

| <b>COUNCIL</b>        | <b>AREA COMMITTEES</b>  |
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| Aberdeenshire Council | <p>Area Committees</p> <ul style="list-style-type: none"> <li>- Banff an Buchan (10 members, 14 times per year)</li> <li>- Buchan Area committee (11 members, 14 times per year)</li> <li>- Formartine Area Committee (11 members, 14 times per year)</li> <li>- Garioch Area Committee (14 members, 14 times per year)</li> <li>- Kinkardine and Mearns Area Committee (12 members, 14 times per year)</li> <li>- Marr Area Committee (10 members, 14 times per year)</li> </ul> <p>Delegation:-</p> <p>The following matters are delegated to these Committees:-</p> <ol style="list-style-type: none"> <li>1. To approve area policies in relation to the delivery of all Council Services consistent with Council-wide Policy.</li> <li>2. To monitor the effectiveness of the Council's work within their area and report their findings to the Full Council or appropriate Policy Committee.</li> <li>3. To refer any matter coming before them which has implications for another area to the appropriate Area Committee.</li> <li>4. To enact, alter or revoke any Orders, Regulations, Bye-laws or Scheme relating exclusively to their area.</li> <li>5. To consider and make recommendations to the Policy and Resources Committee on (a) the establishment or closure of work places within their area (excluding the permanent closure of schools or other educational establishments), and (b) the permanent closure of Social Work establishments, which shall also be discussed at appropriate Policy Committees prior to being determined by the Policy and Resources Committee. To consider and make recommendations to the Education, Learning and Leisure Committee on proposals for the permanent closure of schools or other educational establishments.</li> <li>6. Subject to the powers vested by statute in the proper officers of the Council or to the powers delegated to officers by the Council, to exercise the statutory functions of the Council under planning legislation including consideration and determination of applications for statutory consent, provided the development concerned, if approved, would not be, in the opinion of the Head of Planning and Building Standards, significantly in conflict with Council-wide policy, or the development concerned does not fall within the categories of development referred to in Sections A16 and A17. Where the application has implications for an adjacent Area, the Area Committee within which the proposed development lies in its entirety shall consult with the Area Committee of that adjacent area, prior to reaching a final determination. In the event that</li> </ol> |

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|                | <p>each Area Committee has a different view, the application shall be referred to the Infrastructure Services Committee for final determination.</p> <p>7. To make permanent or experimental orders for the regulation of traffic.</p> <p>8. To approve Traffic Management Schemes.</p> <p>9. Subject to Council-wide policy and financial regulations, to approve the virement of funding between items of area based expenditure in the approved revenue and capital estimates provided this does not prejudice partnership funding or any other Area.</p> <p>10. To consider and prioritise revenue and capital expenditure estimates for their area and to make recommendations to the Policy and Resources Committee and Policy Committees.</p> <p>11. To approve the acquisition, sale or lease of land or buildings within that area. Where the Area Committee decision is contrary to officers' recommendations or where it does not accord with existing Council policy, the decision must be referred to the Policy and Resources Committee for determination or to the Social Work and Housing Committee, where the land or property is held, or was previously held, on the Council's Housing account. Where the value of the acquisition or sale is less than £60,000, the matter shall be determined by appropriate officers, in exercise of their delegated powers. Any land and/or buildings within the area may be declared surplus to requirements, prior to exercise of powers of disposal, except where, as indicated above, the decision is contrary to officers' recommendations or does not accord with existing Council policy, in which case the matter should be referred to the Policy and Resources Committee or Social Work and Housing Committee, as appropriate.</p> <p>12. To approve projects or obligations either in principle or at tender stage where the value of the matter exceeds £60,000, is in the approved annual service budget, relates exclusively to their area and the decision is in accordance with officer recommendations. Any income received above the estimate in the Revenue Budget or Capital Plan shall be reported to and allocated by the Policy and Resources Committee (see Table of Delegation in Appendix A below). These provisions shall not apply to the extension of an existing contract for a period of up to twelve months which shall instead be delegated to appropriate officers, in accordance with Financial Regulations. Where a project or obligation is contained within an approved area budget, however, Area Committees may approve in principle or at tender stage where the value of the matter exceeds £20,000 and relates only to their area.</p> <p>12A. To monitor the performance of the Scottish Police Authority, the Police Service of Scotland and the Scottish Fire and Rescue Service and to make any necessary</p> |

