture agreement.	ECO – I, E&E
To investigate and formulate proposals for joint venture schemes utilising Council property assets.	HoDR
To acquire or lease assets up to a value of £250,000 for acquisitions or £20,000 pa for leases after consultation with Local Members.	HoDR
To approve the disposal of land and property at below market value where either the best consideration that can reasonably be obtained is less than £10,000 (i.e. the threshold amount) or the difference between the proposed price and the best consideration price (i.e. the marginal amount) is 25% or less, subject to a maximum marginal difference of £10,000 after consultation with Ward Members (for General Fund Property).	HoDR

To agree a lease extension at less than market value, on the same terms and conditions to a community group where a rent reduction has previously been granted, subject to consultation with Ward Members.	HoDR
To approve, negotiate and undertake the disposal of property interests forming part of Educational Trusts and Endowments up to a value of £200,000, subject to the sale price not being below best consideration and consultation with relevant Ward Members.	HoDR
To grant wayleaves, servitudes and rights over Council owned land or property and to vary lease terms.	ECOIE&E
To undertake valuations of land and buildings for all purposes.	ECOIE&E
To act on the Council's behalf in relation to rating revaluations and appeals.	ECOIE&E
To determine applications for purchases of houses (other than those held on the Housing Account under the Tenants' Right to Buy Legislation).	HoDR
To grant leases of the Council's Investment portfolio sites and premises including Common Good Fund properties or to approve assignation of such leases (after consultation with the Ward Members).	HoDR
To approve rent reviews; lease renewals (to sitting tenants); and any other valuation issues relative to Commercial leases on all Council owned land or property including Common Good Fund land and property.	HoDR
To vary the investment portfolio leases in compliance with lease terms in order to comply with new statutes, regulations or best practice to improve management or valuation issues.	HoDR
To identify, recommend and report on industrial and commercial development opportunities.	HoDR
To report regularly to the Planning, Development and Infrastructure Committee on transactions approved and income recovery in respect of General Fund Industrial & Investment Properties.	HoDR
To report regularly to the City of Inverness Area Committee on transactions approved and income recovery in respect of Inverness Common Good Fund commercial lets.	HoDR

To manage the General Fund (other property) budget to maximise income and minimise expenditure to ensure best value for Highland Council industrial and investment property assets.	HoDR
To market IIP properties in accordance with Estate Agent's Act 1979 and Property Misdescriptions Act 1991.	HoDR
To vet applications for leasing IIP properties to ensure suitability of tenants.	HoDR
To determine applications for variation or waiver of feuing conditions (after consultation with the Ward Members) at a consideration to be determined by himself.	ECOIE&E
<b>Miscellaneous/Non Statutory Powers - Infrastructure</b>	
To act as the Council's Project Manager in relation to infrastructure construction works contracts	Hol/PE
To act as the Council's Project Manager in relation to infrastructure goods and services contracts	Hol/PE
Approval of the award of infrastructure contracts for works and goods and services	Hol
Approval of the award of infrastructure contracts for works and goods and services less than £50K	PE
<b>General</b>	
To submit an annual report to the Economy and Infrastructure Committee on the following companies – Beinn Tharsuinn Wind Farm Community Limited, Highland Historic Buildings Trust, Highland Opportunity Ltd., Highland Opportunity (Investments) Ltd, Inverness Airport Business Park Ltd.	ECOIE&E

<b>Abbreviations used for Appointed Officers</b>	
Executive Chief Officer Infrastructure, Environment and Environment	ECOIE&E
Head of Planning & Environment	HPE
Head of Infrastructure	Hol
Head of Development and Regeneration	HoDR
Head of Property Services	HoP
Economy and Regeneration Manager	ERM
Environment Manager	EM
Building Standards Manager	BSM
Area Planning Manager	APM
Development Management Team Leader	DMTL
Principal Planning Officer	PP
Planning Officer (incl. Graduate Planners with the authorisation of the appropriate Area Planning Manager)	PO
Professional Support Officer (with the authorisation of the appropriate Area Planning Manager or Building Standards Manager, as appropriate)	PSO
Building Standards Team Leader	BSTL
Principal Building Standards Surveyor	PBSS



Building Standards Surveyor (holding appropriate qualifications <u>and</u> with the authorisation of the Building Standards Manager).	BSS
Principal Engineer	PE
Senior Engineer	SE
Engineer	E
Senior Technician	ST
Technician	T
Inspector	I
Forestry Officer	FO
Landscape Officer	LO
Access Officer	AO
Countryside Ranger	CR
Archaeologist	ARCH
Conservation Officer	CO
Council Solicitor	CS
Principal Officer (Land)	POL
Planning Enforcement Officer	PEO
NB. The term 'Appointed Officer' means an Officer of the Council to whom power has been delegated by virtue of this Scheme of Delegation. Where relevant, an Appointed Officer under this Scheme of Delegation shall also constitute an Appointed Officer in terms of the Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013.	
NB2. Unless otherwise stated in this Scheme of Delegation, all powers delegated to a particular Officer / level of post shall also be delegated to all Officers within the Development and Infrastructure Service whose posts are senior to the specified level of post.	

### Key: Roads and Transport

Delegation Banding Codes	Description and Indicative Posts
<b>A.</b>	<b>Area or Unit Manager</b>
	<ul style="list-style-type: none"> <li>▪ Head of Roads and Transport</li> <li>▪ Roads Operations Managers and Policy and Programme &amp; Programmes Manager</li> <li>▪ Lighting Manager</li> <li>▪ Principal Traffic Officer</li> </ul>
<b>B.</b>	<b>Function Manager</b>
	<ul style="list-style-type: none"> <li>▪ Senior Engineer</li> <li>▪ Area Lighting Engineer</li> <li>▪ Senior Engineer</li> <li>▪ Principal Transport Officer</li> <li>▪ Traffic Support Officer</li> </ul>
	<b>Operations and Technical Officers</b>

<b>C.</b>	<ul style="list-style-type: none"> <li>▪ Engineer</li> <li>▪ Principal Technician</li> <li>▪ Ferry Foreman</li> <li>▪ Community Works Officer (CWO)</li> <li>▪ Senior Technician</li> <li>▪ Technician</li> <li>▪ Operational Support Officer</li> <li>▪ Inspector</li> <li>▪ Senior Technical Assistant</li> <li>▪ Engineer</li> </ul>
<b>D.</b>	<ul style="list-style-type: none"> <li>▪ Foreperson</li> <li>▪ Parking Enforcement Officers</li> </ul>

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer/Level of Post to which delegated (See key)</b>
<b>Roads and Transport</b>		
Roads (Scotland) Act 1984	s.1(1) - Manage and maintain all public roads	A
	s.1(1) - Prepare and keep a list of public roads	C
	s.1(3) - List of roads open for public inspection	C
	s.13(1) - Require frontages on Private Roads to make road up to reasonable standard	B
	s.15(1) - Take emergency action on Private Road	B

