



# **Terms of Reference The Council, Committees and Associated Forums**

**Approved at South Lanarkshire Council on 23 May 2007  
and amended according to Schedule of Revisions**

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# **Council**

## **South Lanarkshire Council**

### **1 Powers and Responsibilities**

- 1.1 To appoint the Provost, Depute Provost, Leader and Depute Leader.
- 1.2 To agree the membership of the Executive Committee, all Resource Committees, Area Committees, Regulatory Committees and to appoint the Chairs and Depute Chairs of those Committees.
- 1.3 To appoint members to Joint Boards and Joint Committees.
- 1.4 To receive a report on issues considered by the Executive Committee which require the approval of the Council.
- 1.5 To deal with the following major policy issues referred to the Council by the Executive Committee:-
  - ◆ setting overall revenue and capital budgets
  - ◆ setting Council Tax
  - ◆ setting rent levels for Council houses
  - ◆ the Community Plan
  - ◆ the Council Plan
  - ◆ framework for political management arrangements
  - ◆ any other issues which the Executive Committee considers should be referred to the Council

### **2 Membership**

- 2.1 All elected members of the Council.
- 2.2 The Council will be chaired by the Provost.
- 2.3 The Council will also have a Depute Provost.
- 2.4 Quorum – 17

### **3 Meeting Arrangements and Practice**

- 3.1 4 meetings each financial year on dates to be agreed.
- 3.2 Additional meetings to be held as and when required.
- 3.3 Minutes of meetings will be submitted to the next appropriate meeting for approval as a correct record.
- 3.4 Members' information seminars will be held as appropriate.

## **Section 2**

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### **Resource Committees And Associated Forums**

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# Community Resources

## Community Resources Committee

### **1 Powers and Responsibilities**

- 1.1 To decide on all the operational issues relating to the Services within Community Resources, including operational finance, personnel and property matters, taking account of the policy and budgetary framework set by the Executive Committee and the Council.
- 1.2 To make recommendations to the Executive Committee on Resource specific policy issues.
- 1.3 To receive regular monitoring reports and review the performance of Community Resources, including achievements in meeting corporate priorities.
- 1.4 To refer operational issues to the Executive Committee if a majority of those present consider it appropriate.

### **2 Membership**

- 2.1 The Community Resources Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will be chaired by a member of the Executive Committee.
- 2.3 The Committee will also have a Depute Chair.
- 2.4 Quorum - 6

### **3 Meeting Arrangements and Practice**

- 3.1 The Community Resources Committee will meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.

# Corporate Resources

## Corporate Resources Committee

### **1 Powers and Responsibilities**

- 1.1 To decide on all the operational issues relating to the Services within Corporate Resources, including operational finance, personnel and property matters, taking account of the policy and budgetary framework set by the Executive Committee and the Council but excluding licensing applications which would be dealt with by the Licensing Committee.
- 1.2 To consider and make recommendations to the Executive Committee on:-
  - ◆ Resource specific policy issues
  - ◆ cross-cutting personnel issues
- 1.3 To receive regular monitoring reports and review the performance of Corporate Resources, including achievements in meeting corporate priorities.
- 1.4 With the exception of those delegated to the Chief Executive, to decide on all requests for civic recognition.
- 1.5 To refer operational issues to the Executive Committee if a majority of those present consider it appropriate.

### **2 Membership**

- 2.1 The Corporate Resources Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will be chaired by a member of the Executive Committee.
- 2.3 The Committee will also have a Depute Chair.
- 2.4 Quorum - 6

### **3 Meeting Arrangements and Practice**

- 3.1 The Corporate Resources Committee will meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.

## Appeals Panel

### **1 Powers and Responsibilities**

- 1.1 To determine appeals against:-
  - ◆ punitive disciplinary action for all employees taken at Service level
  - ◆ non-punitive action where this has been administered by an Executive Director

### **2 Membership**

- 2.1 5 members drawn in rotation from Corporate Resources Committee reflecting the political balance of the Council.
- 2.2 The Chair or Depute Chair of the relevant Resource Committee will be co-opted to serve on the Panel.
- 2.3 Quorum – 3

### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

## **Grievance and Disputes Panel**

### **1 Powers and Responsibilities**

- 1.1 To determine grievances, either individual or collective, from all employees except teachers.
- 1.2 To hear representations from trade unions on matters not agreed at officer level by consultation and negotiation.