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|                               | recommendations arising therefrom to the Policy and Resources Committee.   |
| Dumfries and Galloway Council | <p>4 Area Committees<br/> Annandale and Eskdale Area Committee (12 members)<br/> Nithsdale Area Committee (20 members)<br/> Stewarty Area Committee (10 members)<br/> Wigtown Area Committee (9 members)</p> <p><b>Delegation</b></p> <p>5.8.1 Scrutinise and monitor the delivery of local services particularly in relation to joint working and Community Planning and including where relevant monitoring of Service performance at an area level through review of key performance indicators based on a twice yearly cycle.<br/> 5.8.2 Scrutinise the delivery of Health and Social Care Services Locality Plans against the planned outcomes established within the Integration Joint Board Strategic Plan.<br/> 5.8.3 Receive performance reports from Police Scotland and Scottish Fire and Rescue Service on a six monthly basis with attendance of officers from the respective services on specific events or locality issues.<br/> 5.8.4 Input to any major and local consultations having regard to the National Standards for Community Engagement.<br/> 5.8.5 Endorse and make recommendations for short term actions which have no policy or resource implications.<br/> 5.8.6 Recommend medium term actions which address failure in implementation of policy and which have policy or resource implications.<br/> 5.8.7 The monitoring of major local projects and the reporting of these to be incorporated into performance reports.<br/> 5.8.8 Consider applications to the Discretionary Grant Budget. March 2016 Scheme of Administration and Delegation to Committees<br/> 5.8.9 Administration and oversight of common goods and trusts as appropriate.<br/> 5.8.10 The conduct of themed meetings founded on Community and Stakeholder engagement to consider issues arising from the monitoring of performance.<br/> 5.8.11 In accordance with the provisions of the Local Authorities' Traffic Orders (Procedure) (Scotland) Regulations 1999 issued under the Road Traffic Regulation Act 1984, to determine Road Traffic Orders.<br/> 5.8.12 Consideration of community use and conditions of sale in the Asset Disposal Process.</p> |
| Fife Council                  | <p>7 Area committees meeting every month except July.</p> <p>City of Dunfermline Area Committee (12 Members)<br/> Cowdenbeath Area Committee (9 Members)</p>   |

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|                | <p>Glenrothes Area Committee (12 Members)<br/> Kirkcaldy Area Committee (12 Members)<br/> Levenmouth Area Committee (8 Members)<br/> North East Fife Area Committee (16 Members)<br/> South West Fife Area Committee (12 Members)</p> <p><b>Delegation</b></p> <p>The functions of Area Committees are to deal with the following matters:</p> <ul style="list-style-type: none"> <li>• leadership and promotion of joint working with community plan partners and other statutory and voluntary or not for profit bodies to support the wellbeing of their communities, through the implementation of Local Community and Area Management Plans;</li> <li>• overseeing the delivery and effectiveness of local community planning and partnership arrangements; determining the relevant geographical basis for local community planning;</li> <li>• contributing to the development of, and monitoring the local delivery of the Fife Community Plan;</li> <li>• receiving an annual report of progress against the local community plan as a basis for continuing dialogue with communities, partners and services on challenges and priorities.</li> </ul> <p>Providing local input as required prior to Council decisions including:</p> <ul style="list-style-type: none"> <li>• considering the potential impact of strategic policy proposals and making recommendations to the relevant other committee;</li> <li>• working with communities to establish priorities and scrutinising the effectiveness of local delivery.</li> </ul> <p>Taking decisions on matters within their local area insofar as these have been remitted by Council or other committees:</p> <ul style="list-style-type: none"> <li>• the allocation of budgets and the approval of revenue and capital expenditure insofar as these have been delegated to the committee;</li> <li>• considering all matters relating to expenditure from common good funds insofar as not delegated to officers and providing a view, as appropriate, to the Executive Committee on issues relating to the common good including proposed disposal of common good property;</li> <li>• to consider an annual report on the management of the common good;</li> <li>• the approval of grants to local organisations;</li> <li>• appointment of members to local organisations;</li> <li>• master plans, site briefs, development briefs and urban</li> </ul> |