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer/Level of Post to which delegated (See key)</b>
<b>Roads and Transport</b>		
	s.21 – addition of roads constructed under this Section of the Act to the Statutory List of Roads maintained under Section 1 of the Act	B
	s.23 - Authority may stop up or temporary close a new road where appropriate	B
	s.24 - May alter road levels	C
	s.30 - Provide and maintain barriers for public safety	C
	s.31(1) - May construct drains	C
	s.31(2) - Must scour cleanse and keep open drain	C
	s.31(3) - Serve notice on affected landowners of any proposed drainage work	B
	s.31(4) - Obtain S.E. consent for work if any objection at above	A
	s.31(5) - Reinstate and recover costs for damaging works to drains & barriers, carried out by others	B
	s.34 - Take reasonable steps to clear snow and ice	D
	s.35(1) - Must maintain lighting for roads	A

	s.35(5) - May affix lamps etc., to existing structures	B
	s.37(1) - Must consult and notify intention to construct road humps	C (Senior Technician)
	s.41(1) - Maintain cattle grids	C
	s.41(6), (7), & (8) - Alter and maintain cattle grids and by-passes	C
	s.43 - Cattle grid et al vested in road authority	C
	s.45 to s.47 - Minor power and duties re cattle grids	C
	s.50 - May plant trees, shrubs etc.	C
	s.51 - May authorise others to plant and maintain trees, shrubs, etc.	C
	s.54 - May install refuse or storage bins	C
	s.56(1) - Consider applications for consent to works and notify re utilities	C (Inspector)
	s.56(7) - May remove works not in accordance with 56(1)	B
	s.57 - May notify persons to make safe any dangerous works	D
	s.58 - May give permission for deposits of building materials on the road	C
	s.59 - May require persons to remove obstructions from the road	C
	s.60(2) - May fulfil requirements of others and recover costs	B
	s.61 - May permit others to install and maintain apparatus in a road	C (Inspector)
	s. 62 – Temporary prohibition or restriction of traffic etc. on roads for reasons of public safety or convenience.	A
	s.63 - Deal with access type crossing of footways and verges	C

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer/Level of Post to which delegated (See key)</b>
<b>Roads and Transport</b>		
	s.66 - To require owners to maintain and repair vaults, cellars and the like and to contribute to the cost thereof	B
	s.67 - Power to direct that doors should not open outward into road	B
	s. 68 – Power of roads authorities to stop up roads by order.	A
	s. 69 – Stopping up of dangerous access from public road to land.	A
	s. 70 – Stopping up of access to land from certain roads being constructed.	A
	s. 71 – Provisions supplementary to sections 68 to 70.	A
	s. 72 – Stopping up private access to land by agreement.	A
	2. 73 – Expenses incurred under section 69 or by virtue of section 70 or 72.	A
	s.74(1) - May construct a temporary road	B

	s.74(3) - Must reinstate land used for temporary road	B
	s.78(1) - May divert waters to construct or improve roads	B
	s.78(2) - Serve notice and consult re s.78(1)	B
	s.79 - May enter agreement with bridge owner	A & Legal
	s.82 - Limits to works where bridge is owned by others	B
	S.83 - May serve notice to have obstruction to sight removed at bends etc.	B
	s.85 - May grant permission for builders skip on road	C (Inspector)
	s.86 - May have skip removed if contravenes s.85	C
	s.87 - May have structures removed from the road	C
	s.88 - May have projections into the road altered or removed	C
	s.89(1) - Must advise owner of any accidental obstruction to the road	C
	s.89(2) - May take steps to make safe any obstruction	C
	s.90 - May permit apparatus above a road on request	C
	s.91 - May issue notice or take action on obstructive or inadequate fences, walls, hedges, etc.	C
	s.92 - May restrict roadside planting by others	C
	s.93 - Take steps to protect road users from dangers near the road	C
	s.94 - May fill in roadside ditches if dangerous	B
	s.95 - May recover expenses incurred in dealing with deposits on road	B
	s.96 - May recover expenses incurred in repairing extraordinary damage	B

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer/Level of Post to which delegated (See key)</b>
<b>Roads and Transport</b>		
	s.98 & 99 - May act regarding stray animals and flows of water	B
	s.120 - Have regard to disabled and blind in executing works	C
	s.121 - May enter land to search for road making materials (Consequent to duty to pay compensation)	B
Road Traffic Regulation Act 1984	s.1 - General Provisions for Traffic regulation outside Greater London	A (where there is no objection to the proposed Order)
	s.2 – what a traffic regulation order may provide	A
	s.3 - Restrictions on traffic regulation orders	A
	s.4 - Provisions supplementary to ss. 2 and 3.	A
	s.9 – Experimental traffic orders.	A
	s.10 – Supplementary provisions as to experimental traffic orders.	A

	s.14 to 16 - Temporary prohibition or restriction of traffic, by notice, or order.	B
	s.19 – Regulation of use of highways by public service vehicles.	A
	s.21 – Permit for trailer to carry excess weight.	A
	s.23 – Powers of local authorities with respect to pedestrian crossings on roads other than trunk roads.	A
	s.29 – Power of local authorities outside Greater London to prohibit traffic on roads to be used as playgrounds.	A
	s.32(1)(b) – may by order authorise the use as a parking place of any part of a road within their area, not being a road the whole or part of the width of which is within Greater London.	A
	s.35 – Provisions as to use of parking places provided under s. 32 or 33.	A
	s.36 – Provisions as to authorising use of roads for parking.	A
	s.37 – Extension of powers for purposes of general scheme of traffic control.	A
	s.38 – Parking place to be used as bus or coach station.	A
	s.63 – Stands and racks for bicycles.	A
	s.64 – General provisions as to traffic signs.	A
	s.65, 68, 69, & 71 - Powers in respect of traffic signs.	B
	s.82 – What roads are restricted roads	A
	s.83 – Provisions as to directions under s. 82(2)	A
	s.84 – Speed limits on roads other than restricted roads.	A
	s.85 – Traffic signs for indicating speed restrictions.	A
	s.92 – Bollards and other obstructions outside Greater London.	A

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer/Level of Post to which delegated (See key)</b>
<b>Roads and Transport</b>		
	s.99-102 - Removal of vehicles illegally, obstructively or dangerously parked or abandoned or broken down etc.	C
	s.107-112 and 115-120 - Enforcement of excess parking charges.	D
Goods Vehicles (Licensing of Operations) Act 1995, Sections 12 and 14	s.63, 69B & 69G - To object, on behalf of the Council, to the grant of applications for goods vehicle operators' licences.	B
NR&SW Act 1991	109 (1a) - may grant permission to persons to place or retain apparatus in a road	C
	109 (1b) - may grant permission to persons to inspect, maintain, adjust, repair, alter or renew the apparatus or change its position or remove it	C
	109 (5a) - may collect fees for above	C (Senior Technician)
	109 (5b) - may withdraw permission for above	C (Senior Technician)

	109 (5c) - may indemnify the authority against claims arising for above	B
	109 (6) - shall give >10 working days notice to other statutory undertakers and authorities of the above permission	C
	110 (4a & b) - may direct unauthorised placers of apparatus in the road to remove it, and to reinstate the road	C (Senior Technician)
	110 (4a & b) - failing the above, may remove and reinstate the apparatus and recover costs	B
	112 (1) - shall keep a register of road works	C
	112 (3) - shall make the register available for viewing	C
	112 (5) - shall contribute costs towards the register	A
	115 (1) - may direct times to the undertaker for works to take place	C (Senior Technician)
	117 (1) - may restrict execution of road works for 1 year following completion of major works in that location	C (Senior Technician)
	117 (2) - shall publish the above notice	C (Senior Technician)
	117 (3) - shall give a copy of the above notice to other statutory undertakers and authorities	C (Senior Technician)
	118 (1 & 2) - shall use their best endeavours to co-ordinate road works for safety, to minimise inconvenience and to protect the structure of the road	C
	121(2, 3 & 4) - may direct undertakers to comply with regulations for a protected road	C (Senior Technician)
	121 (6) - shall indicate protected roads on the 'List of Roads'	C
	122 (1) - may designate roads with SED from criteria prescribed by the Secretary of State	C (Senior Technician)
	122 (5) - shall indicate roads having SED on the 'List of Roads'	C
	123 (1) - may designate traffic-sensitive roads from criteria prescribed by the Secretary of State	C (Senior Technician)