### **2 Membership**

- 2.1 5 members drawn in rotation from Corporate Resources Committee reflecting the political balance of the Council.
- 2.2 The Chair or Depute Chair of the relevant Resource Committee will be co-opted to serve on the Panel.
- 2.3 Quorum – 3

### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

## **Employee Issues Forum**

### **1 Powers and Responsibilities**

- 1.1 To develop and monitor the Council's policies and strategies on employee issues including maximising attendance, health and safety, etc.

### **2 Membership**

- 2.1 9 members. (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)

### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

## **Equal Opportunities Forum**

### **1 Powers and Responsibilities**

- 1.1 To develop and monitor the Council's policies and strategies on Equal Opportunities in employment and service delivery.

### **2 Membership**

- 2.1 9 members. (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)

### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

## **Joint Consultative Forum**

### **1 Powers and Responsibilities**

- 1.1 To allow for an effective consultation strategy with trade unions on matters of policy affecting employees.

### **2 Membership**

- 2.1 5 members (Political Balance: 2 Labour; 2 SNP; 1 Con/Ind/Lib Dem)
- 2.2 Quorum – 3

### **3 Meeting Arrangements and Practice**

- 3.1 To meet quarterly.

## Education Resources

### Education Resources Committee

#### **1 Powers and Responsibilities**

- 1.1 To decide on all the operational issues relating to the Services within Education Resources, including operational finance, personnel and property matters, taking account of the policy and budgetary framework set by the Executive Committee and the Council.
- 1.2 To make recommendations to the Executive Committee on Resource specific policy issues.
- 1.3 To receive regular monitoring reports and review the performance of Education Resources, including achievements in meeting corporate priorities.
- 1.4 To refer operational issues to the Executive Committee if a majority of those present consider it appropriate.

#### **2 Membership**

- 2.1 The Education Resources Committee will have 24 members appointed by the Council and 7 external representatives as follows:-

Religious - 3                      Teacher – 2                      Parent Council – 2

The Leader of the Council will be ex officio a member of the Committee with no voting rights.

- 2.2 The Committee will be chaired by a member of the Executive Committee
- 2.3 The Committee will also have a Depute Chair.
- 2.4 Quorum - 8.

#### **3 Meeting Arrangements and Practice**

- 3.1 The Education Resources Committee will meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.

### Education Appeals Committee

#### **1 Powers and Responsibilities**

- 1.1 To determine appeals against the refusal to grant requests for the placing of pupils in particular schools.
- 1.2 To determine appeals against the Council's decisions to refuse other related matters, including exclusion of pupils from school and certain aspects of the special educational needs of some children.

#### **2 Membership**

- 2.1 Membership of individual Panels drawn from Local Attendance Councils and from 15 members serving on Education Resources Committee (excluding Chair and Depute Chair) and 15 members not serving on Education Resources Committee.

#### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.



## **Enterprise Resources**

### **Enterprise Resources Committee**

#### **1 Powers and Responsibilities**

- 1.1 To decide on all the operational issues relating to the Services within Enterprise Resources, including operational finance, personnel and property matters, taking account of the policy and budgetary framework set by the Executive Committee and the Council. Planning applications and applications under the Building Regulations are excluded and will be dealt with by the Planning or Area Committees or by the Executive Director (Enterprise Resources) under delegated powers. All matters relating to Structure and Local Plans will be dealt with through the Planning Committee. Similarly, Estates matters are excluded and will be dealt with by the Estates Committee.
- 1.2 To make recommendations to the Executive Committee on Resource specific policy issues.
- 1.3 To receive regular monitoring reports and review the performance of Enterprise Resources, including achievements in meeting corporate priorities.
- 1.4 To refer operational issues to the Executive Committee if a majority of those present consider it appropriate.

#### **2 Membership**

- 2.1 The Enterprise Resources Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will be chaired by a member of the Executive Committee.
- 2.3 The Committee will also have a Depute Chair.
- 2.4 Quorum - 6.