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|                  | <p>design frameworks;</p> <ul style="list-style-type: none"> <li>• traffic orders;</li> <li>• roads adoptions, construction consents and the naming of streets; calling for the attendance of appropriate senior officers, the performance of whose service is being examined;</li> <li>• tree related matters and tree preservation orders;</li> <li>• conservation area and conservation management scheme arrangements and reports;</li> <li>• good neighbour agreements;</li> <li>• building standards and safety (insofar as not delegated to officers) including the reporting of dangerous buildings which have potential expenditure implications for the Council; and</li> <li>• rights of way, diversion orders and all other matters dealt with in the relevant planning legislation not remitted to the Planning Committees.</li> </ul> <p>The committee shall be responsible for the scrutiny and review of performance of the functions remitted to Area Committees.</p> <p>The Area Committees will have the following powers:</p> <ul style="list-style-type: none"> <li>• to invite individuals and / or representatives of organisations with expertise or interest in aspects of their remit to attend and / or contribute to meetings, either as regular participants or for a specific issue. Such individuals will not have voting powers;</li> <li>• to require the Executive Committee member with relevant responsibility and / or relevant Executive Director / Head of Service to attend meetings and respond to relevant questions and / or to submit a report or written evidence on any relevant matter;</li> <li>• to request other members of the Council and outside organisations to attend meetings and / or give evidence and advice;</li> <li>• to submit comments and recommendations to the Executive Committee and the Council.</li> </ul> |
| Highland Council | <p>8 City and Local Committees (meet 4 times per year)</p> <p>City of Inverness Area Committee<br/> Badenoch and Strathspey Area Committee<br/> Caithness Committee<br/> Isle of Skye and Raasay Committee<br/> Lochaber Committee<br/> Nairnshire Committee<br/> Ross and Cromarty Committee<br/> Sutherland Committee</p>  |

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|                           | <p><b>Delegation</b></p> <ul style="list-style-type: none"> <li>• appoint the 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</li> <li>• develop appropriate connections with, and ensure Council support for, the local community planning partnership for the area covered by the Local Committee</li> <li>• ensure implementation of the Council's localism action plan as it relates to the locality</li> <li>• scrutinise and monitor the local delivery of Council services, within approved resources and strategy</li> <li>• scrutinise the performance of, and engage with, Police Scotland and the Scottish Fire and Rescue Service</li> <li>• monitor the delivery of Council Capital Projects within the local area, as agreed within the Council's Capital Programme</li> <li>• approve delegated local functions e.g. Road Traffic Orders; Road Construction Consents; and Upholding Access Rights</li> <li>• champion local initiatives which promote and support the traditional languages, heritage and culture of the Highlands</li> <li>• 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.</li> </ul> <p>agree any local community engagement, including the work of Ward Forums in relation to Council business in the locality</p> <ul style="list-style-type: none"> <li>• consider proposals for community participation and transfer of functions to community management / ownership subject to Council policies and as guided by the Communities and Partnerships Committee</li> <li>• 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.</li> </ul> |
| North Lanarkshire Council | <p>6 Area Committees (Meet 4 times a year)</p> <p>Airdrie Area Committee (11 Members)<br/>         Bellshill and District Area Committee (9 Members)<br/>         Coatbridge Area Committee (10 Members)<br/>         Motherwell and District Area Committee (11 Members)<br/>         North Area Committee (18 Members)<br/>         Wishaw and District Area Committee (11 Members)</p>   |