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer/Level of Post to which delegated (See key)</b>
<b>Roads and Transport</b>		
	123 (4) - shall indicate traffic-sensitive roads on the 'List of Roads'	C
	124 (2) - may direct undertakers signage (Under the TRA 1984)	C (Senior Technician)
	124 (5) - may recover costs pursuing above	C (Senior Technician)
	125 (3) - may by notice mitigate the undertaker to restrict over-run works	C (Senior Technician)
	125 (4) - may recover costs pursuing above	C (Senior Technician)
	131 (1) - may carry out investigatory works on undertaker's reinstatements	C (Senior Technician)
	131 (3) - may require by notice an undertaker who has failed to reinstate to carry out remedial works to remedy works	C (Senior Technician)

	131 (4) - may carry out the above remedial works and have costs reimbursed if non-compliance with above notice	C (CWO)
	131 (4) - shall give notice of above as soon as possible	C (Senior Technician)
	133 (1) - may collect charges from undertakers whose works run over time	C (Senior Technician)
	133 (7) - may reduce/waive payment for prolonged road occupation	C (Senior Technician)
	134 (1) - shall collect inspection fees	C
	136 (1) - may claim costs for strengthening/repairing diversionary routes of lower class during road works	B
	137 (1-5) - may claim costs for strengthening/repairing diversionary routes of lower class during road works	B
	140 (3) - may execute works to inspect apparatus if undertakers fail to maintain it in working order	C
	140 (4) - may execute emergency works for failed apparatus	C
	140 (5) - may recover costs in respect of above	C (Senior Technician)
	141 (1) - shall be compensated for damage through explosion, ignition, discharge	B
	142 (2) - shall give undertakers facilities for monitoring works affecting their apparatus and protect it	D
	143 (1) - shall identify measures taken in relation of apparatus during major works	C
	143 (4) - shall be liable to compensation or compensate an undertaker on failure to comply with an agreement over major works	B
	144 (1) - shall bear costs of measures taken in relation of apparatus for major works	A
	146 (1) - may declare that an unadopted road is likely to be adopted	B
	146 (4a) - shall secure the performance by undertakers of their duties	A
	146 (4b) - shall comply with any reasonable request as to securing the performance of the above duties	A

<b>Statute</b>	<b>Description of Power or Duty</b>	<b>Title of Officer/Level of Post to which delegated (See key)</b>
<b>Roads and Transport</b>		
	149 (2) - may require by notice an undertaker who has failed to reinstate drains/sewer to carry out remedial works	C (Senior Technician)
	149 (2) - may carry out the above remedial works and have costs reimbursed if non-compliance with above notice	C (CWO)
	149 (3) - may carry out the above remedial works without notice	C (CWO)
	149 (3) - shall give notice of above as soon as possible	C (CWO)
	153 (1) - may agree with undertakers for execution of road works on behalf of the undertaker	C

	162 (3a &b) - shall indemnify undertakers costs incurred to remove apparatus and restore apparatus in former controlled land	C (Senior Technician)
	Sch 3.1 - shall, before granting street works licence, give 10 days notice to other undertakers	C
	Sch 3.2 - may collect payment from the licensee legal fees and annual fees	C (Senior Technician)
Transport (Scotland) Act 2005	18(1) Provision of information to the Scottish Road Works Commissioner	A
NRSWA 1991 as amended by the T(S)A	112B – Duty to enter particulars of roads, road works and permissions granted under Sections 56, 58, 61, 85, 86, 87, 88, 90 and 92 of the Roads (Scotland) Act 1984 onto the Scottish Road Works Register.	C
	115 Power to give undertakers directions as to the timing of works	C
	115A – Power to give undertakers directions as to the placing of apparatus in roads.	C
	118 – Duty to co-ordinate the works of undertakers with each other and with works for road purposes	C
	126 – Power to require undertakers to provide names and evidence of qualifications of their supervisors and operatives on site.	C
	126A – Duty to ensure the authority's employees and agents are competent to carry out their duties under S 112B	A
	132A & B – power to require an undertaken to resurface a road and to specify the timing of the work.	A
	154a – Power to issue Fixed Penalty Notices for offences listed in Sch.6A in the manner specified in Sch.6B (Failure to give advance notice of works and failure to give notice that works are complete)	C
	157A – Power to settle disputes arising from sections 117(7), 120(6), 121(5), 133(2), 143(3), 155(3) and Schedule 6 in the manner prescribed in the Code of Practice for Dispute Resolution and Appeals.	A

Statute	Description of Power or Duty	Title of Officer/Level of Post to which delegated (See key)
<b>Roads and Transport</b>		
	163A – Respond to consultation by the Scottish Executive on regulations and codes of practice	A
Roads (Scotland) Act 1948 as amended by Transport (Scotland) Act 2005	130A&B – Power to issue Fixed Penalty Notices for offences listed in Sch. 8A of R(S)A (Placing of skips, building materials or scaffolding in a road without consent or in breach of conditions)	C
Road Traffic Act 1988	s.39(2) - Prepare and carry out road safety measures.	B
	s.39(3) - Investigate accidents.	B



	s.39(3) - take consequential prevention measures.	A
Road Traffic Act 1991 (Amendment of Schedule 3) (Scotland) Order 1998	Designation of a Special Parking Area or a Permitted Parking Area	A
Road Traffic Act 1991(as amended) – Schedule 3	Issue of Penalty Charge Notices within a Special Parking Area and Permitted Parking Area. A penalty charge shall be payable with respect to the vehicle by the owner of the vehicle	D
Road Traffic Act 1991(as amended) – Schedule 6, Part 6	Where a notice to owner is served on any person and the penalty charge to which it relates is not paid before the end of the relevant period, the Authority serving the notice may serve on that person a statement (a 'charge certificate') to the effect that the penalty charge in question is increased by 50%	B
The Noise Insulation Regs 1975	3-(1) - Carry out insulation work or make grants	C (Principal Technician)
	4-(1) - Carry out insulation work or make grants	C (Principal Technician)
Environmental Protection (Prescribed Processes) Regs	- Prevention of airborne dust.	D
The Quarries Regs 1999	- 48 Regs intended to protect the Health & Safety of people working at, nearby or visiting a quarry.	Quarry Manager

<b>Oil Pollution</b>		
MS (Prevention of Oil Pollution) Regulations 1996	Various - Oil Pollution	Head of Roads & Transport. Emergency Planning and Business Continuity Manager
MS Act 1994 (Salvage & Pollution)	Various - Oil Pollution	Head of Roads & Transport. Emergency Planning Officer
The Environmental Protection Act 1990	Various - Pollution Control etc.	C

<b>Harbours, Docks and Piers</b>		
- All the powers of a Harbour Master, to be exercised at Council owned harbours.		
Highland Regional Council Fishery Harbours Bye Laws	All - Local Laws	Harbourmaster
Docks and Harbours Act 1970	All - General Harbour Legislation	Harbourmaster
Highland Regional Council (Harbours) Order Confirmation Act 1991	All - Specific Harbour Legislation and Limits of Authority	Harbourmaster
The loading and Unloading of Bulk Flammable Liquids and gases at Harbours and Waterways GS 40	All - Health & Safety	Harbourmaster
Docks Regulations 1988	All - Safety in Docks	Harbourmaster
Merchant Shipping and Maritime Security Bill	Various – Safety at Sea	Harbourmaster
Merchant Shipping Act 1995	Various – Safety at Sea	Harbourmaster
Aviation and Maritime Security Act 1990	Various - Security at Sea	Harbourmaster
International Organisations Act 1968	Various - Maritime Law	Harbourmaster
United Nations Convention on the Law of the Sea	Various - Maritime Law	Harbourmaster
MS (Dangerous Goods & Marine Pollutants) Regulations 1990	Various - Carriage of Dangerous Goods by Sea	Harbourmaster
The Dangerous Substances in Harbour Areas Regs 1987	Various - Entry of Dangerous Substances into Harbour Areas	Harbourmaster
The Hydrocarbon Oil Duties (Marine Voyage Reliefs) Regs 1996	Various - Reclamation of Duty	Harbourmaster
The loading and Unloading of Fishing Vessels Regs 1988	All - Health and Safety.	Harbourmaster
Merchant Shipping Dangerous Goods Regulations 1981	Various - Health and Safety.	Harbourmaster
The Merchant Shipping (Vessels in Commercial use for Sport or Pleasure) Regs 1993	Various - Health and Safety.	Harbourmaster
Harbours, Docks and Piers Clauses Act 1847	- All the powers of a Harbour Master, to be exercised at Council owned harbours.	Harbourmaster C
Harbours, Piers and Ferries (Scotland) Act 1937	- All the powers of a Harbour Master, to be exercised at Council owned harbours.	Harbourmaster C
Dangerous Vessels Act 1985	- All the powers of a Harbour Master, to be exercised at Council owned harbours.	Harbourmaster
Safety Management Code for Domestic Passenger Vessels	- Maintain ferry operations manual.	Ferry Foreman
Wireless Telegraphy Act 1949	- Power to transmit & receive on radio communication wavelengths	A