#### **3 Meeting Arrangements and Practice**

- 3.1 The Enterprise Resources Committee will meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.

## **Roads Safety Forum**

#### **1 Powers and Responsibilities**

- 1.1 To consider and monitor all matters relating to roads safety and accident prevention.
- 1.2 To provide comments to the Executive Director (Enterprise Resources) on proposals for:-
  - ◆ school crossing patrols
  - ◆ traffic calming measures

#### **2 Membership**

- 2.1 9 members (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)

#### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

## **Finance and Information Technology Resources**

### **Finance and Information Technology Resources Committee**

#### **1 Powers and Responsibilities**

- 1.1 To decide on all the operational issues relating to the Services within Finance and Information Technology Resources, including operational finance, personnel and property matters, taking account of the policy and budgetary framework set by the Executive Committee and the Council.
- 1.2 To make recommendations to the Executive Committee on:-
  - ◆ Resource specific policy issues
  - ◆ cross-cutting finance issues
- 1.3 To receive regular monitoring reports and review the performance of Finance and Information Technology Resources, including achievements in meeting corporate priorities.
- 1.4 To refer operational issues to the Executive Committee if a majority of those present consider it appropriate.

#### **2 Membership**

- 2.1 The Finance and Information Technology Resources Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will be chaired by a member of the Executive Committee
- 2.3 The Committee will also have a Depute Chair.
- 2.4 Quorum - 6.

#### **3 Meeting Arrangements and Practice**

- 3.1 The Finance and Information Technology Resources Committee will meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.

## **Risk Management and Audit Forum**

#### **1 Powers and Responsibilities**

- 1.1 To consider the implementation of the annual Audit Plan, together with the impact of the Audit Planning process.
- 1.2 To consider relevant matters from internal and external audit reports.
- 1.3 To monitor the Council's Corporate Governance and risk management responsibilities.

#### **2 Membership**

- 2.1 9 members. (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)

#### **3 Meeting Arrangements and Practice**

- 3.1 To meet every 8 weeks.

# Housing and Technical Resources

## Housing and Technical Resources Committee

### **1 Powers and Responsibilities**

- 1.1 To decide on all the operational issues relating to the Services within Housing and Technical Resources, including operational finance, personnel and property matters, taking account of the policy and budgetary framework set by the Executive Committee and the Council.
- 1.2 To make recommendations to the Executive Committee on Resource specific policy issues.
- 1.3 To receive regular monitoring reports and review the performance of Housing and Technical Resources, including achievements in meeting corporate priorities.
- 1.4 To refer operational issues to the Executive Committee if a majority of those present consider it appropriate.

### **2 Membership**

- 2.1 The Housing and Technical Resources Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will be chaired by a member of the Executive Committee.
- 2.3 The Committee will also have a Depute Chair.
- 2.4 Quorum - 6.

### **3 Meeting Arrangements and Practice**

- 3.1 The Housing and Technical Resources Committee will meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.

## **Social Work Resources**

### **Social Work Resources Committee**

#### **1 Powers and Responsibilities**

- 1.1 To decide on all the operational issues relating to the Services within Social Work Resources, including operational finance, personnel and property matters, taking account of the policy and budgetary framework set by the Executive Committee and the Council.
- 1.2 To make recommendations to the Executive Committee on Resource specific policy issues.
- 1.3 To receive regular monitoring reports and review the performance of Social Work Resources, including achievements in meeting corporate priorities.
- 1.4 To refer operational issues to the Executive Committee if a majority of those present consider it appropriate.

#### **2 Membership**

- 2.1 The Social Work Resources Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will be chaired by a member of the Executive Committee.
- 2.3 The Committee will also have a Depute Chair.
- 2.4 Quorum - 6.

#### **3 Meeting Arrangements and Practice**

- 3.1 The Social Work Resources Committee will meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.

### **Access to Personal Files Review Committee**

#### **1 Powers and Responsibilities**

- 1.1 To review decisions concerning access to personal information in terms of the Access to Personal Files Act 1987 and the Access to Personal Files (Social Work) (Scotland) Regulations 1989.