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|                      | <p><b>Terms of Reference</b></p> <p>(1) (a) to develop and implement, with the assistance of such monies as may from time to time be allocated under the Council's Small Communities Programme, project proposals to address local needs;</p> <p>(b) to develop and implement, with the assistance of such monies as may from time to time be allocated from the Housing Revenue Account budget, project proposals to address estate based initiatives, and</p> <p>(c) to make decisions in respect of requests for financial assistance under such other scheme of grant as may be remitted to the Area Committees by the Council and to administer area development budgets.</p> <p>In each case having regard to any recommendation made by the Local Area Partnership;</p> <p>(2) To consider recommendations made by the Local Area Partnership with regard to any matter contained within the Terms of Reference of Area Committees, and</p> <p>(3) To carry out further functions as determined by the Policy and Resources (Regeneration and Infrastructure) Sub-Committee or any other Council Committee.</p>   |
| Renfrewshire Council | <p>5 Area Committees meeting 4 times a year</p> <p>Paisley North Local Area Committee (8 Members)<br/>Houston, Crosslee, Linwood, Riverside and Erskine Local Area Committee (11 Members)<br/>Paisley South Local Area Committee (8 Members)<br/>Johnstone and the Villages Local Area Committee (7 Members)<br/>Renfrew and Gallowhill Local Area Committee (6 Members)</p> <p><b>Delegations</b></p> <p>To promote the well-being of the area and ensure that services meet the needs of the residents of that area by</p> <ul style="list-style-type: none"> <li>Promoting active citizenship</li> <li>Advancing the well-being of the area and its communities by shaping services around the needs of residents</li> <li>Promoting enhanced coordination and scrutiny of public services at a local level</li> <li>Funding local projects and distributing grants from delegated area budgets.</li> </ul> <p>To monitor how the Council and other public sector services are delivered and developed within the Local Area Committee boundary.</p> <p>To ensure that the delivery of Council services and the use of its resources reflect the policies and priorities of the Council.</p> <p><b>B. General Delegations in relation to matters relevant to the Local Area Committee's remit</b></p> |

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|         | <p>To appoint members or representatives of the Local Area Committee, when invited to do so, to local organisations and groups.</p> <p>To appoint representatives to the Local Area Committees.</p> <p>To carry out other functions as may be determined from time to time by the Council.</p> <p><b>C. Specific Delegations</b></p> <p>To maintain strong links with community and voluntary organisations and community planning structures.</p> <p>To maintain an overview of local partnership arrangements and activities in ensuring that there is consistency.</p> <p>To ensure that the Council, partner agencies, other public sector agencies and the local community work together as necessary to implement the Council's policies and to respond to local issues and to adopt an effective common response to local issues where appropriate.</p> <p>To work with partner agencies to promote the Council's (and its partners') corporate plans and to ensure that these are implemented appropriately at a local level.</p> <p>To support local initiatives which are consistent with Council policy and community planning objectives, within the Local Area Committee's financial allocations either within or outwith the Local Area Committee boundary.</p> <p>To determine applications for funding in line with their objectives and terms and conditions of grant and reflecting the policies and priorities of the Council from:</p> <p>(a) the Council's area budgets, and other devolved funds; and</p> <p>(b) the Common Good Funds allocated to the relevant Local Area Committee in terms of legislation. (This does not apply to the Houston, Crosslee, Linwood, Riverside and Erskine Local Area Committee.)</p> <p>To fund and promote local projects which meet the necessary terms and conditions attached to the relevant funding streams.</p> <p>To approve revenue costs annually arising from new projects and from those approved previously by the former Local Grant Committees, former Local Area Committees and former Local Grant Boards.</p> <p>To allow for consultation with communities regarding community planning priorities within the local area committee boundary and to provide a forum for community planning partners to report back on progress against planned activity.</p> <p>To assist in the development and monitoring of local community planning priorities by providing an opportunity for engagement with the community.</p> <p>To be consulted by the Council and policy boards regarding the local implementation of policy developments and service delivery, excluding any matter of a judicial or quasi judicial nature.</p> <p>To be consulted on capital and revenue expenditure which is targeted by the Council within the Local Area Committee</p> |