<b>Miscellaneous/Non-Statutory Powers – Piers</b>	
In order to release the Council from their interests in land and property, to approve, negotiate and undertake by disposal, sale, lease surrender, assignation or excambion of General Fund property, interests up to a value not exceeding £250,000, subject to demonstrating the asset is surplus to the operational requirements of Highland Council services and further subject to the sale price not being below market value and after consultation with Local Members (for piers and associated land and infrastructure only)	<b>Head of Planning and Environment</b>

<b>Aerodromes</b>		
Civil Aviation Act 1982	s.30 – to maintain roads, approaches, apparatus, equipment, buildings and other accommodation at Council Aerodromes.	A
MS Act 1994 (Salvage & Pollution)	Various - Oil Pollution	A Emergency Planning Officer

<b>Transformation</b>	
To manage the Council's Change and Redesign Programme	Depute Chief Executive
To manage business development	Executive Chief Officer
To manage the Highland Council City Region Deal programme	Executive Chief Officer
<b>Economy</b>	
To determine applications for loan finance up to the value of £50,000.	HoDR
To prepare reports and recommendations to the Board of Highland Opportunity Investments Limited for loan finance over the value of £50,000.	HoDR
To determine applications for grant for business development, land and building regeneration and employability support initiatives up to the value of £50,000.	HoDR
To prepare reports and recommendations to the Economy and Infrastructure Committee for applications for grant for business development, land and building regeneration and employability support initiatives over the value of £50,000.	HoDR
To enter into Service Level Agreements with external bodies to deliver business, land and building regeneration and employability activities, projects and programmes.	HoDR

<b>Housing Development</b>	
To manage the Scottish Government's Evergreen Infrastructure Loans Fund and to oversee the operation of the loan fund.	HODR
To manage the Council's land bank fund in accordance with the priorities set out by the Economy and Infrastructure Committee.	HoDR
To agree terms of all land bank fund loans and grants and granting loans for feasibility studies and planning applications.	HoDR
To grant leases of HRA land and non-residential property or approve the assignation (after consultation with Ward Members and area housing Manager).	HoDR
To approve variation in terms of leases including rent reviews and lease renewals in respect of HRA land and non-residential property (after consultation with Area housing Manager).	HoDR
To acquire property or land up to a value of £250,000 using HRA funding for the delivery of new Council housing, subject to consultation with Ward Members and Area Housing Manager.	HoDR
<b>Estates and Investment</b>	
To determine applications for purchases of houses (other than those held on the Housing Account under the Tenants' Right to Buy legislation).	HoDR
To investigate and formulate proposals for disposal of General Fund property interests.	HoDR
To approve, negotiate and undertaken by disposal, sale, lease, assignation, sub-letting, lease surrender, licence or excambion of property interests up to a value not exceeding £250,000 or £50,000 pa, subject to the sale price/rent not being below market value and consultation with Ward Members.	HoDR
To acquire or lease assets up to a value of £250,000 for acquisitions or £20,000 pa for leases after consultation with Local Members.	HoDR
To approve the disposal of land and property at below market value where either the best consideration that can reasonably be obtained is less than £10,000 (i.e. the threshold amount) or the difference between the proposed price and the best consideration price (i.e. the marginal amount) is 25% or less, subject to a maximum marginal difference of £10,000 after consultation with Ward Members (for General Fund Property).	HoDR

To agree a lease extension at less than market value, on the same terms and conditions to a community group where a rent reduction has previously been granted, subject to consultation with Ward Members.	HoDR
To grant wayleaves, servitudes and rights over Council owned land or property and to vary lease terms.	HoDR
Where concessionary leases are proposed for properties with a capital market value of £10,000 or less or where the marginal difference between the proposed price and the best consideration is 25% or less, subject to a maximum marginal capital difference of £10,000, approve the let, subject to consultation with the appropriate Executive Chief Officer and Ward Members.	HoDR
To undertake valuations of land and buildings for all purposes.	HoDR
To act on the Council's behalf in relation to rating revaluations and appeals.	HoDR
To grant leases of the Council's Investment portfolio sites and premises or to approve assignation of such leases (after consultation with the Ward Members).	HoDR
To approve rent reviews; lease renewals (to sitting tenants); and any other valuation issues relative to Commercial leases.	HoDR
To identify, recommend and report on industrial and commercial development opportunities.	HoDR
To manage the General Fund (other property) budget to maximise income and minimise expenditure to ensure best value for Highland Council industrial and investment property assets.	HoDR

## HEALTH, SOCIAL CARE & WELLBEING SERVICE

### Health and Social Care: Statutory Powers and Duties of The Council which are Exercisable by Officers of the Authority

Statute	Description of Power or Duty	Title of Officer to whom/level of post to which delegated
<b>Health and Social Care</b>		
Social Work (Scotland) Act 1968	Section 6B – to cause enquiries to be held into the Council's functions under the Children (Scotland) Act 1995, insofar as those functions relate to children in terms of this Section and Section 100 of the 1995 Act.	Executive Chief Officer Health & Social Care / Head of Service / Chief Social Work Officer
"	Sections 12 and 13 - to promote social welfare by giving help in kind or in cash.	Children's Service Managers
"	Section 12A - to assess the ability of carers to provide care.	Children's Service Managers
"	Section 12B - to determine the amount of and to make direct payments.	Children's Service Managers
"	Section 13A - to make arrangements with voluntary or other organisations or persons for provision of residential accommodation where nursing is provided.	Delegated as part of Partnership Agreement with NHS Highland
"	Section 13ZA – to provide services to adults who lack capacity to consent to receive that service in certain circumstances	Principal Mental Health Officers, and Mental Health SW delegated as part of Partnership Agreement with NHS Highland
"	Section 14 - to provide home help and laundry facilities.	Delegated as part of Partnership Agreement with NHS Highland
"	Section 27 – to supervise and care for persons put on community pay back orders, released from prison or subject to a statutory licence or order and to provide social enquiry and other reports to the court.	Principal Officer (Justice Service)

"	Section 28 - to arrange burial or cremation of any person who was in the care of, or receiving help from, the Council immediately before their death, or who was a child being looked after by the Council, and to recover expenses.	Children's Services Managers in relation to children and otherwise delegated as part of Partnership Agreement with NHS Highland
"	Section 29 - to defray expenses of parents, relatives or other connected persons in respect of visits to a person, other than a child, in the care of the Council, or receiving assistance from the Council, or a child who is being looked after by the Council, or attending the funeral of such a person.	Children's Services Managers in relation to children and otherwise delegated as part of Partnership Agreement with NHS Highland
"	Section 78A - 82 - to recover contributions in respect of looked after children and to deal with all matters pertaining thereto including applications to court for Contribution Orders	Area Children's Services Managers
"	Section 83 - to make application to the Court for payment from Trusts in respect of supervised children.	"
"	Section 86 - to recover expenditure from other Local Authorities.	Children's Service Managers
"	Section 87 - to recover charges for services provided under this Act, under the Mental Health(Scotland) Act 1984 or under the Children (Scotland) Act 1995 and to exercise discretion in respect of ability to pay.	Children's Services Managers in relation to children and otherwise delegated as part of Partnership Agreement with NHS Highland
Chronically Sick and Disabled Persons Act 1970	Section 1 – to provide information on Council Services and any relevant services of other Authorities or organisations.	Children's Services Managers in relation to children and otherwise delegated as part of Partnership Agreement with NHS Highland
"	Section 2 - to provide services to chronically sick and disabled persons.	"