#### **2 Membership**

- 2.1 Any 3 members, including not more than 1 from Social Work Resources Committee.
- 2.2 Quorum - 3

#### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

## **Adoption and Fostering Review Panel**

### **1 Powers and Responsibilities**

- 1.1 To review adoption and fostering decisions.

### **2 Membership**

- 2.1 Representation from various agencies.
- 2.2 Quorum – 3, one of whom must be an elected member.

### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

## **Complaints Review Sub-Committee**

### **1 Powers and Responsibilities**

- 1.1 To review any matter in accordance with the procedure as laid down by Section 5(13) of the Social Work (Scotland) Act 1968 as amended by Section 52 of the National Health Service and Community Care Act 1990 and by the Social Work (Representations Procedure) (Scotland) Directions 1996, including consideration of any complaints where the complainant has indicated that she/he is dissatisfied with the response from the Executive Director (Social Work Resources).
- 1.2 To make recommendations in writing to the Social Work Resources Committee.

### **2 Membership**

- 2.1 3 members drawn from a panel of independent members and from the Social Work Resources Committee.
- 2.2 To be chaired by an independent member.
- 2.3 Quorum – 3.

### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

## **Section 3**

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### **Other Committees And Associated Forums**

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## Area Committees

### Area Committees [Terms of Reference under review]

#### **1.1 Powers and Responsibilities**

- 1.1 To decide on delegated matters, as determined by the Council, including local planning, community grants and twinning and other local grants.
- 1.2 To receive information reports on local service delivery.
- 1.3 To be formally consulted in respect of specific policies as determined by the Council or Executive Committee.

#### **2 Membership**

- 2.1 Each Area Committee will comprise all local Members as follows:-

♦ Cambuslang and Rutherglen –12	Quorum - 3
♦ Clydesdale – 13	Quorum - 4
♦ East Kilbride – 20	Quorum - 5
♦ Hamilton – 22	Quorum - 6

- 2.2 Each of the Area Committees will have a Chair and a Depute Chair.

#### **3 Meeting Arrangements and Practice**

- 3.1 The Area Committees will meet every 4 weeks in their local area.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.

## **Estates Committee**

### **Estates Committee**

#### **1 Powers and Responsibilities**

- 1.1 To decide on all property lease, acquisition and disposal matters not covered under delegated powers (ie capital transactions over £200,000 and leases in excess of 20 years or £50,000 per annum).
- 1.2 To make recommendations to the Executive Committee on specific policy issues.
- 1.3 To refer operational issues to the Executive Committee if the majority of those present consider it appropriate.

#### **2 Membership**

- 2.1 The Estates Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will be chaired by a member of the Executive Committee.
- 2.3 The Committee will also have a Depute Chair.
- 2.4 Quorum - 6

#### **3 Meeting Arrangements and Practice**

- 3.1 The Estates Committee will meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.



# Executive Committee

## Executive Committee

### **1 Powers and Responsibilities**

- 1.1 To make recommendations to the Council on the budget framework for the Council and the overall revenue and capital budgets, setting of rent levels for Council houses and the Council Tax.
- 1.2 To make recommendations to the Council as appropriate on key policy initiatives or other issues.
- 1.3 To decide which issues should be referred to the Council for decision, other than those which are reserved to the Council.
- 1.4 To establish and appoint members to Council Forums and partnership organisations.
- 1.5 To oversee the Council's relationships with outside organisations and development of joint partnerships including the co-ordination of the Council's response to Community Planning.
- 1.6 To ensure the satisfactory performance and continuous improvement of services within the policy and budgetary framework agreed by the Council.
- 1.7 To decide on all policy and operational issues which are cross-cutting unless reserved to the Council.
- 1.8 To decide on all Resource specific policy and operational issues referred by Resource Committees.
- 1.9 To nominate members to represent the Council on outside bodies with the exception of Joint Boards and Joint Committees.
- 1.10 To deal with any urgent item of Council business where it is not possible to wait for the next meeting of the appropriate Committee or the Council.

The Executive Committee can, in exceptional circumstances, take urgent action outside the policy and budgetary framework set by the Council. This would only apply where there was insufficient time for the Executive Committee to report to Council prior to action being taken. Any decisions or actions taken in those circumstances would be reported to the Council at the earliest opportunity.

