



GOVERNANCE SCHEME
FIFE COUNCIL



Document Version Control – Governance Scheme

Date	Author	Version	Status	Reason for Change
17 December 2015	Andrew Ferguson		Final Council Approval	Changes to Standing Orders
1 December 2016	Andrew Ferguson		Final Council Approval	Changes to Standing Orders
15 June 2017	Andrew Ferguson		Final Council Approval	Changes to Standing Orders and List of Committee Powers
5 October 2017	Andrew Ferguson		Final Council Approval	Changes to Standing Orders, List of Committee Powers, and Scheme of Delegation (renamed List of Officer Powers)
22 March 2018	Andrew Ferguson	2.0	Fife Council Approval	Change to Standing Orders List of Officer Powers, List of Committee Powers, Financial Regulations
11 September 2019	Andrew Ferguson	2.1	Delegated	Revision to include Statutory Officer Roles

Introduction

Fife Council's Governance Scheme collects together the key documents which form the basis for the Council's decision making. It is made up of the following documents:

Part 1: Standing Orders

Meetings of the Council, its committees and sub-committees should be conducted in line with its standing orders, which are procedural rules covering such issues as who chairs the meeting, how debate is conducted, and how votes are taken.

Part 2: List of Committee Powers

Whilst some decisions of the Council need to be taken by the 'full Council,' i.e. a meeting of all its Members, many others are delegated to specific committees. This document sets out the framework for decision making by the Council, its committees, and sub-committees.

Part 3: List of Officer Powers

Whilst major issues of policy and strategy are decided by Members at Council elsewhere in the committee framework, many day to day decisions are left to officers. This document sets out the type of decisions which officers can take, and what consultation they should carry out before doing so.

Part 4: Financial Regulations

This document covers the essential rules by which the Council deals with its financial affairs, often in line with recommendations from Audit Scotland.

Part 5: Contract Standing Orders

In its day to day operation, the Council enters into many contracts for goods, services and supplies with others. This document sets out the rules by which the Council tenders for such contracts in line with procurement law.

Part 6: Statutory Officer Roles

Some senior roles in the Council are set out in legislation. This document sets out the extent of these roles.