Disabled Persons (Services, Consultation and Representation) Act 1986	Section 4 - to assess needs, when requested to do so, by a disabled person or their carer, and to decide whether needs of the disabled person call for the provision of services.	Children's Services Managers for children and otherwise delegated as part of Partnership Agreement with NHS Highland
"	Section 8 - to have regard to the abilities of carers in deciding on provision of services.	"
Adults with Incapacity (Scotland) Act 2000	Part IV - to do all things necessary in relation to the management, on behalf of a resident in a Council establishment, of the resident's finances and affairs.	Chief Social Work Officer and Principal MHO and delegated as part of Partnership Agreement with NHS Highland
"	Section 10 - to supervise guardians, to consult with the Public Guardian and the Mental Welfare Commission, to receive and investigate complaints, to investigate circumstances in which the personal welfare of an adult may be at risk, and to provide information and advice to guardians, welfare Attorneys and persons authorised under Intervention Orders.	Principal MHO and delegated as part of Partnership Agreement with NHS Highland
"	Section 12 - to take steps to safeguard the property, financial affairs, or personal welfare of adults and to provide information and assistance to facilitate investigations.	Delegated as part of Partnership Agreement with NHS Highland
"	Section 14 - to appeal decisions taken as to the incapacity of an adult, where the Council claims an interest in the adult's property, financial affairs or personal welfare.	Principal MHO and delegated as part of Partnership Agreement with NHS Highland
"	Section 53 - to make application to the Court for an Intervention Order, where necessary for the protection of the property, financial affairs or personal welfare of an adult.	Principal MHO and delegated as part of Partnership Agreement with NHS Highland
"	Sections 57 - 64 - to make application to the Court for Guardianship Orders, where considered necessary for the	Principal MHO and delegated as part of Partnership Agreement with NHS Highland

	protection of the property, financial affairs or personal welfare of an adult and if appointed to act as Welfare Guardian and to discharge all such functions and further to renew such appointment where appropriate	
"	Section 68 - to seek reimbursement of outlays from the Adult's Estate, in particular circumstances.	Principal MHO and delegated as part of Partnership Agreement with NHS Highland
"	Section 70 – to apply to the Court in cases of non compliance of third parties with orders granted in respect of an Adult	Principal MHO and delegated as part of Partnership Agreement with NHS Highland
"	Section 71 – to apply to the court for the replacement or removal of a guardian	Principal MHO and delegated as part of Partnership Agreement with NHS Highland
Mental Health (Scotland) Act 1984	Section 10 - to arrange for visits to be made to a child or young person in relation to transfer of parental rights and responsibilities.	Children's Services Managers
Mental Health (Care & Treatment)(Scotland) Act 2003	Section 32 – to appoint Mental Health Officers	Executive Chief Officer Health and Social Care/Chief Social Work Officer
"	Sections 292 -294 – to authorise Mental Health Officers to enter and inspect premises and to provide information for warrantsto search for and remove patients	Principal MHO
"	To make arrangements for the exercise by the Council of its functions in terms of the 2003 Act including the supervision and provision of services for people who are the subject of Compulsory Treatment Orders	Principal MHO, MHOs and delegated as part of Partnership Agreement with NHS Highland
Adult Support and Protection (Scotland) Act 2007	Section 4 and 7-10 – To make inquiries and exercise investigatory powers	Principal MHO and delegated as part of Partnership Agreement with NHS Highland
"	Section 6 – To provide services to Adults in need of support and protection	Principal MHO, MHOs and delegated as part of Partnership Agreement with

		NHS Highland
"	Section 11 – To apply for an Assessment Order	Principal MHO, MHOs and delegated as part of Partnership Agreement with NHS Highland
"	Section 14 – To apply for a Removal Order	Principal MHO, MHOs and delegated as part of Partnership Agreement with NHS Highland
"	Section 22 – To apply for a Banning Order	Principal MHO, MHOs and delegated as part of Partnership Agreement with NHS Highland
"	Section 38 – To apply for a Warrant for Entry	Principal MHO, MHOs and delegated as part of Partnership Agreement with NHS Highland
Carers (Scotland) Act 2016	Section 6 – To Prepare an Adult Carer Support Plan	Delegated as part of Partnership Agreement with NHS Highland
National Assistance Act 1948	Section 48 - to provide temporary protection for moveable property of people admitted to hospital, residential establishments and other places.	Principal MHO, MHOs and delegated as part of Partnership Agreement with NHS Highland
Social Care (Self Directed Support)(Scotland) Act 2013	To make provision for and enable access to self directed support where appropriate	Head of Service/Chief Social Work Officer for children and delegated as part of Partnership Agreement with NHS Highland
Criminal Procedure (Scotland) Act 1995	Section 217 - to provide supervision to assist and advise offenders in regard to payment of fines.	Principal Officer (Criminal Justice) and Team Managers(€JS)
"	Sections 227A -Z- to supervise people placed on Community Payback Orders in place of, or in respect of unpaid, fines.	Social Workers (€JS)
Children (Scotland) Act 1995	Section 17 - to safeguard and promote the welfare of looked after children and to provide advice and assistance to prepare children for when they are no longer looked after by the Council.	Head of Service

"	Section 19 - to prepare and publish a plan for the provision of services for or in respect of children.	Executive Chief Officer Health and Social Care
"	Section 20 - to prepare and publish information about services for children.	Executive Chief Officer Health and Social Care
"	Section 21 - to seek help from specified persons in the exercise of functions under Part II of the Act.	Children's Service Managers
"	Section 22 - to provide services for children in need and to promote the upbringing of such children by their families, including giving assistance in kind or, in exceptional circumstances, in cash.	Children's Service Managers
"	Section 23 - to ensure that services provided to a child with, or affected by, a disability are designed to minimise the effect of the disability or to minimise the effect of the disability of a family member on the child; to carry out assessments to ascertain the child's needs so far as attributable to disability.	"
"	Section 24 - to assess a carer's ability to provide care for a child.	Social Workers
"	Section 25 - to provide accommodation for children to promote or safeguard welfare and to provide accommodation to persons over the age of 18 but not yet 21, in the interests of that person's welfare.	Head of Service / Chief Social Work Officer
"	Section 26 and 26A - to provide accommodation and maintenance for looked after children.	"
"	Section 27 - to provide day care for children in need who are aged 5 or under and who have not yet started school, and to provide care for school children in need outside school hours or during school holidays.	Children's Service Managers

"	Section 29 as amended by the Children and Young People (Scotland) Act 2014 - to provide advice and assistance for young persons under 26 but over school age, and formerly looked after by the Council.	Head of Children's Services
"	Section 30 - to provide financial assistance towards expenses of education or training of a young person under 21, formerly looked after by the Council, including contributions to accommodation and maintenance.	Head of Children's Services
"	Section 31 - to review cases of looked after children.	Quality Assurance & Reviewing Officers
"	Section 32 - to remove children from residential establishments.	Executive Chief Officer Health and Social Care / Head of Service / Chief Social Work Officer
"	Section 36 - to determine whether a child's welfare is adequately safeguarded, and to exercise any necessary functions.	Children's Services Managers
"	Section 38 - to provide short-term refuge for children who appear to be at risk of harm and who request refuge; to designate residential establishments and households as short-term refuges for children.	Head of Service / Chief Social Work Officer / Children's Services Managers
"	Section 76 – to apply to a Sheriff for an Exclusion Order	Children's Service Managers
"	Section 78 - to apply for the attachment of a Power of Arrest at any time while an Exclusion Order has effect.	"
Children's Hearing (Scotland) Act 2011	Section 35 – to apply to a sheriff for a Child Assessment Order	Children's Service Managers
	Section 37 – 38 – to apply to a sheriff for a Child Protection Order	Children's Service Managers
"	Section 55 – to apply to a Justice of the Peace for emergency child protection measures	Children's Service Managers