- 1.11 To refer issues to the Council if a majority of those present consider it appropriate.

### **2 Membership**

- 2.1 The Executive Committee will be made up of the following 16 members appointed by the Council:-
  - ◆ Leader – Chair of Executive Committee
  - ◆ Depute Leader – Depute Chair of Executive Committee
  - ◆ Chairs of Resource Committees based on existing Council Resources (7)
  - ◆ Leaders of other constituted Groups (4)
  - ◆ Depute Leader of Majority Opposition Group
  - ◆ Ruling Administration Business Manager
  - ◆ Business Manager of Majority Opposition Group
- 2.2 Quorum – 4

### **3 Meeting Arrangements and Practice**

- 3.1 The Executive Committee meeting will be held every 4 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Council will be included in a single report to that meeting.
- 3.4 The agenda for Executive Committee meetings will be issued to all members of the Council. Any member can submit comments on any item of Executive Committee business on the pro forma provided. Comments must be available to the Head of Administration no later than 10.00am on the Tuesday before the Executive Committee meeting. The comments supplied will be made available at the meeting of the Executive Committee. While this route is available to members, it does not preclude members raising issues directly with the Chair of the Executive Committee. Comments will only be acceptable if they relate directly to the business before the Committee and the Chair will decide on this.

## **Revenue Budget Scrutiny Forum**

### **1 Powers and Responsibilities**

- 1.1 To scrutinise critically all of the Council's budgets and make recommendations, where appropriate, on any redeployment of resources.
- 1.2 To consider issues arising from trends in Service spending.
- 1.3 To raise any issues in respect of the Council's financial management arrangements.

### **2 Membership**

- 2.1 9 Members (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)

### **3 Meeting Arrangements and Practice**

- 3.1 From April to August, to meet every 8 weeks. From September to March, to meet every 4 weeks.

## **Capital Budget Scrutiny Forum**

### **1 Powers and Responsibilities**

- 1.1 To review financial and operational progress on the Council's capital programme.
- 1.2 To consider the preparation of future years' capital programmes.
- 1.3 To research alternative funding methods.

### **2 Membership**

- 2.1 9 Members (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)

### **3 Meeting Arrangements and Practice**

- 3.1 From April to August, to meet every 8 weeks. From September to March, to meet every 4 weeks.

## **Community Planning Forum**

### **1 Powers and Responsibilities**

- 1.1 To facilitate debate and understanding of the Council's input to the Community Planning process.
- 1.2 To assist in ensuring that the Community Plan and Council policies, Resource Plans and capital investment programmes are consistent.

- 1.3 To promote a partnership approach to Community Planning by engaging with other relevant partners through the Community Plan Partnership Framework.
- 1.4 To take an overview of Community Plan activities undertaken by the Council.
- 2 Membership**
- 2.1 9 Members (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)
- 2.2 Members with responsibility for cross-cutting themes within the Plan to be invited to attend as necessary.
- 3 Meeting Arrangements and Practice**
- 3.1 To meet every 8 weeks.

## **Trading Services Scrutiny Forum**

- 1 Powers and Responsibilities**
- 1.1 To review financial and operational progress by the Council's Trading Services.
- 1.2 To consider any relevant policy matters in the operation of the Council's Trading Services.
- 2 Membership**
- 2.1 9 Members (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)
- 3 Meeting Arrangements and Practice**
- 3.1 From April to August, to meet every 8 weeks. From September to March, to meet every 4 weeks.

## **Performance and Review Forum**

- 1 Powers and Responsibilities**
- 1.1 To oversee the Council's strategy for the implementation of best value and performance measurement.
- 1.2 To consider the Council's submissions to the Scottish Executive on best value.
- 1.3 To consider the implications, both corporate and for individual Services, of implementing best value.
- 1.4 To consider and monitor the outcomes of the Council's annual programme of service reviews.
- 1.5 To consider and monitor performance within the Council.
- 2 Membership**
- 2.1 9 Members (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)
- 3 Meeting Arrangements and Practice**
- 3.1 To meet as required.