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|                                  | <p>boundary.<br/>To provide a focus for community participation in the process of Council decision making and a vehicle for liaison between the wider community and Council services.<br/>To be consulted on any review of the Scheme of Community Councils.</p>  |
| <p>South Lanarkshire Council</p> | <p>4 Area Committees (every 8 weeks)</p> <p>Cambuslang and Rutherglen Area Committee (12 Members)<br/>Clydesdale Area Committee (13 Members)<br/>East Kilbride Area Committee (20 Members)<br/>Hamilton Area Committee (22 Members)</p> <p><b>1 Powers and Responsibilities</b></p> <p>1.1 To decide on delegated matters, as determined by the Council, including local planning, community and other local grants.<br/>1.2 To receive local performance reports from Resources on the key priorities identified in the Council Plan, Connect.<br/>1.3 To receive local Educational Scotland (HMle) school inspection reports.<br/>1.4 To receive local performance reports from key community planning partners.<br/>1.5 To receive reports, at the discretion of the Area Committee Chair, from local voluntary and community organisations on key local initiatives.</p>                                  |
| <p>Scottish Borders Council</p>  | <p>5 Area Forums (4 times a year)</p> <p>Berwickshire Area Forum (6 Members)<br/>Cheviot Area Forum (6 Members)<br/>Eildon Area Forum (10 Members)<br/>Teviot and Liddesdale Area Forum (6 Members)<br/>Tweeddale Area Forum (6 Members)</p> <p>All Area Forums also have representation from</p> <p>(a) The Chairman or a representative from each of the Community Councils in their area;<br/>(b) A representative from NHS Borders;<br/>(c) A representative from the Police;<br/>(d) A representative from any other local body as agreed by the Scottish Borders Councillors.</p> <p><b>Functions Referred</b></p> <p>The following functions of the Council shall stand referred to each Area Forum, in compliance with any statute and regulations governing those public, private and voluntary sector organisations involved:-</p> <p>1. Scrutinise the local impact and performance of Council</p> |

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|                      | <p>and other services in the area.</p> <ol style="list-style-type: none"> <li>2. Scrutinise the local impact and performance of the Community Planning Partnership in the area.</li> <li>*3. Make recommendations on the objectives and priorities for the area, including economic development, engaging with local communities and businesses as appropriate.</li> <li>4. Provide direction for decision-making on those issues that involve competing interests or are controversial or contentious, other than planning applications.</li> <li>5. Gain a shared understanding of need in the area.</li> <li>6. Seek to engage and involve the local business community and consider ways to attract commercial enterprise to the area.</li> <li>7. Act as a consultation body requiring local input, where appropriate.</li> <li>8. Determine local holiday dates.</li> <li>*9. Consider and make recommendations for Local Byelaws and Management Rules.</li> <li>*10. Consider and make recommendations if required to the relevant Committee on local community matters, including local economic development plans.</li> <li>*11. Identify impediments and barriers which inhibit integrated approaches in local service provision, and make recommendations on how these could be overcome.</li> <li>12. Approve Small Schemes and Roads Funding Members Priorities, including the use of Pay Parking income (restricted to specific towns only).</li> <li>13. Approve all matters relating to street naming and numbering, where not delegated to officers.</li> <li>14. Approve local traffic management schemes.</li> <li>15. Approve the making of temporary, permanent or experimental orders for the regulation of traffic, including stopping-up or</li> </ol> <p>Functions Delegated<br/>All functions above NOT marked *. Those functions marked * are referred to the Committee for consideration and recommendation only and must receive approval of the relevant other Council committee.</p> <p>General<br/>In addition to the functions referred and delegated to the Area Forums, the Council or other Organisations may from time to time seek the views of Area Forums on specific matters or applications outwith their normal remit.</p> |
| West Lothian Council | 9 Area Committees (one for each ward), which meet 4 times per year  |

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|                | <p><b>REMIT</b></p> <p>1 (a) To be a forum for the discussion of ward issues, and<br/>(b) To facilitate community engagement at the ward level;</p> <p>2 To act as a focus for frontline council staff;</p> <p>3 To scrutinise council policies at ward level;</p> <p>4 To make representations and comments on ward issues to the Council; and</p> <p>5 To take decisions binding on the Council and to exercise powers and responsibilities in policy areas and within limits and guidelines delegated from time to time by Council, Council or Education Executives.</p> |