“	Section 60 & 66 to cause enquiries to be made and to provide information to the Principal Reporter where compulsory measures of supervision may be necessary in respect of a child	Children’s Service Managers
“	Section 131 – to recommend reviews of Supervision Orders made by Children’s Hearings by referral of the case to the Principal Reporter	Children’s Service Managers
“	Section 141 – to have the power in any case of urgent necessity to direct that a child required to reside in a particular place be transferred to another place in his or her interests	Executive Chief Officer Health and Social Care / Head of Service / Chief Social Work Officer
“	Section 144-145 - to give effect to Supervision Orders made by Children’s Hearings	Children’s Service Managers
“	Section 151 - and Secure Accommodation (Scotland) Regulations 2013 – to agree with the person in charge of an establishment the period during which a child shall be liable to be placed and kept in secure accommodation	Chief Social Work Officer
Adoption and Children (Scotland) Act 2007	Sections 1,9,10,45 & 47 – to assess plan and provide a post adoption support service.	Head of Children’s Services
“	Section 4 – to provide and publish a plan for the provision of an adoption service	Executive Chief Officer Health and Social Care
“	Section 14 – to consider whether adoption is in the best interests of a child or whether there may be any practicable alternative to adoption	Head of Service / Chief Social Work Officer
“	Sections 17 &19 – to investigate the circumstances and thereafter submit a report to court in respect of a child for whom an Adoption Order is being sought	Children’s Service Managers
“	Sections 80 &83 – to apply for a Permanence Order or a	Children’s Service Managers

	Permanence Order with authority to adopt	
“	Sections 81 -82 – to exercise rights and fulfil responsibilities in respect of a child for whom a Permanence Order has been granted	Children’s Service Managers
Children and Young People (Scotland) Act 2014	Section 33 – To prepare a Child’s Plan where appropriate	Health Visitors/Social Workers
“	Section 58 – To fulfil the duties of corporate parent where required	All Service Officers
“	Part 9 – to ensure the application of corporate parenting responsibilities	Executive Chief Officer Health and Social Care
Adoption Agencies (Scotland) Regulations 2009	To accept or not accept a person for assessment as an adopter and thereafter to assess prospective adopters in accordance with the Regulations	Head of Service / Chief Social Work Officer
“	Regulation 3 – To establish an Adoption Panel and to make appointments to that Panel	Head of Service / Chief Social Work Officer
Looked after Children (Scotland) Regulations 2009	To assess and approve foster carers in accordance with the provisions of the Regulations	Head of Service / Chief Social Work Officer
“	To place a child in a foster placement	Children’s Service Manager Resource Manager (Fostering)
“	Regulation 17 – to establish a fostering panel	Head of Service / Chief Social Work Officer
Matrimonial Proceedings (Children) Act 1958	Section 11 - to provide Reports to the Court, on request, where the Court is considering any question relating to the care and upbringing of a child.	Children’s Service Managers
Carers (Scotland) Act 2016	Section 12 – To prepare a young carer’s statement	Children’s Service Managers
The Health and Care (Staffing) (Scotland) Act 2019	To ensure the provision of the appropriate staffing levels across health care services	Executive Chief Officer/Head of Service pursuant to delegation by the partnership agreement
The National Health Service (Scotland) Act 1978	Sections 2a, 36, 37, 98 To ensure the provision of speech and	Executive Chief Officer/Head of Service pursuant to

	language therapy, physiotherapy, occupational therapy, dietetics, primary mental health workers and learning disability nurses in relation to the provision of services for children	delegation by the partnership agreement
“	Sections 40, 41, 42 and 98 To ensure the provision of a public health nursing health visiting service and a school nursing service	Executive Chief Officer/Head of Service pursuant to delegation by the partnership agreement
The National Health Service (Scotland) Act 1978 Part2 and The childhood immunisation scheme (Directed enhanced Services)(Scotland) Direction 2019	To ensure the delivery of the Childhood immunisation programme	Executive Chief Officer/Head of Service pursuant to delegation by the partnership agreement
NHS Reform (Scotland) Act 2004	To ensure public participation in planning and development of health care services	Executive Chief Officer/Head of Service pursuant to delegation by the partnership agreement
<b>Non-Statutory Powers – Social Work</b>		
To administer the operation of the Complaints Procedure and to publicise it.		Executive Chief Officer Health and Social Care
To manage and ensure the provision of social work services within the Justice system, in accordance with the National Objectives and Standards set by the Scottish Executiveand in accordance with the budget provided by the Scottish Office.		Executive Chief Officer Health and Social Care / Head of Service / Chief Social Work Officer
To enter into and conclude social work contracts on behalf of the Council		Executive Chief Officer Health and Social Care
To set charges on a cost basis for other local authorities where Highland Council is commissioned and agrees to perform duties on behalf of those local authorities.		Head of Service / Chief Social Work Officer



## Communities and Place

### Statutory Powers and Duties of the Council which are Exercisable by Officers of the Authority

**Key: Environmental Health  
Waste Management**

Delegation Banding Codes	Service Section	Description and indicative posts
1		-----
2		Waste Management Officer (Operations), Pest Control Officer / Dog Warden, Waste Awareness Officer, Foreperson, Environmental Health Technical officer.
3		Waste Management Officer (Strategy), Environmental Health Officer, Amenities Manager
4		Principal Waste Management Officer, Senior Environmental Health Officer,, Service lead officer for waste, Service lead officer for amenities, Strategic Lead (Environmental Health and Bereavement Services).

Statute	Description of power or duty	Title of officer/Level of Post to which delegated (see Key)
<b>Environmental Protection</b>		
	s. 60 Graffiti removal notice: content and service	2
Civic Government (Scotland) Act 1982	s.99 to s.109 Powers of entry, execution of works, etc	2
Control of Dogs (Scotland) Act 2010	s.1 – power to issue dog control notice	2
	s.4 – duty to monitor effectiveness and of, and enforce, dog control notice.	2
	s.6 – power to discharge or vary dog control notice.	3
Dog Fouling (Scotland) Act 2003	s.5 – power to issue fixed penalty notices	2
Microchipping of Dogs (Scotland) Regulations 2016	Reg 12. Powers of an authorised person	2
Environment Act 1995	s.108 – power to authorise in writing persons to gain entry in respect of certain pollution offences.	4
	s.108 – power to act in accordance with written authorisation issued under s.108	2
Environmental Protection Act 1990	s.33 – (as amended by s.55 of the Anti-Social Behaviour etc. (Scotland) Act 2004) – power to enforce provisions concerning the unauthorised deposit, storage, treatment and/or disposal of controlled waste.	3
	s33A – power to issue fixed penalty notices in respect of offence under s33(1)(a) and (c).	3
	s.34 – power to enforce the provisions concerning the duty of care as respects waste.	2
	s.46 – power to serve notice imposing requirements regarding household waste.	2
	s.47 – power to serve notice imposing requirements regarding commercial / industrial	2