## **Standards and Procedures Forum**

### **1 Powers and Responsibilities**

- 1.1 To promote the observance by Councillors of high standards of conduct in accordance with any advice or guidance issued by the Standards Commission for Scotland.
- 1.2 To consider any issues of conduct referred to it by elected members.
- 1.3 To consider and review any officer/member protocols, in particular, in relation to the operation of multi-member wards

### **2 Membership**

- 2.1 9 Members (Political balance: 4 Labour; 3 SNP; 1 Con; 1 Ind/Lib Dem)

### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

# Licensing

## Licensing Committee

### **1 Powers and Responsibilities**

- 1.1 To decide on all licensing applications and consider other appropriate licensing matters excluding public health licensing.
- 1.2 To hold hearings as appropriate.

### **2 Membership**

- 2.1 The Licensing Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will have a Chair and a Depute Chair.
- 2.3 Quorum – 6.

### **3 Meeting Arrangements and Practice**

- 3.1 To meet every 8 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.

## Public Processions Panel

### **1 Powers and Responsibilities**

- 1.1 To consider and deal with:-
  - ◆ any objections submitted in respect of a notification of intent to hold a public procession
  - ◆ any representations from an organisation submitting the notification of intent to hold a public procession
- 1.2 To make Orders:-
  - ◆ prohibiting the holding of public processions
  - ◆ imposing conditions on public processions
- 1.3 To provide the required justification for prohibiting or imposing conditions on a public procession.

### **2 Membership**

- 2.1 3 members of Licensing Committee, with Chair and Depute Chair being given first option of participating.
- 2.2 Quorum – 3

### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.

# Planning

## Planning Committee

### **1 Powers and Responsibilities**

- 1.1 To decide on planning applications, monitor and enforce planning control and to decide on applications under the Building Regulations except those areas delegated to the Executive Director (Enterprise Resources) or Area Committees.
- 1.2 To hold hearings as appropriate.
- 1.3 To deal with all matters relating to Structure and Local Plans with appropriate issues being the subject of recommendations to the Executive Committee.

### **2 Membership**

- 2.1 The Planning Committee will have 24 members appointed by the Council. The Leader of the Council will be ex officio a member of the Committee with no voting rights.
- 2.2 The Committee will have a Chair and a Depute Chair.
- 2.3 Quorum – 6.

### **3 Meeting Arrangements and Practice**

- 3.1 To meet every 4 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.
- 3.3 Issues referred to the Executive Committee will be included in a single report to that meeting.

## Miscellaneous Committees and Panels

### Conference Allocation Committee

#### **1 Powers and Responsibilities**

- 1.1 To decide on all invitations for members to attend conferences and seminars.

#### **2 Membership**

- 2.1 The Conference Allocation Committee will have 6 members appointed by the Council. (Political balance: Depute Leader and Business Manager of Ruling Group plus 1 other Ruling Group representative, Depute Leader and Business Manager of Majority Opposition Group plus 1 other Opposition)
- 2.2 The Committee will have a Chair and a Depute Chair.
- 2.2 Quorum – 3.

#### **3 Meeting Arrangements and Practice**

- 3.1 To meet every 4 weeks.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Committee for approval as a correct record.

### Recruitment Committee

#### **1 Powers and Responsibilities**

- 1.1 To make appointments to the posts of:-
- ◆ Chief Executive
  - ◆ Executive Director
  - ◆ Head of Service

#### **2 Membership**

- 2.1 Minimum of 5 and maximum of 9 members to serve on each Panel.
- 2.2 Composition of each Panel to be determined by Chief Executive, in consultation with Leader of the Council and Chair of Corporate Resources Committee, drawn from 17 members appointed by the Council.
- 2.3 The Committee will have a Chair appointed by the Council.
- 2.4 Quorum – 3.

#### **3 Meeting Arrangements and Practice**

- 3.1 To meet as required.
- 3.2 Minutes of meetings will be submitted to the next appropriate meeting of the Corporate Resources Committee for approval as a correct record.

**Terms of Reference**

**Approved by South Lanarkshire Council on 23 May 2007**

**Schedule of Revisions**

	<b>Date</b>	<b>Committee</b>	<b>Revision</b>
1			
2			
3			
4			