Statute	Description of power or duty	Title of officer/Level of Post to which delegated (see Key)
	waste.	
	s.59 – power to serve and to enforce provisions of notice requiring removal of waste from land	3
	s. 60 Interference with waste sites and receptacles for waste	3
	s80 – service of abatement notice in respect of statutory nuisance	3
	s.87 – power to enforce provisions concerning the offence of leaving litter.	2
	s.88 – Nominate officer to issue litter/fixed penalty notices	4
	s.88 – power to issue fixed penalty notices in respect of the offence of leaving litter.	2
	s. 90 Litter control areas	3
	s. 92 Summary proceedings by litter authorities	3
	ss.93 & 94 – power to issue and to enforce the provisions of street litter control notices	3
	s.99 Power in relation to abandoned trolleys.	3
	s.149 Seizure of stray dogs.	2
Prevention of Damage by Pests Act 1949	s2 – duties of local authorities in respect of rats and / or mice.	4
	s4 – power to serve notice requiring action in respect of rats and / or mice.	2
	s5 – remedies for failure to comply with notice under s4.	3
	s6 – additional powers of local authorities in relation to groups of premises	3
	s7 – recovery of expenses	3
	s9 – power to require information as to interests in land	3
	s22 – powers of entry for the purposes of Part I of the Act.	2
Refuse Disposal Amenity Act 1978	s.2 – power to enforce provisions concerning abandonment of a motor vehicle or any other thing in the open air without lawful authority	2
	ss.3 & 4 – power to remove and dispose of abandoned vehicles	2
	s5 – recovery of expenses connected with removed vehicles	2
	s.6 – power to remove and dispose of other refuse	2
Control of Pollution Amendment Act 1989	s.5 Duty to produce authority to transport controlled waste	2
Environmental Protection (Duty of Care) Regulations 1991 (as amended by the Environmental Protection (Duty of Care) (Scotland) (Amendment) Regulations 2003	R4 – power to serve notice requiring furnishing of documents	2
Town and Country Planning (Scotland) Act 1997; Town and Country Planning (Control of Advertisements) (Scotland) Regulations 1984 (as amended)	R24 – power to serve an enforcement notice in respect of an advertisement displayed without a consent / failure to comply with a condition or limitation on the display of an advertisement	3

<b>Environmental Health</b>		
<b>The following delegations are subject to any limitations in the Environmental Health Scheme of Authorisation</b>		
<b>Statute</b>	<b>Description of power or duty</b>	<b>Title of officer/level of post to which delegated</b>
Animal Boarding Establishments Act 1963 Animal Welfare (Licensing of Activities involving animals) (Scotland) Regulations 2021 Caravan Sites and Control of Development Act 1960 Cinemas Act 1985 Dangerous Wild Animals Act 1976 Deer (Scotland) Act 1996 Game Licenses Act 1860 Guard Dogs Act 1975 Performing Animals (Regulations) Act 1925 Pet Animals Act 1951 Riding Establishments Acts 1964/70 Theatres Act 1968 Zoo Licensing Act 1981	To grant, but not refuse, applications, renewals or transfers of licences, registrations, approvals and other permissions sought (including variation thereof), where:- a) the application has attracted no relevant objection or relevant adverse representation; b) no member of the Council has requested that the application be decided by a Committee; and c) the application is one which the officer concerned considers should be granted, either without conditions or with conditions which are of a straightforward nature.	Senior Environmental Health Officer
Animal Boarding Establishments Act 1963 Animal Welfare (Licensing of Activities involving animals) (Scotland) Regulations 2021 Breeding of Dogs Act 1973 Breeding of Dogs Act 1991 Caravan Sites and Control of Development Act 1960 Cinemas Act 1985 Dangerous Wild Animals Act 1976 Deer (Scotland) Act 1996 Game Licenses Act 1860 Guard Dogs Act 1975 Performing Animals (Regulations) Act 1925 Pet Animals Act 1951 Riding Establishments Acts 1964/70 Theatres Act 1968 Civic Government (Scotland) Act 1982, Sections 87, 90, 92 and 97 Zoo Licensing Act 1981	To exercise the appropriate duties of office under the relevant provisions of the listed legislation, including any related orders, regulations, or other instruments:- a) made thereunder, or b) having effect by virtue of the European Communities Act 1972, or c) any modification or re-enactment of the foregoing	Technical Officer Animal Health & Welfare Officer

Health and Safety at Work etc. Act 1974 Environmental Protection Act 1990 Mines and Quarries Act 1954 Food Safety Act 1990 Prevention of Damage by Pests Act 1949 Public Health (Scotland) Act 1897 Water (Scotland) Act 1980	To exercise the appropriate duties of office under the relevant provisions of the listed legislation, including any related orders, regulations, or other instruments:- a)      made thereunder, or b)      having effect by virtue of the European Communities Act 1972, or c)      any modification or re-enactment of the foregoing	Technical Officer
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<b>Environmental Health</b>		
<b>The following delegations are subject to any limitations in the Environmental Health Scheme of Authorisation</b>		
<b>Statute</b>	<b>Description of power or duty</b>	<b>Title of officer/level of post to which delegated</b>
Water Act 1989 Private Water Supplies (Scotland) Regulations 2006  Refuse Disposal (Amenity) Act 1978 Noise and Statutory Nuisance Act 1993 Pesticides (Fees and Enforcement) Act 1989 Radioactive Substances Act 1993 Local Government in Scotland Act 2003 Prevention of Damage by Pests Act 1949  Control of Pollution Act 1974 Control of Pollution (Amendment) Act 1989 Environment Act 1995 Refuse Disposal (Amenity) Act 1978 Noise and Statutory Nuisance Act 1993 Sewerage (Scotland) Act 1968 Water Services etc. (Scotland) Act 2005 Clean Air Act 1993  The Bathing Water Regulations 2008 The Bathing Waters (Scotland) Amendment Regulations 2012		
Public Health (Scotland) Act 1897 Public Health (Scotland) Act 1945 Health Services and Public Health Act 1968 National Assistance Act 1948 International Health Regulations 1969 Public Health (Ships)(Scotland) Regulations 1971, 1974 & 1978 Public Health (Aircraft)(Scotland) Regulations 1971, 1974 & 1978 Burial and Cremation	To exercise the appropriate duties of office under the relevant provisions of the listed legislation, including any related orders, regulations, or other instruments:- a) made thereunder, or b) having effect by virtue of the European Communities Act 1972; or c) any modification or re-enactment of the foregoing	Technical Officer

<b>Environmental Health</b>		
<b>The following delegations are subject to any limitations in the Environmental Health Scheme of Authorisation</b>		
<b>Statute</b>	<b>Description of power or duty</b>	<b>Title of officer/level of post to which delegated</b>
(Scotland) Act 2016 Smoking, Health and Social Care (Scotland) Act 2005  Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016  The Smoking Prohibition (Children in Motor Vehicles) (Scotland) Act 2016 (Fixed Penalty Notices) Regulations 2016  Food and Environmental Protection Act 1985  Public Health etc (Scotland) Act 2008		
Animal Health Act 1981 Animal Health and Welfare Act 1984 Animal Health and Welfare (Scotland) Act 2006	To exercise the appropriate duties of office under the relevant provisions of the listed legislation, including any related orders, regulations, or other instruments relating to Animals or Animal Health:- a) made thereunder, or b) having effect by virtue of the European Communities Act 1972; or c) any modification or re-enactment of the foregoing	Technical Officer Animal Health & Welfare Officer
Environmental Protection Act 1990 Part IIA Environment Act 1995 Contaminated Land (Scotland) Regulations 2000 Contaminated Land (Scotland) Regulations 2005	To exercise the appropriate duties of office under the relevant provisions of the listed legislation, including any related orders, regulations, or other instruments:- a) made thereunder, or b) having effect by virtue of the European Communities Act 1972; or c) any modification or re-enactment of the foregoing	Scientific Officer
Environment Act 1995	s.108 – power to act in accordance with written authorisation issued under s.108	Scientific Officer, Environmental Health Information Officer
Climate Change (Scotland) Act 2009 Sections 88, 89, 90  The Single Use Carrier Bags Charge (Scotland) Regulations 2014	Powers to enforce regulations	Technical Officer

<b>Environmental Health</b>		
<b>The following delegations are subject to any limitations in the Environmental Health Scheme of Authorisation</b>		
<b>Statute</b>	<b>Description of power or duty</b>	<b>Title of officer/level of post to which delegated</b>
Health and Safety at Work, etc Act 1974	Section 20(2)(c)(i) – to authorise persons to accompany inspectors Section 19 – to appoint inspectors for the purposes of Sections 20, 21, 22 and 25.	Senior Environmental Health Officer
Health and Safety (Enforcing Authority) Regulations	To agree transfers of responsibility for enforcement.	Senior Environmental Health Officer
Food Safety Act 1990 including any related orders, regulations, or other instruments:- (a) made thereunder, or  (b) having effect by virtue of the European Communities Act 1972, or  (c) any modification or re-enactment of the foregoing	Power to grant, suspend, or withdraw, the approval or conditional approval of a food establishment subject to approval under food safety legislation	Senior Environmental Health Officer
Housing Scotland Act 1987, Housing Scotland Act 2006 and Housing (Scotland) Act 2014	Part IV-VIII - sub-standard houses - to appoint, authorised officers for the purposes of duties and functions in relation to housing grants, houses not meeting the tolerable standard, houses in disrepair, closing, demolition, Works Notices and Maintenance Orders, overcrowding, and houses in multiple-occupation. Including powers of entry.	Environmental Health Manager
Housing Scotland Act 1987 and Housing Scotland Act 2006 and Housing (Scotland) Act 2014	To exercise the functions of authorised officers under Housing legislation in relation to housing grants, houses falling below the tolerable standard, houses in disrepair, repairing standard, closing, demolition, works notices and maintenance orders, overcrowding, houses in multiple occupation. Including powers of entry.	Technical Officer
Housing Scotland Act 1987 and Housing Scotland Act 2006	To approve applications for grants, insofar as the applications relate to financial assistance in respect of the improvement of property or the repair of property, to sign Notice of Payment of Grant, to determine housing improvement orders and revoke closing orders and to issue Houses in Multiple Occupation (HMO) amenity notices.	Senior Environmental Health Officer
Safety of Sports Grounds Act 1975	Section 10 – to issue Prohibition Notices, after consultation with the Chief Constable and the Chief Fire Officer Section 10A – to arrange periodic inspection of designated sports grounds.	Senior Environmental Health Officer

Fire Safety and Safety of Places of Sport Act 1987	Sections 26, 28, 29, 34 and 35 – to determine whether a stand is a regulated stand, and to issue safety certificates; associated procedures in respect of safety certificates; enforcement, including inspections, and authorisation of entry.	Senior Environmental Health Officer
Building (Scotland) Act 2003 (Section 28)	To serve notice and take all necessary action in respect of defective buildings.	Environmental Health Officer
Civic Government (Scotland) Act 1982	s.87(3) in the interests of health or safety or to prevent damage to any property powers to repair immediately a building s.87(4) powers to recover expenses s.99 to s.109 Powers of entry, execution of works, etc	Environmental Health Officer
Civic Government (Scotland) Act 1982 Including the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022	Powers to enforce Parts 1 to 3 of the Act including s45G and s45H to carry out the duties and exercise the powers of Civic Licensing Standards Officers except in respect of taxi and private hire car licensing	Environmental Health Officer Environmental Health Technical Officer 2 (Licensing)
Civic Government (Scotland) Act 1982 Including the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022	Powers to enforce Parts 1 to 3 of the Act excluding s45G and s45H to carry out the duties and exercise the powers of Civic Licensing Standards Officers	Technical Officer
<b>Bereavement Services, Community Operations and Logistics</b>  Civic Government (Scotland) Act 1982	To appoint officers as 'Authorised Officers' to enforce management rules to regulate the use and the conduct of persons while in burial grounds under the control of the Council and in Inverness Crematorium,	Bereavement Services Manager, Amenities Services Manager



Various Acts	To increase fees and charges as follows:- Increases to be reported to Members annually:- a) fees and charges payable under the Miscellaneous Licensing legislation to be increased annually by factor agreed by Council, b) fees and charges for other services to be increased annually by factor agreed by Council or by other agreed national scheme.	Environmental Health Manager
the European Communities Act 1972; and European Union (Withdrawal) Act 2018	With effect from the date of the UK withdrawal from the European Union that the delegated powers to Environmental Health are amended to:  Remove any reference to the European Communities Act 1972; and  Substitute the European Union (Withdrawal) Act 2018 and regulations retained or brought into domestic legislation by that Act.	Technical Officer
Coronavirus Act 2020	To exercise the appropriate duties of office under the relevant provisions of the listed legislation, including any related orders, regulations, or other instruments:- a) made thereunder, or b) any modification or re-enactment of the foregoing	Environmental Health Manager and any officers designated by the Environmental Health Manager
The Health Protection (Coronavirus) (Restrictions)	Power to serve notice or give a direction	Environmental Health Officer
Environmental Protection (Single-use Plastic Products) (Scotland) Regulations 2021	Powers to enforce regulations	Technical Officer

<b>Environmental Health</b>		
<b>The following delegations are subject to any limitations in the Environmental Health Scheme of Authorisation</b>		
<b>Statute</b>	<b>Description of power or duty</b>	<b>Title of officer/level of post to which delegated</b>
(Scotland) Regulations 2020  The Health Protection (Coronavirus, Restrictions) (Directions by Local Authorities) (Scotland) Regulations 2020		
Coronavirus Act 2020, Section 58 of and Schedule 28  <i>Powers relating to the transportation, storage and disposal of dead bodies and other human remains.</i>	Power to give a direction	Environmental Health Officer
The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020, Regulation 7(12)(b)  The Health Protection (Coronavirus, Restrictions) (Directions by Local Authorities) (Scotland) Regulations 2020 Regulation 11(9)(b)	Designate a person for the purposes of the regulations	Environmental Health Manager
Public Health etc. (Scotland) Act 2008 Section 5(1)	Designate persons for the purpose of exercising, on behalf of the authority, the functions of "local authority competent person"	Environmental Health Manager

### **Communities and Place- Non Statutory**

Commissioning local Comfort Schemes in consultation with local members and local committees and within the overall budget	Amenities Managers North and South
To approve expenditure up to £9,999-in relation to the discretionary budget allocated to Wards following consultation with relevant Ward Members.	Community Support and Engagement Team

<p>To decide on Community Asset Transfer requests where the market value of the asset is below £10,000 or where the lease is less than 10% of the market sale value, in consultation with Ward Members.</p> <p>Statute: Community Empowerment (Scotland) Act 2015 (Part 5).</p>	<p>Community Support and Engagement Team</p>
<p>To administer twinning arrangements, ceremonial matters and hospitality specific to the area or Ward following consultation with relevant Ward Members where not otherwise dealt with by City/Area Committees</p>	<p>Community Support and Engagement Team</p>
<p>To administer local authority trusts and common good funds specific to the operational management area up to a maximum of £9,999 per application following consultation with relevant Ward Members and where not otherwise dealt with by City/Area Committees. Applications of £10,000 or over to be considered by the Corporate Resources Committee.</p>	<p>Community Support and Engagement Team</p>
<p>To agree and arrange, in consultation with relevant Ward Members, representation on outside bodies in the area, where not otherwise dealt with by City/Area Committees.</p>	<p>Community Support and Engagement Team</p>
<p>To submit an annual report to the Inverness City Committee on the following companies – Inverness Business Improvement District Ltd, Inverness City Heritage Trust and Destination Loch Ness.</p>	<p>City Manager</p>